

**City of Grant  
City Council Agenda  
March 2, 2016**

*The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Wednesday, March 2, 2016, in the Grant Town Hall, 8380 Kimbro Ave. 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 three (3) minutes. 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) \_\_\_\_\_

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF REGULAR AGENDA**

**4. APPROVAL OF CONSENT AGENDA**

- A. February 2, City Council Meeting Minutes
- B. Bill List, \$34,174.88
- C. Croix Valley Inspector, \$26,213.97
- D. Contract Extension for Smith Appraisal Service

**5. STAFF AGENDA ITEMS**

- A. City Engineer, Brad Reifsteck
  - i. Consideration of Resolution No. 2016-08, Brown's Creek Boundary Change

**ii. Consideration of 2016 Class 5 Surfacing Quotes**

**B. City Planner, Jennifer Haskamp**

**i. Land Use Definitions**

**C. City Attorney, Nick Vivian**

**i. Consideration of Resolution No. 2016-09, Stillwater Schools Plan Disclosure and Evaluation**

**6. NEW BUSINESS (None)**

**7. UNFINISHED BUSINESS (None)**

**8. DISCUSSION ITEMS**

**A. City Council Reports (any updates from Council, no action taken)**

**B. Staff Updates**

**9. COMMUNITY CALENDAR MARCH 3 THROUGH MARCH 31, 2016:**

**Mahtomedi Public Schools Board Meeting, Thursday, March 10<sup>th</sup> and 24<sup>th</sup>, Mahtomedi District Education Center, 7:00 p.m.**

**Stillwater Public Schools Board Meeting, Thursday, March 10<sup>th</sup>, Stillwater City Hall, 7:00 p.m.**

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

**10. ADJOURNMENT**

**CITY OF GRANT  
MINUTES**

1  
2  
3  
4  
5 **DATE** : **February 2, 2016**  
6 **TIME STARTED** : **7:00 p.m.**  
7 **TIME ENDED** : **7:52 p.m.**  
8 **MEMBERS PRESENT** : **Councilmember Sederstrom, Lobin, Huber,**  
9 **Lanoux and Mayor Carr**  
10 **MEMBERS ABSENT** : **None**

11  
12 Staff members present: Acting City Attorney, Kevin Sandstrom; City Planner, Jennifer Haskamp;  
13 City Engineer, Brad Reifsteck; City Treasurer, Sharon Schwarze; and Administrator/Clerk, Kim  
14 Points

15  
16 **CALL TO ORDER**

17  
18 Deputy Mayor Huber called the meeting to order at 7:01 p.m.

19  
20 **PUBLIC INPUT**

21  
22 There was no one present for public input.

23  
24 **PLEDGE OF ALLEGIANCE**

25  
26 **SETTING THE AGENDA**

27  
28 Council Member Lanoux requested clarification on Roberts Rules of Order and Consent Agenda  
29 procedure.

30  
31 Deputy Mayor Huber advised the City has never adopted Roberts Rules of Order and that  
32 parliamentary procedure is for large groups.

33  
34 **Mayor Carr moved to approve the agenda, as presented. Council Member Lobin seconded**  
35 **the motion. Motion carried with Council Member Lanoux and Sederstrom voting nay.**

36  
37 **CONSENT AGENDA**

38  
39 January 5, 2016 City Council  
40 Meeting Minutes

Approved

41  
42 Bill List, \$35,868.66

Approved

43  
44 Washington County Sheriff, June-Dec  
45 2015, \$54,222.93

Approved

1  
2 Croix Valley Inspector, \$25,567.28

Approved

3  
4 **Council Member Lanoux moved to pull Items 4A, January 5, 2016 City Council Meeting**  
5 **Minutes and Item 4b, Bill List, \$35,868,66 from the consent agenda. Council Member**  
6 **Sederstrom seconded the motion.**

7  
8 Deputy Mayor Huber stated the Council has had the packets for a week. He asked if Council  
9 Member Lanoux had contacted the Clerk and asked for clarification on the minutes and/or bill  
10 list.

11  
12 Council Member Lanoux indicated he had not contacted the Clerk.

13  
14 **Motion failed with Council Member Lobin, Deputy Mayor Huber and Mayor Carr voting**  
15 **nay.**

16  
17 **Mayor Carr moved to approve the consent agenda, as presented. Council Member Lobin**  
18 **seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**  
19 **voting nay.**

20  
21 **STAFF AGENDA ITEMS**

22  
23 **City Engineer, Brad Reifsteck**

24  
25 **Authorization for Class 5 Surfacing Quotes** – City Engineer Reifsteck advised the City  
26 engages a contractor to provide Class 5 aggregate base for the purpose of maintaining gravel  
27 roads through the City. The quotes typically include pricing for delivered or delivered and spread  
28 aggregate base as needed on a per ton basis. Requests for quotes will be sent to Miller  
29 Excavating, Inc. and at a minimum, one other contractor. He noted the specifications are the  
30 same as two years ago and the product being used does reduce dust. The City typically only pays  
31 for what is delivered and weather determines when the season is over in terms of obtaining Class  
32 5.

