

**City of Grant  
City Council Agenda  
February 7, 2017**

*The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, February 7, 2017, 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 (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 3, 2017 City Council Meeting Minutes
- B. January 2017 Bill List, 52,091.93
- C. Washington County Sheriff Department, July-December 2016 Services, \$59,555.17

**5. STILLWATER DRIVE/75<sup>th</sup> STREET PROJECT UPDATE, KEVIN PETERSON, WASHINGTON COUNTY**

**6. STAFF AGENDA ITEMS**

- A. City Engineer, Brad Reifsteck (no action items)

**B. City Planner, Jennifer Haskamp**

**i. Consideration of Resolution No. 2017-02, Application for a Minor Subdivision located at 10450 Dellwood Road North**

**ii. Consideration of Resolution No. 2017-03, Application for a Conditional Use Permit for Land Alteration for Pavement Reconstruction of Parking Lot located at 8000 75<sup>th</sup> Street North**

**iii. Consideration of Ordinance No. 2017-50, Amendment to Chapter 24, Section 24-22 (e)**

**iv. Consideration of Resolution No. 2017-04, Summary Publication of Ordinance No. 2017-50**

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

**7. NEW BUSINESS**

**A. Planning Commission Appointment**

**8. UNFINISHED BUSINESS (none)**

**9. DISCUSSION ITEMS**

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

**i. LMC Consent Agenda, Council Member Sederstrom**

**B. Staff Updates (updates from Staff, no action taken)**

**i. Rice Creek Watershed District Grant Application**

**ii. Annual Performance Reviews**

**iii. City Legals Overview**

**iv. Ordinance Update**

**10. COMMUNITY CALENDAR FEBRUARY 8 THROUGH FEBRUARY 28:**

**Mahtomedi Public Schools Board Meeting, Thursday, February 9<sup>th</sup> and 23<sup>rd</sup>, Mahtomedi District Education Center, 7:00 p.m.**

**Stillwater Public Schools Board Meeting, Thursday, February 9<sup>th</sup>, Stillwater City Hall, 7:00 p.m.**

**City Office Closed, Monday, February 20<sup>th</sup>, 2017, Presidents' Day**

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

**11. ADJOURNMENT**

CITY OF GRANT  
MINUTES

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- DATE** : January 3, 2017
- TIME STARTED** : 7:05 p.m.
- TIME ENDED** : 8:25 p.m.
- MEMBERS PRESENT** : Councilmember Sederstrom, Lanoux, Carr, Kaup and Mayor Huber
- MEMBERS ABSENT** : None

Staff members present: City Attorney, Nick Vivian; City Engineer, Brad Reifsteck; City Planner, Jennifer Haskamp; City Treasurer, Sharon Schwarze; and Administrator/Clerk, Kim Points

**CALL TO ORDER**

The meeting was called to order at 7:02 p.m.

**PUBLIC INPUT**

- (1) Mr. Steve Bohnen, 9224 60<sup>th</sup> Street – Congratulated the Council on the election, asked the Council to work together and noted public servants are not slaves and should not be harassed by unreasonable residents.
- (2) Mr. James Drost, 8682 Jamaca – Expressed concern regarding the war on cash and asked the Council to write to Congressman and Senators regarding this important issue.

**PLEDGE OF ALLEGIANCE**

**OATH OF OFFICE, TOM CARR, DENNY KAUP AND JEFF HUBER**

City Attorney Vivian conducted the oath of office to Council Member Tom Carr, Council Member Denny Kaup and Mayor Jeff Huber.

Mayor Huber thanked those in attendance for coming and their support. He stated he is here to serve all residents. The City of Grant does offer a home in the country with low density and small government. He advised he will continue to preserve and protect that lifestyle and hopes the Council can work together.

