

**City of Grant
City Council Agenda
February 6, 2024**

The regular monthly meeting of the Grant City Council will be called to order at 6:30 p.m. on Tuesday, February 6, 2024, in a teleconference format and in person Town Hall for the purpose of conducting the business hereafter listed, and all accepted additions thereto.

1. CALL TO ORDER

PUBLIC INPUT

Citizen Comments – Individuals may address the City Council about any item not included on the regular agenda. The Mayor will recognize speakers to come to the podium. Speakers will state their name and address and limit their remarks to two (2) minutes with five (5) speakers maximum. Generally, the City Council will not take any official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF REGULAR AGENDA

4. APPROVAL OF CONSENT AGENDA

- A. January 2, 2024 City Council Meeting Minutes**
- B. January 2024 Bill List, \$197,050.56**
- C. Sheriff's Department, Jul-Dec 2023 Police Services, \$84,249.52**
- D. City of Mahtomedi, 1st Quarter Fire Contract, \$42,583.00**

E. Resolution No. 2024-04, Municipal Consent for County State Aid, Highway 12

5. **STAFF AGENDA ITEMS**

B. City Planner, Jennifer Swanson (no action items)

C. City Attorney, Nick Vivian (no action items)

6. **NEW BUSINESS**

A. Consideration of LHB Contract and Appointment

B. Consideration of Stillwater Oaks Preliminary Plat Extension

7. **UNFINISHED BUSINESS**

8. **DISCUSSION ITEMS** (no action taken)

A. Staff Updates (updates from Staff, no action taken)

B. City Council Reports/Future Agenda Items (no action taken)

9. **COMMUNITY CALENDAR FEBRUARY 7 THROUGH FEBRUARY 29, 2024:**

Mahtomedi Public Schools Board Meeting, Thursday, February 8th and February 22nd, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, February 8th, Stillwater City Hall, 7:00 p.m.

Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.

10. **ADJOURNMENT**

CITY OF GRANT
MINUTES

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DATE : January 2, 2024
TIME STARTED : 6:30 p.m.
TIME ENDED : 7:08 p.m.
MEMBERS PRESENT : Councilmember Carr, Rog, Giefer,
and Mayor Huber
MEMBERS ABSENT : Tufty

Staff members present: City Attorney Christina Benson; City Planner, Jennifer Swanson; City Treasurer, Sharon Schwarze and Administrator/Clerk, Kim Points

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

PUBLIC INPUT

Mr. Jeff Schafer, Jamaca Avenue N, came forward and stated the lack of winter this year makes the fuel surcharge very unfair to residents.

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

Council Member Giefer moved to approve the agenda, as presented. Council Member Rog seconded the motion. Motion carried unanimously.

CONSENT AGENDA

- December 5, 2023 City Council Meeting Minutes Approved
- December 2023 Bill List, \$67,735.36 Approved
- Clerk 2023 Pay Increase – 3% per 2024 Budget Approved
- Kline Bros., Road Work, \$21,638.75 Approved
- Croix Valley Inspector, \$52,403.16 Approved

Council Member Giefer moved to approve the consent agenda, as presented. Council Member Carr seconded the motion. Motion carried unanimously.

2023 YEAR IN REVIEW, MAYOR HUBER

1 Mayor Huber stated he wanted to thank everyone in the City, staff, Council Members and
2 Contractors. He stated he is working with a very cohesive team. The City should be very proud of its
3 fiscal responsibility. He also thanked residents and stated he looks forward to continuing the good
4 work in the new year.

5 .

6 **STAFF AGENDA ITEMS**

7

8 **City Engineer, Brad Reifsteck**

9

10 **Consideration of Resolution No. 2024-02, Approving Plans and Specifications and Ordering Advertisement for**
11 **Bids, Knollwood Drive Street Improvements** – City Engineer Reifsteck advised the Council authorized WSB to
12 prepare plans and specifications for the Pavement Rehabilitation project at the June 28, 2023 regular
13 Council meeting.