33  
34 **Council Member Lobin moved to authorize staff to request quotes directly from**  
35 **contractors for the 2016 Class 5 Surfacing Contract, as presented. Mayor Carr seconded**  
36 **the motion. Motion carried unanimously.**

37  
38 **Consideration of 2016 Special Roads Project** – City Engineer Reifsteck stated each year the  
39 City completes a special road project within the City. In past years, the projects have addressed  
40 specific areas with drainage problems on the roadway and/or areas where small patches are no  
41 longer a cost efficient solution. The 2015 Special road Project included a portion of Keats  
42 Avenue between 65<sup>th</sup> Street and Highway 36 frontage road. Potential candidates for this year's  
43 project include the following:

- 44  
45
- A portion of Keats Avenue north of 65<sup>th</sup> Street

- Joliet Avenue between Highway 96 and Jody Avenue
- Ideal Avenue N and Hwy 96 and 97<sup>th</sup> Street N & County Road 15

The 2016 budget for special road projects is \$25,000.

Deputy Mayor Huber stated the City will have a better idea about the project after the Road Ranking System is completed. A decision at this point should not be made.

City Engineer Reifsteck agreed that is a good approach. The Road Ranking System should be completed by the end of April. It will be a very good tool in making decisions. At the May meeting the Council will be adopting the system and then can discuss special road projects.

Mayor Carr added the City does have other funds to utilize this year on special road projects.

**Council Member Lanoux moved to have WSB look into funding and grants that are available. Council Member Sederstrom seconded the motion. Motion failed with Council Member Lobin, Deputy Mayor Huber and Mayor Carr voting nay.**

Deputy Mayor Huber stated WSB already does that and will continue to do so on behalf of the City. He commented on the current road policy noting the City does not have to spend a minimum of \$300,000 for a road project.

**Deputy Mayor Huber moved to table discussion of 2016 Special Roads Project. Council Member Lanoux seconded the motion. Motion carried unanimously.**

**City Planner, Jennifer Haskamp**

**Land Use Definitions** – Deputy Mayor Huber advised the Planner is not present this evening. Information was included in the Council packets but it would be beneficial to discuss the land use definitions when the Planner is present.

**Council Member Lanoux moved to table the Land Use Definitions until a Planning Commission is in place. Council Member Sederstrom seconded the motion. Motion failed with Council Member Lobin, Deputy Mayor Huber and Mayor Carr voting nay.**

Deputy Mayor Huber advised the Planning Commission follows City policy and City Ordinances. Land Use definitions are policy decisions that the City Council has to set. Once those definitions are in place, the Planning Commission will utilize them to make recommendations to the City Council relating to land use.

**Deputy Mayor Huber moved to table Land Use Definitions to the March City Council meeting. Council Member Lobin seconded the motion. Motion carried with Council Member Lanoux voting nay.**

**City Attorney, Kevin Sandstrom (no action items)**

1 **NEW BUSINESS**

2  
3 **Planning Commission Appointments** – Planning Commission interviews were held prior to the  
4 regular Council meeting. Eight applications were submitted, one application was withdrawn and  
5 six (6) were interviewed.  
6

7 **Council Member Lanoux moved to table the Planning Commission appointments until**  
8 **notice was provided in the legal newspaper and the City newsletter. Council Member**  
9 **Sederstrom seconded the motion. Motion failed with Council Member Lobin, Deputy**  
10 **Mayor Huber and Mayor Carr voting nay.**

11  
12 The Administrator/Clerk advised notice of Planning Commisison applications have been posted  
13 on the City website since November, 2015. Notice was published in the City’s legal newspaper  
14 on Janury 6, 2016.  
15

16 **Council Member Sederstrom moved to remove Mr. Bob Tufty from the list of applicants.**  
17 **Council Member Lanoux seconded the motion. Motion failed with Council Member Lobin,**  
18 **Deputy Mayor Huber and Mayor Carr voting nay.**  
19

20 **Deputy Mayor Huber moved to appoint all seven (7) Planning Commission applicants.**  
21 **Council Member Lobin seconded the motion. Motion carried with Council Member**  
22 **Lanoux and Sederstrom voting nay.**  
23

24 **Consideration of Resolution No. 2016-07, Designated Reserves, Sharon Schwarze - City**  
25 Treasurer Schwaze advised Resolution No. 2016-07 designates the small cities financial  
26 assistance to the committed fund balance in the General Fund in the amount of \$61,969 for the  
27 construction and maintenance of roads located within the City of Grant. She advised the funding  
28 was only approved for one year so the City did not add another permanent fund for the dollars  
29 within the budget.  
30

31 **Mayor Carr moved to adopt Resolution No. 2016-07, as presented. Council Member Lobin**  
32 **seconded the motion. Motion carried unanimously.**  
33

34 **UNFINISHED BUSINESS**

35  
36 There was no unfinished business.  
37

38 **DISCUSSION ITEMS**

39  
40 **City Council Reports:**

41  
42 **Council Member Lanoux moved to approve the coverage of the Stillwater Fire Department**  
43 **be extended within the City of Grant. Council Member Sederstrom seconded the motion.**  
44 **Motion failed with Council Member Lobin, Deputy Mayor Huber and Mayor Carr voting**  
45 **nay.**

1 Mayor Carr stated he is sorry he was not present this evening for the Planning Commission  
2 interviews. He thanked everyone who applied and said they are welcome to call any of the  
3 Council Members for assistance or use as a resource.

4  
5 Deputy Mayor Huber added that there is a new process for the Planning Commission and the  
6 ordinances are in place. If there are ever any questions call the City Council.