**SETTING THE AGENDA**

**Council Member Carr moved to approve the agenda as presented. Council Member Kaup seconded the motion. Motion carried unanimously.**

**CONSENT AGENDA**

December 2016 Bill List, \$35,343.03 Approved

1	2017 Tort Liability, City DOES NOT	
2	Waive Monetary Limits	Approved
3		
4	Washington County, Final CSAH 12/17	
5	Invoice, \$27,094.30	Approved
6		
7	Video Tech 2017 Hourly Pay Increase	Approved
8		
9	Clerk Pay 2017 Increase per Approved Budget	Approved

10  
 11 **Council Member Lanoux moved to remove Clerk Pay 2017 Increase from the consent agenda**  
 12 **and move to New Business. Council Member Sederstrom seconded the motion. Motion failed**  
 13 **with Council Member Carr, Kaup and Mayor Huber voting nay.**

14  
 15 **Council Member Carr moved to approve the consent agenda, as presented. Council Member**  
 16 **Carr seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**  
 17 **voting nay.**

18  
 19 **STAFF AGENDA ITEMS**

20  
 21 **City Engineer, Brad Reifsteck**

22  
 23 **CONTINUED PUBLIC HEARING, Consideration of Resolution No. 2016-30, Certification of**  
 24 **Special Assessments for the Keswick Avenue Roadway Improvement Project – City Engineer**  
 25 Reifsteck stated revised assessments were sent to the affected property owners that included the City  
 26 funds within the project. The public hearing was opened and continued due to the dedication of those  
 27 funds. The final assessment amount is under the original projected costs.

28  
 29 Mayor Huber opened the public hearing at 7:21 p.m.

30  
 31 Mr. Richard Landshut came forward and stated he is concerned about how the assessment roll was  
 32 put together. He referred to Section 4 relating to buildable lots and stated that he believes the  
 33 assessment roll should be re-evaluated and he is formally objecting to the assessment.

34  
 35 A formal objection to the assessment was also submitted to the City from Ernie & Annie Hintze,  
 36 10380 60<sup>th</sup> Street Lane North.

37  
 38 **Council Member Carr moved to close the public hearing at 7:23 p.m.. Council Member Kaup**  
 39 **seconded the motion. Motion carried unanimously.**

40  
 41 City Attorney Vivian explained the process relating to the determination of buildable lots. If a  
 42 property is not assessed, it does not meet the threshold and therefore a benefit analysis was not done  
 43 on that parcel.

1 Council Member Carr stated the property was assessed one-quarter of the full assessment. The  
2 Council does have the latitude on assessments and can waive them but does not have ot.  
3

4 City Attorney Vivian stated if the outlots had been included a benefit analysis would have to be done.  
5 The City could be at risk of over assessing. Any of the outlots would be difficult to show any benefit.  
6 This proceeding this evening does meet the requirements of the state statutes and he believes the  
7 assessments are fair and equitable per the benefit analysis.  
8

9 Council Member Carr noted the City funds that were included in the project were ear marked for  
10 future road maintenance and the City has contributed maintenance funds in the past.  
11

12 **Council Member Carr moved to adopt Resolution No. 2016-30, as presented. Council Member**  
13 **Lanoux seconded the motion. Motion carried unanimously.**  
14

15 **City Planner, Jennifer Haskamp (no action items)**  
16

17 **City Attorney, Nick Vivian (no action items)**  
18

19 **NEW BUSINESS**  
20

21 **Consideration of City of Grant Rules of Procedure** – Mayor Huber stated there has been confusion  
22 in the past relating to the Grant Rules of Procedure as it was not written as clear as it should have  
23 been. Revisions have been drafted and were included in the Council packets.  
24

25 Staff submitted revisions in an effort to clarify the procedures. The revisions relating to meeting  
26 procedure and mangement, decorum, addition of agenda items and City consultants. It was  
27 recommended the agenda item Council Updates being revised to include Future Agenda Items.  
28

29 Council Member Sederstrom stated if there are not three members that agree to an agenda item some  
30 things will never be discussed. The minority will never have the opportunity to put things on the  
31 agenda.  
32