14

15 The project would address roadways with deteriorating pavements using full-depth reclamation
16 (FDR). A full-depth reclamation technique reclaims the existing pavement and underlying aggregate
17 base and adds new pavement to the surface.

18

19 The proposed improvements include street reclamation, subgrade preparation and bituminous paving
20 for Knollwood Drive.

21

22 The opinion of probable cost for this project is \$249,076. This includes a ten percent (10%)
23 contingency factor.

24

25 Staff intends bids to be received for opening on February 28, 2024. Staff will bring the bids to the
26 City Council for consideration at the April 2, 2024, regular meeting immediately following the
27 assessment hearing.

28

29 Staff is recommending that the City Council adopt Resolution No. 2024-02, which approves the plans
30 and specifications and authorizes the advertisement for bids for the Knollwood Drive Street
31 Improvement Project.

32

33 **Council Member Giefer moved to approve Resolution No. 2024-02, as presented. Council**
34 **Member Rog seconded the motion. Motion carried unanimously.**

35 **City Planner, Jennifer Swanson**

36

37 **Consideration of Resolution No. 2024-03, SiteOne Land Use Application** – City Planner Swanson
38 advised in November a preapplication meeting was held with Jacob Steen from Larkin Hoffman
39 representing SiteOne Landscape Supply, LLC (“SiteOne”) the new operator of the site formerly
40 known as Hedberg’s Supply and Landscape. SiteOne intends to operate the site similarly to
41 Hedberg’s with a reduction in the intensity of the nursery operations. The existing CUP classifies the
42 nursery operations as the principal use, and the hardscape or landscape supply operations are
43 classified as accessory uses. The uses permitted under the CUP are legally non-conforming uses per
44 the City Code, and the CUP permits the continuation of the uses provided the conditions are met.

45

1 SiteOne is proposing to continue the uses as established within the CUP but to essentially allow for
2 the accessory use to be established as a principal use in conjunction with the nursery uses. After
3 reviewing the code it was determined that this request could be processed under **Section 32-83**
4 **Change from one nonconforming use to another**. Since SiteOne is not proposing to change any of
5 the structures, buildings, site, or any other operational conditions stated in the CUP, the request to
6 change the accessory landscape supply use to a principal use most closely aligns with the intent and
7 purpose of Section 32-83.

8
9 The following staff report is provided for your review and consideration of the request.

10
11 Public Hearing

12 No public hearing is required per Section 32-83 Change from one nonconforming use to another.

13
14 **Application Summary**

Applicant: Jacob Steen Larkin Hoffman on behalf of SiteOne Landscape Supply, LLC Owner: Forty Acres Real Estate LLC	Land Use: RR-AG Zoning: A2 – Agricultural Small Scale Acres: ~40 Acres
Address: 8400 60 th Street North Grant, MN 55082	Request: To modify from one non-conforming use to another per City Code 32-83. The existing non-conforming uses will continue per the Conditional Use Permit, with modification of an accessory use to a principal use.
Location Description and PIDs: PID 3303021340002 North of 60 th Street N and east of the Gateway Trail corridor (visible from Highway 36 frontage)	

16
17 As stated in the Applicant’s narrative, SiteOne is proposing to operate a landscape supply business
18 from the site. The property was granted a Special Use Permit (SUP) in 1974 to operate a commercial
19 green house and nursery from the site. The SUP was later amended and granted a Conditional Use
20 Permit (CUP) in 1990 for a Commercial Greenhouse and Nursery with accessory Garden Center.
21 Most recently Hedberg Supply and Landscape operated from the site consistent with the principal and
22 accessory uses identified within the CUP.

23
24 Mayor Huber called for a short recess at 6:44 p.m.

25
26 Mayor Huber called the meeting back to order at 6:49 p.m.