7  
8 **Council Member Lanoux moved to draft a letter to legislators opposing any funding of a**  
9 **waste water treatment center within the City of Grant. Council Member Sederstrom**  
10 **seconded the motion.**

11  
12 Deputy Mayor Huber stated there is no information relating to the motion and there the City of  
13 Grant has never been mentioned for a waste water treatment center.

14  
15 Mayor Carr stated it would be crazy to build a waste water treatment center in the City of Grant  
16 when there is no City sewer or water.

17  
18 Deputy Mayor Huber stated the motion makes for great sound bites when on camera but there is  
19 no evidence of plan for this within the City.

20  
21 Council Member Sederstrom said the Council did pass a resolution supporting it.

22  
23 Mayor Carr stated he has never supported that.

24  
25 Deputy Mayor Huber stated the Council passed a resolution supporting an education plan to  
26 relieve the City of certain MS4 publishing requirements but has never passed any resolution  
27 regarding waste treatment plants in the City.

28  
29 **Motion failed with Council Member Lobin, Deputy Mayor Huber and Mayor Carr voting**  
30 **nay.**

31  
32 **Staff Updates:**

33  
34 There were no staff updates.

35  
36 **COMMUNITY CALENDAR FEBRUARY 3 THROUGH FEBRUARY 29, 2016:**

37  
38 **Mahtomedi Public Schools Board Meeting, Thursday, February 11<sup>th</sup> and 18<sup>th</sup>, Mahtomedi**  
39 **District Education Center, 7:00 p.m.**

40 **Stillwater Public Schools Board Meeting, Thursday, February 11<sup>th</sup> , Stillwater City Hall,**  
41 **7:00 p.m.**

42 **City Office Closed, Monday, February 15<sup>th</sup> , Presidents' Day**

43 **Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**  
44

1 **ADJOURN**

2

3 **Mayor Carr moved to adjourn at 7:52 p.m. Council Member Lobin seconded the motion.**  
4 **Motion carried unanimously.**

5

6

7

8 These minutes were considered and approved at the regular Council Meeting March 2, 2016.

9

10

11

12

13 \_\_\_\_\_  
Kim Points, Administrator/Clerk

\_\_\_\_\_   
Tom Carr, Mayor

DRAFT

D



DRAFT

**City of Grant**

**Disbursements List**

**02/22/2016**

Date range: 02/01/2016 to 02/29/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Payroll Period Ending 02/29/2016	02/22/2016	13002	\$3,359.83		No	100-41101-100	\$3,359.83
Washington County Property Records	02/22/2016	13003	\$1,056.14	AutoMark/Truth in Taxation	No	100-41303-300 100-41308-351	\$600.00 \$456.14
Xcel Energy	02/22/2016	13004	\$333.23	Utilities	No	100-43004-381 100-43010-381 100-43117-381	\$274.47 \$11.71 \$47.05
SHC, LLC	02/22/2016	13005	\$1,666.50	Planning	No	100-41209-300	\$1,666.50
Sprint	02/22/2016	13006	\$31.17	City Cell Phone	No	100-43116-321	\$31.17
M.J. Raleigh Trucking	02/22/2016	13007	\$329.75	Sand/Salt	No	100-43113-210	\$329.75
CenturyLink	02/22/2016	13008	\$120.36	City Phone	No	100-41309-321	\$120.36
League of MN Cities Insurance Trust	02/22/2016	13009	\$106.00	Inv#31485/Workman's Comp Final Audit	No		
Todd Smith	02/22/2016	13010	\$1,991.92	Monthly Assessment Services	No	100-41302-360 100-41302-361	\$98.00 \$8.00
Waste Management	02/22/2016	13011	\$4,140.36	Recycling	No	100-41208-300	\$1,991.92
Washington County Public Works	02/22/2016	13012	\$571.70	Street Lights	No	100-43011-384	\$4,140.36
Washington County Public Works	02/22/2016	13013	\$2,224.77	Salt/Sand	No	100-43117-330	\$571.70
Ken Ronnan	02/22/2016	13014	\$45.00	Video Tech Services	No	100-43113-210	\$2,224.77
AirFresh Industries	02/22/2016	13015	\$125.00	PortaPot #22021	No	100-41318-100	\$45.00
WSB & Associates	02/22/2016	13016	\$273.75	Engineering	No	100-43007-210	\$125.00
Press Publications	02/22/2016	13017	\$419.16	Ordinance Publications/Budget	No	100-41203-300	\$273.75
Croix Valley Inspector	02/22/2016	13018	\$26,213.97	Building Inspector	No	100-41308-351	\$419.16
Eckberg Lammers	02/22/2016	13019	\$6,542.28	Legal Services	No	100-42004-300	\$26,213.97
Heating and Cooling	02/22/2016	13020	\$81.00	9220 Ivy - paid twice	No	100-41204-300 100-41205-300 100-41206-300	\$1,206.00 \$3,697.39 \$1,638.89
PERA	02/22/2016	13021	\$643.61	PERA	No	100-41306-810 100-41102-120	\$81.00 \$344.79