33 Mayor Huber stated items are discussed under Council updates and the Council determines if those  
34 items should be discussed further at a future meeting. The Council will continue that practise and  
35 items will be discussed.  
36

37 Council Member Carr stated information for agenda items need to be included in the Council packets.  
38

39 Council Member Lanoux stated the decision was made at the last meeting to not have a blue ribbon  
40 road committee on the agenda. It was a hasty decision and if it had been on the agenda information  
41 would have been in the packets.  
42

43 Mayor Huber stated the City has had a road committee and didn't have the dollars to fund the road  
44 plans. He referred to Roberts Rules of Order and stated the City has never used them. The City does  
45 use parlimentary procedures as recommended by the League of Minnesota Cities.

1 Council Member Lanoux stated the Planning Commission uses Roberts Rules of Order.

2  
3 Mayor Huber stated parliamentary procedure is based on Roberts Rules. Consent agenda items are not  
4 hidden and the City can modify the rules to make them more streamlined.

5  
6 Council Member Carr stated he remembers when the City didn't have any rules of procedure and then  
7 someone came along and the City now has to have rules of procedure.

8  
9 **Council Member Carr moved to approve the City of Grant Rules of Procedure, as presented.**  
10 **Council Member Kaup seconded the motion. Motion carried with Council Member Lanoux**  
11 **and Sederstrom voting nay.**

12  
13 **Consideration of December 6, 2016 City Council Meeting Minutes – Council Member Carr**  
14 **moved to approve the December 6, 2016 City Council Meeting Minutes, as presented. Mayor**  
15 **Huber seconded the motion. Motion carried with Council Member Kaup abstaining.**

16  
17 **Consideration of Ordinance No. 2017-49, 2017 Fee Schedule –** The 2017 Fee Schedule was  
18 presented with no recommended changes from the 2016 City Fee Schedule.

19  
20 **Council Member Carr moved to approve Ordinance No. 2017-49, as presented. Council**  
21 **Member Lanoux seconded the motion. Motion carried unanimously.**

22  
23 **Consideration of Resolution No. 2017-01, Summary Publication of Ordinance No. 2017-49 –**  
24 **Resolution No. 2017-01 authorizes a summary publication of Ordinance No. 2017-49.**

25  
26 **Council member Lanoux moved to adopt Resolution No. 2017-01, as presented. Council**  
27 **Member Carr seconded the motion. Motion carried unanimously.**

28  
29 **Consideration of 2017 City Council Meeting Schedule – Council Member Kaup moved to**  
30 **approve the 2017 City Council Meeting Schedule, as presented. Council Member Carr**  
31 **seconded the motion. Motion carried unanimously.**

32  
33 **Consideration of 2017 Appointment List –** The 2016 City of Grant Appointment list was included in  
34 the Council packet for reference.

35  
36 Mayor Huber stated appointments for Weed Control, Deputy Mayor and Cable Commission should  
37 be made. All other appointments are under contract. He suggested he be appointed to Weed Control,  
38 Council Member Carr to Deputy Mayor and Steve Bohnen to Cable Commission.

39  
40 Council Member Lanoux stated staff should not be appointed before a review is done.

41  
42 Mayor Huber pointed out staff has an annual review and they are under contract. Contracts can be  
43 terminated with a thirty day notice.

1 Council Member Carr stated Council Members do fill out the performance reviews for staff and they  
2 are done annually.

3  
4 Mayor Huber added the continuity of service to the City and residents is invaluable.

5  
6 Council Member Lanoux stated cable commissioners should not take free cable.

7  
8 Mayor Huber advised the cable commission and its commissioners, two members from each member  
9 city, does deal with some programming and mainly the negotiating of the City's right-of-ways and  
10 franchise agreement. Steve Bohnen has been highly effective on the commission. When a member  
11 city left the commission, the budget had to be cut 12%. Eleven member cities voted on the  
12 elimination of public access due to those budget cuts.