27
28 SiteOne now wishes to use the site for similar purposes, but proposes that the accessory garden center
29 use be changed to a principal use. This request is made to better align with the intended operations,
30 and to respond to water appropriation restrictions from the MNDNR associated with White Bear
31 Lake. Since water will be heavily restricted it is impractical to run a large nursery operation on the
32 site, but the site is still desirable for the Garden Center uses established within the CUP.
33

1 No other changes to the site, buildings or conditions of operation are proposed. The request is only to
2 change the Garden Center use from an accessory to a principal use so that the operator does not have
3 to be concerned with the percentage of business associated with the nursery versus garden center use.
4

5 City Planner Swanson stated the accessory garden center use is a legally non-conforming use per the
6 Table of Uses. Divion 3 Nonconformities of the City code establishes the standards associated with
7 the continued use of property and structures when a use is non-conforming. Since the uses are clearly
8 defined within the CUP if the Applicant uses the site consistent with the CUP the non-conforming
9 uses are permitted to operate into perpetuity. Section 32-83 Change from one nonconforming use to
10 another further stipulates that:

11
12 “A nonconforming use may be changed only to a use permitted in the district in which it is
13 located; except that if no structural alterations are made, a nonconforming use of a building
14 may be changed to another nonconforming use of the same or a more restrictive classification,
15 and provided such change is approved by the board of adjustment and appeals as hereinafter
16 provided...”
17

18 As stated by the Applicant, SiteOne is proposing to operate a business on the site that is generally
19 consistent with the terms and conditions established within the Conditional Use Permit that was
20 granted in 1990. SiteOne is not proposing any significant alterations or changes to the buildings or
21 site, and will follow the conditions established within the CUP. The request is to change the Garden
22 Center use, which is established as a legally non-conforming accessory use, to a legally non-
23 conforming principal use.
24

25 As stated in Section 32-83 the change from one non-conforming use to another is permitted provided
26 that the use is of the same classification or similar. The prior operations included a mix of both
27 nursery and garden center uses, and the operator intends to reduce the percent of the nursery
28 operations which will consequently increase the percent of the operations dedicated to the garden
29 center uses. The shift of the garden center from an accessory to a principal use is partially driven by
30 the Applicant’s operations plan but is also partially due to the lack of available water to support a
31 large-scale commercial nursery operation. There will be no exterior or obvious changes in the
32 operation from a public perspective, but the garden center uses will become a more dominant
33 proportion of the business. This shift or change from the principal nursery use to include the garden
34 center use will have no significant impact to the health, safety or welfare of the community. Further
35 no significant impacts to the roads, neighborhoods or surrounding area are anticipated provided the
36 conditions of the CUP are met.
37

38 Given the circumstances it is reasonable for SiteOne to request formal approval and/or documentation
39 that permits the garden center use to shift from an accessory to a principal use on the site; however,
40 since there are no significant changes to the operations an amendment to the CUP is not warranted.
41 As a result, staff believes that documenting the change per Section 32-83 and memorializing the shift
42 by Resolution will allow SiteOne to operate a nursery and garden center as a principal use on the site.
43

44 City Planner Swansons note the City Engineer has reviewed the proposed change and does not have
45 any additional comments. As indicated in the staff report and the Applicant’s narrative there are no
46 changes to the site or buildings contemplated as part of this application.

1 No other agencies have review authority over the subject request since there are no changes to the site
2 proposed.

3

4 **Council Member Giefer moved to approve Resolution No. 2024-03, as presented. Council**
5 **Member Rog seconded the motion. Motion carried unanimously.**

6

7 **NEW BUSINESS**

8

9 **Consideration of Ordinance No. 2024-81, 2024 Fee Schedule** – Staff advised there are no proposed
10 changes to the 2024 Fee Schedule.

11

12 **Council Member Giefer moved to approve Ordinance No. 2024-81, as presented. Council**
13 **Member Rog seconded the motion. Motion carried unanimously.**

14

15 **Consideration of Resolution No. 2024-01, Summary Publication of Ordinance No. 2024-81** –
16 Staff advised Resolution No. 2024-01 authorizes summary publication of Ordinance No. 2024-81.