**City of Grant**

**Disbursements List**

**02/22/2016**

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
KEJ Enterprises	02/22/2016	13022	\$9,000.00	February 2016 Road Contractor	No	100-41113-100	\$298.82
						100-41306-300	\$166.14
						100-42006-300	\$83.00
						100-43006-300	\$125.00
						100-43009-300	\$125.00
						100-43105-300	\$167.00
						100-43106-300	\$20.84
						100-43107-300	\$41.67
						100-43110-300	\$83.84
						100-43111-300	\$20.84
						100-43113-300	\$5,416.67
						100-43114-300	\$2,250.00
						100-43115-300	\$500.00
IRS	02/22/2016	EFT73	\$1,113.35	Payroll Taxes	No	100-41103-100	\$351.69
						100-41107-100	\$409.97
						100-41110-100	\$285.03
						100-41112-100	\$66.66

**Total For Selected Checks**

**\$60,388.85**

**\$60,388.85**

67. Brad Haberstadt Permit # 2014-129  
City Fee: \$ 832.75 x.75% = \$ 624.56  
Plan Check Fee: \$ 541.28 x.100% = \$ 541.28  
Total Fee:.....= \$ 1,165.81

68. Carlson Plumbing Permit # 2014-139  
City fee: \$ 80.00 x.75% = \$ 60.00  
Total Fee: .....= \$ 60.00

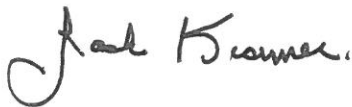
69. Keith Wendorff Permit # 2014-143  
City Fee: \$ 69.25 x.75% = \$ 51.93  
Total Fee:.....= \$ 51.93

70. Keith Wendorff Permit # 2014-144  
City Fee; \$ 83.25 x.75 % = \$ 62.43  
Total Fee:.....= \$ 62.43

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Total Fee:.....= \$ 26,213.97

Respectfully submitted,



Jack Kramer

Building Official

## **AGENDA ITEM 4D**

<b>STAFF ORIGINATOR</b>	Kim Points
<b>MEETING DATE</b>	March 2, 2016
<b>TOPIC</b>	Assessor Contract Extension

### **BACKGROUND**

Mr. Todd Smith has provided Assessor Services to the City for many years. The current three year contract end date is June 1, 2016.

Mr. Smith has agreed to a one year contract extension at the current contract price of \$11.00 per parcel.

### **OPTIONS**

1. Extend assessor contract for one year, expiration date of June 1, 2017.

## MUNICIPAL ASSESSMENT SERVICES AGREEMENT

**THIS MUNICIPAL ASSESSMENT AGREEMENT** ("Agreement") is entered into this 1<sup>st</sup> day of June 2016, by and between the City of Grant, a Minnesota municipal corporation ("City") and Todd Walter Smith d/b/a Smith Appraisal Service ("Smith").

### RECITALS

- A. Smith is a Certified Residential Assessor licensed by the State of Minnesota Board of Assessors;
- B. Smith's license number is 1857;
- C. The City has 2,173 parcels of property subject to tax assessment;
- D. The City desires to engage Smith for the purpose of providing municipal assessment services;
- E. The City desires to appoint Smith to act as its City Assessor subject to the following terms and conditions.

**NOW THEREFORE**, the City and Smith hereby agree as follows:

### AGREEMENT

1. Smith is appointed to serve as the City Assessor for the City of Grant and shall perform all assessment services required by State law and the City of Grant.
2. Smith is deemed to be an independent contractor for the purposes of this appointment. Smith acknowledges and agrees that he is not an employee of the City. The City will not withhold any taxes, social security, FICA, or any other withholdings from its payments to Smith, Smith shall be solely responsible for calculating and paying all state and federal income taxes, social security, FICA, and any other taxes or withholdings. City shall not pay, and Smith shall not be entitled to any health insurance, life insurance, pensions, retirement accounts, or any other fringe benefits not enumerated herein.
3. Smith's appointment as City Assessor shall commence on June 1, 2016 and shall run for a term of one ( 1 ) year(s) until June, 2017.
4. Smith shall be compensated by the City at a rate of \$ 11.00 per parcel, for a total annual contract price of \$23,903.04. There shall be no increase in the contract rate unless expressly approved by the City. There shall be no charge for new construction permits or exempt properties.

5. Smith's services shall be billed monthly starting June 1, 2016. Smith agrees to submit an invoice requesting payment at least thirty (30) days prior to the payment date.
6. Smith shall maintain insurance in the amount of One Million Dollars (\$1,000,000.00), and shall maintain vehicle and property coverage as approved by the City. Smith shall name the City as an additional insured on these policies and shall provide to the City copies of all proofs of insurance. Smith shall direct the insurer to remit any changes in coverage to the City.
7. Smith shall provide the contracted services in accordance with industry accepted appraisal standards and shall maintain necessary licensures and certifications with the State of Minnesota. Failure to maintain necessary licensures and certifications shall be deemed a default of this Agreement subjecting the Agreement to termination by the City in its sole discretion.
8. Smith represents and certifies that he is experienced and knowledgeable about Washington County's mass appraisal systems, shall provide his services in a competent manner, and agrees that failure to comply with or complete the assessment in accordance with the requirements of Washington County shall be deemed a default of this Agreement subjecting the Agreement to termination by the City in its sole discretion.
9. Smith shall be responsible for physically inspecting and determining the valuation of every parcel of assessable property in the City. The inspections shall be conducted on a five-year rotation with twenty percent (20%) of the properties physically inspected each year. The five year rotation shall not obligate or otherwise compel or require the City to extend the term of this Agreement beyond the term as stated herein.
10. Smith shall not assign or delegate contracted work to another assessor, employee or subcontractor without the express prior approval of the City, with the exception of clerical work not requiring a Minnesota Certified Residential Assessor's license. All clerical work shall be performed by an employee of Smith.
11. Smith shall attend and conduct the annual Board of Appeals meeting; conduct property reviews recommended by the Board of Appeals; attend the annual County Board of Equalization meeting; testify on behalf of the City at Court appearances, hearing or judicial or quasi-judicial hearings; and any other such activity required to accurately assess all of the parcels located within the City. Such services shall be included in the annual fee and shall not be subject to additional cost to the City.
12. This Agreement may be terminated as provided for by this Agreement or by either party upon thirty (30) days written notice to the other.