13  
14 **Council Member Carr moved to approve the 2017 Appointment List, as amended. Council**  
15 **Member Kaup seconded the motion. Motion carried with Council Member Lanoux and**  
16 **Sederstrom voting nay.**

17  
18 **UNFINISHED BUSINESS**

19  
20 There was no unfinished business.

21  
22 **DISCUSSION ITEMS**

23  
24 **City Council Reports:**

25  
26 Council Member Lanoux stated he was censured for about two years and the court just ruled he was  
27 not given due process.

28  
29 City Attorney Vivian advised the court found cities do have the authority to censure Council  
30 Members. The court also indicated the City can enforce censure by due process and/or a harassment  
31 restraining order. The court also determined that nothing the City did prohibited Council Member  
32 Lanoux to do his job as a Council Member.

33  
34 The censure has run its course and is expired. He cautioned all Council Members to behave  
35 appropriately.

36  
37 **Staff Updates:**

38  
39 There were no staff updates.

40  
41 **COMMUNITY CALENDAR JANUARY 4 THROUGH JANUARY 31, 2017:**

42 **Mahtomedi Public Schools Board Meeting, Thursday, January 12<sup>th</sup> and 26<sup>th</sup>, Mahtomedi**  
43 **District Education Center, 7:00 p.m.**

1 **Stillwater Public Schools Board Meeting, Thursday, January 12<sup>th</sup> , Stillwater City Hall, 7:00**  
2 **p.m.**

3 **City Office Closed, Monday, January 16, 2017, Martin Luther King Jr. Day**

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

5 **ADJOURN**

6 **Council Member Carr moved to adjourn at 8:25 p.m. Council Member Sederstrom seconded**  
7 **the motion. Motion carried unanimously.**

8

9

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11 These minutes were considered and approved at the regular Council Meeting February 7, 2017.

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

\_\_\_\_\_  
Jeff Huber, Mayor

17

18



Fund Name: 100 - General Fund

Date Range: 01/01/2017 To 01/31/2017

<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>
01/30/2017	Payroll Period Ending 01/30/2017	13309		N	Clerk Salary	100-41101-100-	\$ 3,545.23
	<b>Total For Check</b>	<b>13309</b>					<b>\$ 3,545.23</b>
01/30/2017	Xcel Energy	13310	Utilities	N	Town Hall Electricity	100-43004-381-	\$ 249.94
		13310			Well House Electricity	100-43010-381-	\$ 11.71
		13310			Street Lights	100-43117-381-	\$ 47.63
	<b>Total For Check</b>	<b>13310</b>					<b>\$ 309.28</b>
01/30/2017	Sherrill Reid Animal Control	13311	Animal Control/Inv2017-42	N	Animal Control	100-42006-300-	\$ 90.00
	<b>Total For Check</b>	<b>13311</b>					<b>\$ 90.00</b>
01/30/2017	Washington County Sheriff	13312	CodeRED	N	Police	100-42001-301-	\$ 321.94
	<b>Total For Check</b>	<b>13312</b>					<b>\$ 321.94</b>
01/30/2017	T. A. Schifsky & Sons, Inc.	13313	Salt/Sand	N	Snow & Ice Removal	100-43113-210-	\$ 614.52
	<b>Total For Check</b>	<b>13313</b>					<b>\$ 614.52</b>
01/30/2017	Computer Wrangler	13314	Computer	N	Equipment Repair	100-41317-210-	\$ 604.80
	<b>Total For Check</b>	<b>13314</b>					<b>\$ 604.80</b>
01/30/2017	Croix Valley Inspector	13315	Building Inspector	N	Building Inspection	100-42004-300-	\$ 6,498.86
	<b>Total For Check</b>	<b>13315</b>					<b>\$ 6,498.86</b>
01/30/2017	Washington County Public Works	13317	CSAH 12/17 Cooperative Agreement	N	County Road Projects	100-43131-330-	\$ 599.74
	<b>Total For Check</b>	<b>13317</b>					<b>\$ 599.74</b>
01/30/2017	Washington County Sheriff	13318	July-Dec 2016	N	Police	100-42001-301-	\$ 59,555.17
	<b>Total For Check</b>	<b>13318</b>					<b>\$ 59,555.17</b>
01/30/2017	Nicholas Anderson	13319	Video Tech	N	Cable Costs	100-41318-301-	\$ 65.00
	<b>Total For Check</b>	<b>13319</b>					<b>\$ 65.00</b>
01/30/2017	Press Publications	13320	Keswick Avenue Project	N	Publishing Costs	100-41308-351-	\$ 152.57
	<b>Total For Check</b>	<b>13320</b>					<b>\$ 152.57</b>
01/30/2017	SHC, LLC	13321	Planning	N	City Planner	100-41209-301-	\$ 2,082.00
		13321			Pre-App	100-41319-301-	\$ 300.00
	<b>Total For Check</b>	<b>13321</b>					<b>\$ 2,382.00</b>