17

18 **Council Member Giefer moved to adopt Resolution No. 2024-01, as presented. Council**
19 **Member Rog seconded the motion. Motion carried unanimously.**

20

21 **Consideration of 2024 City Council Meeting Schedule** – Staff advised the 2024 meeting schedule
22 takes into consideration of holidays and elections. Staff noted all meetings are subject to change as
23 well as be cancelled if there are no agenda items.

24

25 **Council Member Carr moved to approve the 2024 Meeting Schedule revising the July meeting**
26 **date to June 25. Council Member Rog seconded the motion. Motion carried unanimously.**

27

28 **Consideration of 2024 Appointment List** – Staff advised no changes are proposed to the
29 appointment list per 2023. Staff recommended the Roads Supervisor, Ken Johnson, be added as a
30 Fire Warden.

31

32 **Council Member Carr moved to approve the 2024 Appointment List, as amended. Council**
33 **Member Giefer seconded the motion. Motion carried unanimously.**

34

35 **Consideration of Earned Sick and Safe Time Employment Policy** – Staff advised per the 2023
36 Legislative Session, every City must adopt the Earned Sick and Safe Time Employment Policy.

37

38 **Council Member Giefer moved to approve Earned Sick and Safe Time Employment Policy, as**
39 **presented. Council Member Rog seconded the motion. Motion carried unanimously.**

40

41 **Consideration of Resolution No. 2023-34, 2024 Liquor License, Schones Inc.**

42

43 **Consideration of Resolution No. 2023-35, 2024 Liquor License, Loggers Trail Golf Club**

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45 **UNFINISHED BUSINESS**

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There was no unfinished business.

1 **DISCUSSION ITEMS (no action taken)**

2 **Staff Updates (updates from Staff, no action taken)**

3 **City Council Reports/Future Agenda Items**

4

5 **COMMUNITY CALENDAR JANUARY 3 THROUGH JANUARY 31, 2024:**

6 **Mahtomedi Public Schools Board Meeting, Thursday, 11th and 25th, Mahtomedi District**
7 **Education Center, 7:00 p.m.**

8 **Stillwater Public Schools Board Meeting, Thursday, January 11th, Stillwater City Hall, 7:00**
9 **p.m.**

10 **Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**

11

12 **ADJOURNMENT**

13 **Council Member Giefer moved to adjourn at 7:08 p.m. Council Member Carr seconded the**
14 **motion. Motion carried unanimously.**

15

16

17 **These minutes were considered and approved at the regular Council Meeting February 6, 2024.**

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22 _____
Kim Points, Administrator/Clerk

Jeff Huber, Mayor

23

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Fund Name: All Funds

Date Range: 01/01/2024 To 01/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/29/2024	Payroll Period Ending 01/29/2024	16328	Jan24	N	Clerk Salary	100-41101-100-	\$ 4,432.21
	Total For Check	16328					\$ 4,432.21
01/29/2024	Payroll Period Ending 01/29/2024	16331	Jan24Medical	N	Accounting Services	100-41202-130-	\$ 1,000.55
	Total For Check	16331					\$ 1,000.55
01/29/2024	ADobe	ADEFT3	Monthly fee- Auto	N	Office Supplies	100-41313-220-	\$ 52.00
	Total For Check	ADEFT3					\$ 52.00
01/29/2024	Comcast	CCEFT16	Town Hall Wifi - Auto	N	Town Hall Supplies	100-43001-210-	\$ 184.82
	Total For Check	CCEFT16					\$ 184.82
01/29/2024	Microsoft	EFT 2-1-2024	Microsoft Annual Renewal - Auto	N	Office Supplies	100-41313-200-	\$ 69.99
	Total For Check	EFT 2-1-2024					\$ 69.99
01/29/2024	T-Mobile	TMFFT28	City Cell - Auto Pay	N	Road Supplies	100-43129-210-	\$ 20.00
	Total For Check	TMFFT28					\$ 20.00
01/29/2024	Xcel Energy	XceleFT31	Utilities - Town Hall - Pole Barn - Auto	N	Town Hall Electricity	100-43004-381-	\$ 132.54
	Total For Check	XceleFT31					\$ 132.54
		XceleFT31			Well House Electricity	100-43004-381-	\$ 162.08
		XceleFT31			Street Lights	100-43010-381-	\$ 12.53
		XceleFT31				100-43117-381-	\$ 73.07
		XceleFT31					\$ 380.22
01/30/2024	Washington County Sheriff	16332	Jul-Dec Police Services	N	Police	100-42001-300-	\$ 84,249.52
	Total For Check	16332					\$ 84,249.52
01/30/2024	Bremer Bank	16333	Road Improvement Bond/Interest	N	2021 Road Project	100-43137-601-	\$ 26,000.00
	Total For Check	16333					\$ 4,014.00
							\$ 30,014.00
01/30/2024	Bremer Bank	16334	Bond Road Project	N	2019/2020 Road Project	100-43136-601-	\$ 45,000.00
	Total For Check	16334					\$ 6,530.00
							\$ 51,530.00