13. The City shall be authorized to terminate this Agreement immediately in the event Smith fails to properly perform the required functions as stated in this Agreement, or engages in malpractice, theft, illegal activity, or other misconduct related to the performance of his duties. Smith may terminate this Agreement in the event the city fails to timely pay Smith for his services as set forth in this Agreement.
14. The City shall be entitled to recover all reasonable costs, including attorney's fees, incurred in the enforcement of this Agreement.
15. This Agreement constitutes the entire agreement between the parties and may only be modified in writing and upon execution by both parties. The Agreement shall be construed in accordance with the laws of the State of Minnesota.

CITY OF GRANT,  
a Minnesota municipal corporation.

TODD W. SMITH  
d/b/a Smith Appraisal Service

\_\_\_\_\_  
By: Tom Carr  
Its: Mayor

\_\_\_\_\_  
By: Todd W. Smith

ATTEST:

\_\_\_\_\_  
By: Kim Points  
Its: City Clerk





Building a legacy – *your* legacy.

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

February 22, 2016

Ms. Kim Points  
City Administrator  
City of Grant  
PO Box 577  
Willernie, MN 55090

Re: Letter of Recommendation – Hydrologic Boundary Review  
WSB Project No. 2859-001

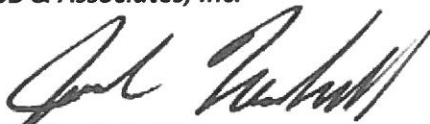
Dear Ms. Points,

We have received the updated hydrologic boundary between the Rice Creek Watershed District (RCWD) and the Valley Branch Watershed District (VBWD) and reviewed the update within the City of Grant. We concur with this update and recommend the City of Grant pass a supporting resolution.

A draft resolution has been attached for your consideration.

Sincerely,

**WSB & Associates, Inc.**

  
Jacob Newhall, PE  
Project Manager

  
Brad Reifsteck, PE  
Sr. Project Manager

attachements

cc: John Hanson, Valley Branch Watershed District

ef



## Brown's Creek Watershed District

Preserving the integrity of the watershed for future generations



2/10/2016

Ms. Kim Points  
Administrator/Clerk  
City of Grant  
PO Box 577  
Willernie, MN 55090

Dear Ms. Points,

Minnesota Statutes Chapters 103B and 103D promote water resource management on a watershed basis, and state that legal boundaries of watershed management organizations should conform as closely as is practicable to hydrologic boundaries. In accordance with the statutes and to ensure equitable funding, the Valley Branch Watershed District (VBWD), Brown's Creek Watershed District (BCWD), and Rice Creek Watershed District (RCWD) are updating their common legal boundary to better match the hydrologic boundary. This letter provides information on the process used to better align the legal and hydrologic boundaries and includes a request that the City of Grant formally concur with the proposed legal boundary change.

### **Background**

Watershed district legal boundaries must follow property boundaries, but should also match the hydrologic boundaries as closely as possible. In undeveloped or less-developed areas with large individual parcels, this can be difficult because a single property cannot be divided into more than one watershed district. However, as development occurs and properties are split into smaller pieces, the legal boundary can be updated to more closely match the hydrologic boundary.

### **Evaluation Process**

As a first step in the evaluation process, the VBWD's consultant, Barr Engineering Co. (Barr), used the Minnesota Department of Natural Resource's LiDAR and storm sewer data to help identify the outer hydrologic boundary of the VBWD. LiDAR data was used because it provides much better topographic information than historically available. Barr then sent the results of its evaluation to the BCWD and RCWD for feedback, making adjustments until the three watershed districts reached an agreement on the new hydrologic boundary. Finally, Barr determined which parcels would need to be moved in or out of the VBWD so that the majority of the parcel would be within the boundaries of the proper organization. Attached is a map of the results for the City of Grant.

### **Legal Process to Change Boundary**

A watershed district's legal boundaries can be changed under Minnesota Statutes (MS) 103D.251 or MS 103B.215. VBWD, BCWD, and RCWD will follow MS 103B.215. This requires the VBWD to petition the Minnesota Board of Water and Soil Resources (BWSR) to change the boundary. In addition to the petition, the VBWD must provide BWSR with a written statement of concurrence "from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred."

VBWD, BCWD and RCWD respectfully request that the City of Grant send a written statement of concurrence to the VBWD at P.O. Box 838, Lake Elmo, MN 55042. Attached is an example of a resolution which may be used to solicit the required approvals from your Council.