Fund Name: 100 - General Fund

Date Range: 01/01/2017 To 01/31/2017

<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>
01/30/2017	CenturyLink	13322	City Phone	N	City Office Telephone	100-41309-321-	\$ 123.76
	<b>Total For Check</b>	<b>13322</b>					<b>\$ 123.76</b>
01/30/2017	Todd Smith	13323	Monthly Assessment Services	N	Property Assessor	100-41208-300-	\$ 1,991.92
	<b>Total For Check</b>	<b>13323</b>					<b>\$ 1,991.92</b>
01/30/2017	Waste Management	13324	Recycling	N	Recycling	100-43011-384-	\$ 4,140.36
	<b>Total For Check</b>	<b>13324</b>					<b>\$ 4,140.36</b>
01/30/2017	Washington County Assessment/Tax	13326	Truth in Taxation Notice	N	Publishing Costs	100-41308-300-	\$ 448.12
	<b>Total For Check</b>	<b>13326</b>					<b>\$ 448.12</b>
01/30/2017	Ken Ronnan	13327	Video Tech Services	N	Cable Costs	100-41318-100-	\$ 49.50
	<b>Total For Check</b>	<b>13327</b>					<b>\$ 49.50</b>
01/30/2017	MN Department of Labor & Industry	13328	Conf#	N	Building Permit Surcharge	100-42005-520-	\$ 1,537.31
	<b>Total For Check</b>	<b>13328</b>					<b>\$ 1,537.31</b>
01/30/2017	AirFresh Industries	13329	PortaPot #25187/25389	N	Town Hall Porta Pot	100-43007-210-	\$ 250.00
	<b>Total For Check</b>	<b>13329</b>					<b>\$ 250.00</b>
01/30/2017	Washington Conservation District	13330	MS4	N	MS4	100-43118-301-	\$ 162.50
	<b>Total For Check</b>	<b>13330</b>					<b>\$ 162.50</b>
01/30/2017	OPG-3	13332	Laserfiche Avante Server	N	Office Equipment	100-41314-210-	\$ 5,435.00
	<b>Total For Check</b>	<b>13332</b>					<b>\$ 5,435.00</b>
01/30/2017	M.J. Raleigh Trucking	13333	River Rock	N	Gravel Road Costs	100-43106-210-	\$ 569.45
	<b>Total For Check</b>	<b>13333</b>					<b>\$ 569.45</b>
01/30/2017	IRS	EFT85	Payroll Taxes	N	Clerk FICA/Medicare	100-41103-100-	\$ 373.11
		EFT85			Clerk Medicare	100-41105-100-	\$ 70.72
		EFT85			Federal Withholding	100-41107-100-	\$ 447.58
		EFT85			Social Security Expens	100-41109-100-	\$ 302.39
		<b>EFT85</b>					<b>\$ 1,193.80</b>
01/31/2017	Eckberg Lammers	13334	Legal Services	N	Legal Fees - General	100-41204-301-	\$ 2,461.50
		13334			Legal Fees - Complaints	100-41205-301-	\$ 180.00
		13334			Legal Fees - Prosecutions	100-41206-301-	\$ 1,638.21
		13334			Road Legal Fees	100-43103-301-	\$ 1,134.00