Fund Name: All Funds

Date Range: 01/01/2024 To 01/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/30/2024	Washington County Public Works	16335	Invoice#221078- Lights 17 & 36 - 4th Quarter	N	Street Lights	100-43117-330-	\$ 109.55
Total For Check							\$ 109.55
01/30/2024	Kline Bros Excavating	16336	Road Maintenance	N	Grader Contractor	100-43101-220-	\$ 1,417.50
		16336			Road Brushing	100-43114-220-	\$ 19,100.00
Total For Check							\$ 20,517.50
01/30/2024	City of Willernie	16337	2023 Rent	N	Rental City Office	100-41316-210-	\$ 5,459.96
Total For Check							\$ 5,459.96
01/30/2024	SHC, LLC	16338	Planning Services	N	City Planner	100-41209-300-	\$ 1,502.50
		16338			Pre-App	100-41319-300-	\$ 400.00
		16338				100-41319-300-	\$ 400.00
		16338			Escrow	100-49320-300-1023	\$ 577.50
Total For Check							\$ 2,880.00
01/30/2024	WSB & Associates	16339	Engineering - Dec23	N	Engineering Fees - General	100-41203-300-	\$ 692.00
		16339			Road Engineering Fees	100-43102-300-	\$ 795.50
		16339			MS4	100-43118-300-	\$ 120.00
Total For Check							\$ 1,607.50
01/30/2024	LRS	16340	Town Hall Porta Pot - Inv#MP243402	N	Town Hall Porta Pot	100-43007-210-	\$ 159.00
Total For Check							\$ 159.00
01/30/2024	MIN Department of Labor & Industry	16341	4th Quarter Building Permit Surcharge	N	Building Permit Surcharge	100-42005-210-	\$ 2,691.19
Total For Check							\$ 2,691.19
01/30/2024	OPG	16342	Laserfische - annual	N	Office Equipment	100-41314-210-	\$ 600.00
Total For Check							\$ 600.00
01/30/2024	Todd Smith	16343	Monthly Assessment Services - January	N	Property Assessor	100-41208-300-	\$ 2,173.00
Total For Check							\$ 2,173.00
01/30/2024	Eckberg Lammers	16344	Legal Services	N	Legal Fees - General	100-41204-304-	\$ 350.00
		16344			Legal Fees - Prosecutions	100-41206-304-	\$ 2,500.00
Total For Check							\$ 2,850.00