If you have questions or concerns, feel free to contact one of the following watershed district representatives:

**Valley Branch Watershed District**

Contact: John Hanson, District Engineer  
952-832-2622 or [jhanson@barr.com](mailto:jhanson@barr.com)

**Brown's Creek Watershed District**

Contact: Karen Kill, Administrator  
651-275-1136 x26 or [karen.kill@mnwcd.org](mailto:karen.kill@mnwcd.org)

**Rice Creek Watershed District**

Contact: Phil Belfiori, Administrator  
763-398-3071 or [pbelfiori@ricecreek.org](mailto:pbelfiori@ricecreek.org)

Sincerely,



John P. Hanson, P.E., District Engineer  
Valley Branch Watershed District

Enclosures (2)

c: Karen Kill, BCWD  
Phil Belfiori, RCWD  
Dan Fabian, BWSR  
Jim Haertel, BWSR  
Stephanie Souter, Washington County

**CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA  
RESOLUTION NO. 2016 - 08**

**A RESOLUTION SUPPORTING THE PETITION FROM VALLEY BRANCH WATERSHED DISTRICT TO THE BOARD OF WATER AND SOIL RESOURCES, REQUESTING A BOUNDARY CHANGE FOR THE TRANSFER OF TERRITORY BETWEEN IT AND ITS ADJACENT WATERSHED MANAGEMENT ORGANIZATIONS.**

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**WHEREAS**, the City of Grant received map figures showing the proposed changes to the Valley Branch Watershed District, Brown's Creek Watershed District, and Rice Creek Watershed District ("the Districts") boundaries.

**WHEREAS**, these boundary changes will make the legal boundaries of the Districts better aligned with the hydrologic boundaries that exist between the Districts within the City of Grant.

**NOW THEREFORE BE IT RESOLVED** that the City of Grant City Council concurs with the proposed legal boundary changes to the Districts.

**BY ROLL CALL VOTE OF THE CITY OF GRANT CITY COUNCIL:**

**THIS RESOLUTION IS ADOPTED / NOT ADOPTED**

**THIS 2<sup>nd</sup> DAY OF March, 2016.**

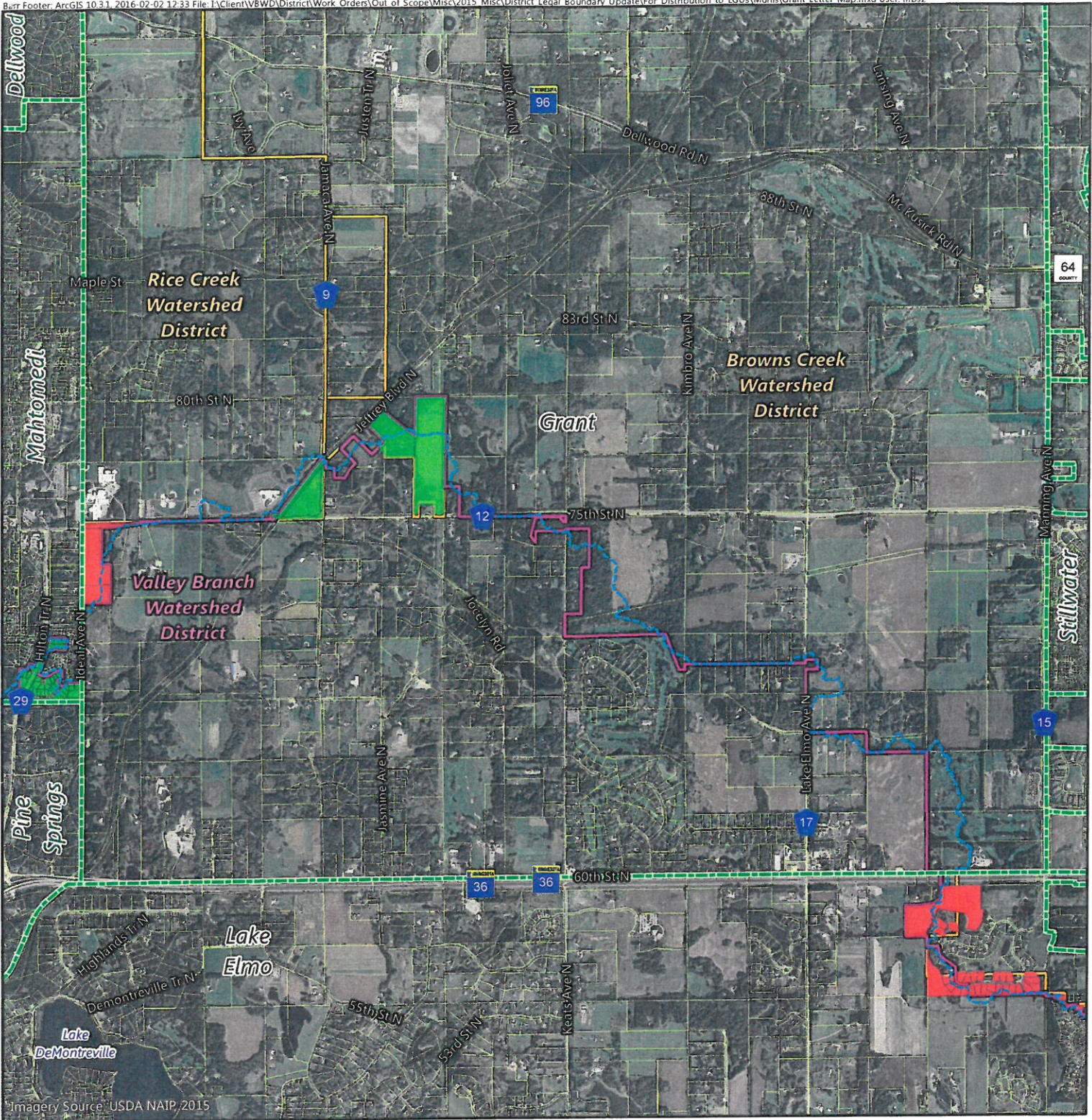
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Attest: Kim Points, Clerk

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Tom Carr, Mayor





-  Proposed District Legal Boundary
-  Current District Legal Boundary
-  Revised Hydrologic Boundary
- Proposed Parcel Change
  -  Proposed Parcel into VBWD
  -  No Change
  -  Proposed Parcel out of VBWD

-  Municipal Boundary
-  Parcel Boundary

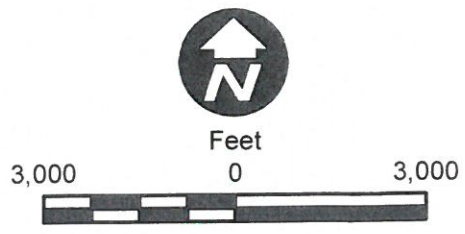


Figure 1

PROPOSED PARCEL CHANGES  
 BETWEEN VALLEY BRANCH  
 WATERSHED DISTRICT AND  
 SURROUNDING DISTRICTS  
 City of Grant  
 Washington County, Minnesota



## MEMORANDUM

<b>To:</b> Mayor and Grant City Council <hr/> <b>CC:</b> Kim Points, City Clerk <hr/> Nick Vivian, City Attorney <hr/> <b>From:</b> Jennifer Haskamp, City Planner <hr/>	<b>Date:</b> January 26, 2016 <hr/> <b>RE:</b> Land Use definitions <hr/> Archery Range, Gun Club, Gun Range, <hr/> Broadcasting Studio, Hotel or Motel, <hr/> Structure – Historic, Theater <hr/>
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### Summary & Background

Over the past year the council has been working on creating land use definitions for uses identified on the Table of Uses that are undefined within section 32-1 of the City’s zoning ordinance. During that process a moratorium was in place restricting the processing of applications that would be associated with any of the land uses identified within the moratorium. The moratorium ended in 2015, and the city council effectively worked through several definitions and uses that were the most common and prevalent in the community.

The moratorium expired, but several land uses have yet to be defined and staff is recommending that the city council continue to work through development of the definitions in an effort to complete the initial objective as stated within the moratorium. In an effort to continue the process staff has prepared the following draft definitions and discussion items for your consideration at the February meeting.

### Archery Range, commercial outdoors; Gun Clubs; Gun Ranges

In Section 32-245 of the City’s Zoning Ordinance *Archery Range, commercial outdoors; Gun Clubs; and Gun Ranges* are all identified as separate land use categories as indicated in the excerpt from the table below:

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Archery range, commercial outdoors	C	C	C	N	N
Gun clubs.	N	C	C	N	N
Gun range.	N	N	N	N	N

Section 32-1 Definitions does not address any of these uses and does not offer any clarification with respect to the differences between them. Staff has researched how other communities address these types of land uses, and specifically looked into communities which have Gun/Hunt Clubs active within their communities. Most places lump all three of these uses (Archery range, Gun Club, Gun Range) together into a single use, such as a Target Range, and then further regulate the use through a set of performance standards (must be located off of a county road, setback a minimum of 500’ from property lines, etc). An example of a definition is provided below (and sample performance standards from Hugo are attached to this staff report):

Target Range, Outdoor – means a permanently located and improved area that is designed and operated for the use of rifles, shotguns, air rifle (BB and .177 pellet), pistols, silhouettes, skeet, trap, black power or any other similar sport shooting in an outdoor environment, but does not permit the use of paintball guns.

Staff is looking for some direction from the City Council with respect to these uses and whether there is interest in further refining the definition through performance standards. Staff is aware that there was a gun club/gun range in the City at one time and that there were some concerns related to that operation. Therefore, staff would like some feedback from the city council prior to drafting a definition(s).

**Broadcasting Studio, Hotel or Motel, Structure – Historic, Theater**

Staff has drafted the following definitions for your review, consideration and comment.

***Broadcasting Studio*** means a facility or building where the production and transmission of radio or television broadcasts originate, which may include ancillary office and business spaces to support the operations.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Broadcasting Studio	N	N	N	N	C

***Hotel or Motel*** means a building which provides a common entrance, lobby, halls and stairway and in which ten or more people are, for compensation, lodged with or without meals. Such operations may include a single building or a group of detached, semi-detached, or attached buildings containing guest rooms or dwellings, with garage or parking space conveniently located to accommodate each unit.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Hotel or Motel	N	N	N	N	N

***Structure, historic, scenic*** means a building, structure, archaeological site, or other place that is listed on the national or state register of historic places, or meets the requirements for listing on the national or state historic registers, or is designated as a significant historic site by the city council. All unplatted cemeteries meeting provisions of Minn. Stats 307.08 are significant historic sites.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Structure, historic, scenic	C	C	C	C	C

*Theater* means a building or part of a building devoted to the showing of motion pictures or theatrical or performing arts productions as a principal use, but not including an outdoor drive-in theater.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Theater	N	N	N	N	C
Theater – Drive In	N	N	N	N	N



Sec. 90-234. - Hunt and gun clubs.