Fund Name: All Funds

Date Range: 01/01/2024 To 01/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/30/2024	Washington Conservation District	16345	4th Quarter MS4 Billing	N	MS4	100-43118-210-	\$ 185.71
	Total For Check	16345					\$ 185.71
01/30/2024	CenturyLink	16346	City Phone	N	City Office Telephone	100-41309-321-	\$ 180.28
	Total For Check	16346					\$ 180.28
01/30/2024	Press Publications	16347	City Ordinances	N	Publishing Costs	100-41308-351-	\$ 160.98
	Total For Check	16347					\$ 160.98
01/30/2024	Waste Management	16348	Recycling -	N	Recycling	100-43011-384-	\$ 5,777.00
	Total For Check	16348					\$ 5,777.00
01/30/2024	Washington County Property Records	16349	Truth in Taxation Notice	N	Property Assessor	100-41208-351-	\$ 503.90
	Total For Check	16349					\$ 503.90
01/30/2024	KEJ Enterprises	16350	Dec Roads Supervisor/fuel surcharge	N	Roads Supervisor	100-43014-300-	\$ 13,750.00
	Total For Check	16350					\$ 13,750.00
01/30/2024	City of Mahtomedi	16351	1st Quarter Fire Contract	N	Fire - Mahtomedi	100-42002-300-	\$ 42,583.00
	Total For Check	16351					\$ 42,583.00
01/30/2024	PERA	16352	PERA	N	Clerk PERA	100-41102-120-	\$ 449.88
	Total For Check	16352					\$ 449.88
01/30/2024	LRS	16353	September 23 Invoice #MP243402	N	Town Hall Porta Pot	100-43007-210-	\$ 134.00
	Total For Check	16353					\$ 134.00
01/30/2024	Croix Valley Inspector	16354	Building Inspector	N	Building Inspection	100-42004-300-	\$ 44,599.41
	Total For Check	16354					\$ 44,599.41
01/30/2024	IRS	EFT190	Payroll Taxes -	N	Clerk FICA/Medicare	100-41103-100-	\$ 458.88
		EFT190			Clerk Medicare	100-41105-100-	\$ 86.98
		EFT190			Federal Withholding	100-41107-100-	\$ 471.35
		EFT190			Social Security Expens	100-41109-100-	\$ 371.90
	Total For Check	EFT190					\$ 1,389.11
01/30/2024	IRS	EFT191	MedialTaxes -	N	Clerk FICA/Medicare	100-41103-100-	\$ 99.45
		EFT191			Clerk Medicare	100-41105-100-	\$ 18.85

Fund Name: All Funds

Date Range: 01/01/2024 To 01/30/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		EFT191			Federal Withholding	100-41107-100-	\$ 100.00
		EFT191			Social Security Expens	100-41109-100-	\$ 80.60
Total For Selected Checks							\$ 323,883.08

Total For Check EFT191

\$ 298.90

\$ 323,883.08



<i>Invoice</i>	
Invoice Number:	219483
Account Number:	217912
Due Date	12/8/23
Amount Enclosed:	\$ _____
Federal Tax Id:41-6005919	

To: CITY OF GRANT
 PO BOX 577
 WILLERNIE MN 55090

Please return top portion with payment. Thank You.

Invoice						
Date	Number	Type	Due Date	Remark	Amount	
11/15/23	219483	Invoice	12/8/23	JUL-DEC 2023 POLICE SERVICES	\$84,249.52	
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid. Please make check payable to Washington County and mail to the address above.					Invoice Total	\$84,249.52
					Sales Tax	
					Balance Due	\$84,249.52

**CITY OF MAHTOMEDI
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2024-04

**A RESOLUTION APPROVING MUNICIPAL SUPPORT FOR THE COUNTY STATE AID
HIGHWAY 12 (75th STREET NORTH) IMPROVEMENT PROJECT**

WHEREAS, Washington County's Capital Improvement Program includes proposed improvements to County State Aid Highway (CSAH) 12 from East Ave/Hallam Ave S to Kimbro Ave; and

WHEREAS, City of Grant in coordination with Washington County and the City of Mahtomedi, has engaged in preliminary and final design effort that started in January of 2023; and

WHEREAS, the City and County have engaged in a community engagement process as part of the preliminary and final design effort intended to gather and consider public feedback for the proposed project; and

WHEREAS, A County recommended County State Aid Highway 12 (75th Street N) plans, dated January 12 2024, showing proposed roadway and drainage improvements for the Project has been prepared and presented to the City; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grant that said County Recommended County State Aid Highway 12 (75th Street N) Improvement Project be in all things approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Mahtomedi that the City of Mahtomedi supports the County continuing with bidding the project for construction and all things necessary for the construction of the Project.

This Resolution shall become effective immediately upon its passage and without publication.

ADOPTED THIS 6th DAY OF FEBRUARY, 2024

Mayor Jeff Huber

Attest:

City Clerk

AGENDA ITEM 6A

STAFF ORIGINATOR	Administrator/Clerk
MEETING DATE	February 6, 2024
TOPIC	Item 6A, LHB Contract and Appointment

BACKGROUND

The City Engineer position for the City of Grant is currently served by WSB, Inc, and contracted by the terms of a professional service agreement. The general city engineering services provided to the City of Grant include the following:

- All general engineering duties including attending city council and staff meetings. Serves as the city's representative and liaison to Washington County when county public Improvement projects are initiated within the City of Grant. Attends county meetings such as Technical Advisory Committees (TAC) or Local Advisory Committees (LAC).
- Reviews and approves of all private utility and grading permits.
- Reviews all new residential developments to ensure the city engineering standards are followed and the development agreements are reasonable and in the best interest of the city.
- Provide all engineering documents, bidding services and construction administration and observations for all roadways, guardrails, culverts, or any other miscellaneous capital improvement projects.
- Administrating the city's MS4 program.

WSB has served as City Engineer for the City of Grant for over twenty years. Brad Reifsteck formerly of WSB now working for LHB, Inc. has served as City Engineer since 2015.

Brad has provided excellent service to the City of Grant as City Engineer. He has shown leadership in guiding the city through many road improvement projects, special road projects, residential developments, permitting and administrating the city's MS4 program.

Brad has a thorough understanding of the city's road policy and has developed and guided the council in to making many changes over the years to make it easier to follow and understand. As City Engineer, Brad has conducted many neighborhood meetings to help residents make informed decisions on whether to approve a project. Since 2016, Brad has guided the city in completing roadway improvement projects on almost 11 miles of paved roads.

LHB's 2024 engineering rates are comparable or less than the current contract rates. LHB has agreed to maintain the current flat rate of \$80.00/ hour for attendance at city council meetings when necessary. LHB's liability insurance coverages are at industry standards and are comparable to the coverages in the current agreement.

City staff has appreciated the timely work and responsiveness Brad has shown over the last 9 years. The staff recommends the appointment of LHB, Inc and Brad Reifsteck as City Engineer.

ACTION:

Motion to approve Brad Reifsteck and LHB in providing City Engineering services to the City of Grant contingent on City Attorney review and approval of the agreement.

January 29, 2022

City of Grant
PO Box 577
Willernie, MN 55090

RE: Preliminary Plat Extension for Stillwater Oaks

Dear Mayor Huber and members of the City Council,

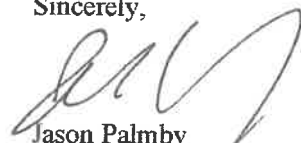
Magellan Land Development on behalf of Fairway Estates is formally requesting a preliminary plat extension for the Stillwater Oaks. We received our preliminary plat approval in October of 2022.

We would like to extend the preliminary plat to June 1, 2024,

We look forward to continuing our partnership with the City of Grant in the coming years.

Thank you for your consideration and if you have any further questions, please feel free to contact me.

Sincerely,



Jason Palmby
Chief Manager
Magellan Land Development
612-220-6641

City Council Report for January 2024

To: Kim Points City Clerk

From: Jack Kramer Building Official

City Code Violations:

1. No New Violations to report.

Building Permit Activity:

1. Eight Building Permits have been issued for a total valuation of \$122,214.00.

Respectfully submitted,

A handwritten signature in black ink that reads "Jack Kramer". The signature is written in a cursive style with a large initial "J" and "K".

Jack Kramer

building Official