- (a) It is unlawful for any person to construct or operate a hunt club or gun club except in conformance with this chapter.
- (b) All hunt and gun clubs must have their principal entrance located on a state or county highway, or city collector street.
- (c) Hunt and gun clubs must be located on parcels of land at least 40 acres in size.
- (d) Site plans for all shooting ranges, skeet ranges, trap ranges, archery courses, and similar facilities shall be constructed in accordance with an approved site plan that shall be a provision of the conditional use permit issued for the site. All shooting activities must be confined to the designated ranges, and located at least 500 feet away from all property lines.
- (e) All hunt and gun clubs shall be subject to safety and sound control plans approved by the city council. All required safety and sound control measures shall be constructed and operational prior to any discharge of firearms on the property of any hunt or gun club.

(Prior Code, § 1195-360.1)

**CITY OF MARINE ON ST. CROIX  
BOX 250  
MARINE ON ST. CROIX, MN 55047  
651-433-3636**

**City Council Members  
Glen Mills 433-5879 Lon Pardun 433-2130 Chris Mowery 433-4957  
Dan Willenbring 433-2015 Bill Miller 433-5354**

February 16, 2016

City of Grant  
Attn: Kim Points, City Clerk  
111 Wildwood Road, Box 577  
Willernie, MN 55090

RE: ISD 834 School Closures/Boundaries and Busing

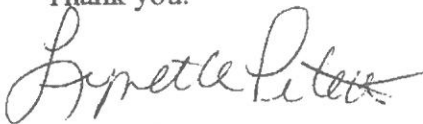
Dear Ms Points,

Enclosed herewith please find a resolution of the Marine on St. Croix City Council which was considered and passed last Thursday, February 11 2016. It does the following things:

1. It requests disclosure of the actual busing and boundary consequences-to all affected schools-of ISD 834's current plan and intention to close three elementary schools.
2. It requests a meeting of one designee from each stakeholder at which those consequences can be presented.
3. It requests an indefinite tabling of the school closure plan pending disclosure and evaluation of boundary and busing consequences

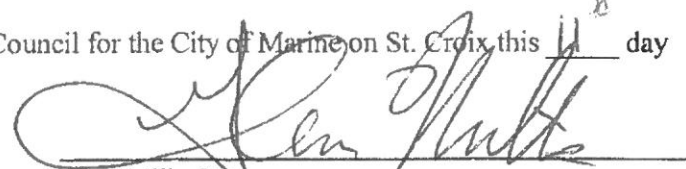
Please contact me if you have any questions.

Thank you.

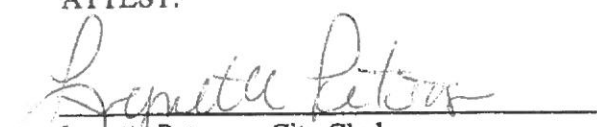


Lynette Peterson  
City Clerk

Passed and adopted by the City Council for the City of Marine on St. Croix this 11<sup>th</sup> day  
of February, 2016.

  
Glen Mills, Mayor

ATTEST:

  
Lynette Peterson, City Clerk

**RESOLUTION NO. 2016-09**  
**CITY OF GRANT**  
**WASHINGTON COUNTY, MINNESOTA**

**REQUESTING PUBLIC DISCLOSURE OF BUSING AND BOUNDARY CONSEQUENCES AND MEETING OF INTERESTED PARTIES RELATING TO OAK PARK, RUTHERFORD, STONEBRIDGE, LILY LAKE, WITHROW, MARINE AND ALL OTHER AFFECTED ELEMENTARY SCHOOLS BEFORE CLOSURE EFFORTS**

**WHEREAS**, approximately 57 days ago, the City Council of the City of Grant was first notified of intended school closures for Withrow Elementary, Marine Elementary, and Oak Park Elementary; and ,

WHEREAS, these closures will directly altar school boundaries and change school locations for residents of the City and other cities and towns which have residents that attend schools that close and those that don't; and,

WHEREAS, central among the many questions that surround the school closure effort is the proposed school boundary changes that would result and busing consequences for children who presently attend one of the above schools of their choosing; and,

WHEREAS, ISD #834 now has the resources and systems to permit the advance identification and publication of boundary and busing consequences to all the above schools;

**NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, MINNESOTA**, as follows:

1. The City requests advance public disclosure of boundary and busing consequences for all affected schools which will be adopted if the current closure plan is effectuated.
2. That the City shall promptly endeavor to schedule a meeting between all stakeholders attended by ISD 834 board members and the ISD 834 leadership team at which the boundary and busing consequences can be publicly disclosed and evaluated for all affected schools.
3. That the City requests that the school closure initiative be indefinitely tabled pending the outcome of public analysis and commentary on boundary and busing consequences.

Passed and adopted by the City Council of the Grant this 2<sup>nd</sup> day of March, 2016.

By: \_\_\_\_\_

Tom Carr, Mayor

Attest: \_\_\_\_\_

Kim Points, City Clerk

## City Council Report for February 2016

Date: February 17, 2016

To: Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

### Zoning Enforcement:

No new violations to report

### Building permit Activity:

1. Six (6) Building Permits were issued for a total valuation of \$ 41,085.00

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 a long horizontal stroke at the end.

Jack Kramer

Building Official