Fund Name: 100 - General Fund

Date Range: 01/01/2017 To 01/31/2017

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/31/2017	WSB & Associates		13335	Engineering	N	Engineering Fees - General	100-41203-300-	\$ 1,030.00
			13335			Road Engineering Fees	100-43102-300-	\$ 495.75
			13335			Utility/ROW Permits	100-43132-300-	\$ 397.00
		<b>Total For Check</b>	<b>13335</b>					<b>\$ 1,922.75</b>
01/31/2017	KEJ Enterprises		13336	January 2017 Road Contractor	N	Animal Control	100-42006-300-	\$ 83.00
			13336			Town Hall Mowing	100-43006-300-	\$ 125.00
			13336			Ball Field Maintenance	100-43009-300-	\$ 125.00
			13336			Road Engineering Fees	100-43102-300-	\$ 166.14
			13336			Road Garbage Removal	100-43105-300-	\$ 167.00
			13336			Gravel Road Costs	100-43106-300-	\$ 20.84
			13336			Magnesium Chloride	100-43107-300-	\$ 41.67
			13336			Road Sign Replacement	100-43110-300-	\$ 83.84
			13336			Culvert Repair	100-43111-300-	\$ 20.84
			13336			Snow & Ice Removal	100-43113-300-	\$ 5,416.67
			13336			Road Brushing	100-43114-300-	\$ 2,250.00
			13336			Road Side Mowing	100-43115-300-	\$ 500.00
		<b>Total For Check</b>	<b>13336</b>					<b>\$ 9,000.00</b>
01/31/2017	PERA		13337	PERA	N	Clerk PERA	100-41102-120-	\$ 365.79
			13337			Clerk PERA Withholding	100-41108-100-	\$ 317.02
		<b>Total For Check</b>	<b>13337</b>					<b>\$ 682.81</b>
01/31/2017	Sprint		13338	City Cell Phone	N	Road Expenses - Other	100-43116-321-	\$ 42.00
		<b>Total For Check</b>	<b>13338</b>					<b>\$ 42.00</b>
01/31/2017	League of MN Cities Insurance Trust		13339	Inv#33660 - Workers Comp	N	Insurance	100-41302-360-	\$ 45.00
		<b>Total For Check</b>	<b>13339</b>					<b>\$ 45.00</b>
		<b>Total For Selected Checks</b>						<b>\$ 107,747.10</b>

Fund Name: 916 - CUP Amended Rinc  
 Date Range: 01/01/2017 To 01/31/2017

<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>
01/30/2017	Bay West	13316	EAW	N	Escrow	916-49320-301-	\$ 3,900.00
		<b>13316</b>					<b>\$ 3,900.00</b>
01/30/2017	SHC, LLC	13321	Planning	N	Escrow	916-49320-301-	\$ 949.00
		<b>13321</b>					<b>\$ 949.00</b>
01/30/2017	Traffic Impact Group	13331	Traffic Impact Study - Amended CUP	N	Escrow	916-49320-301-	\$ 1,820.00
		<b>13331</b>					<b>\$ 1,820.00</b>
01/31/2017	Eckberg Lammers	13334	Legal Services	N	Escrow	916-49320-301-	\$ 198.00
		<b>13334</b>					<b>\$ 198.00</b>
	<b>Total For Selected Checks</b>						<b>\$ 6,867.00</b>



WASHINGTON CTY SHERIFF  
 15015 62ND ST N  
 PO BOX 3801  
 STILLWATER, MN 55082

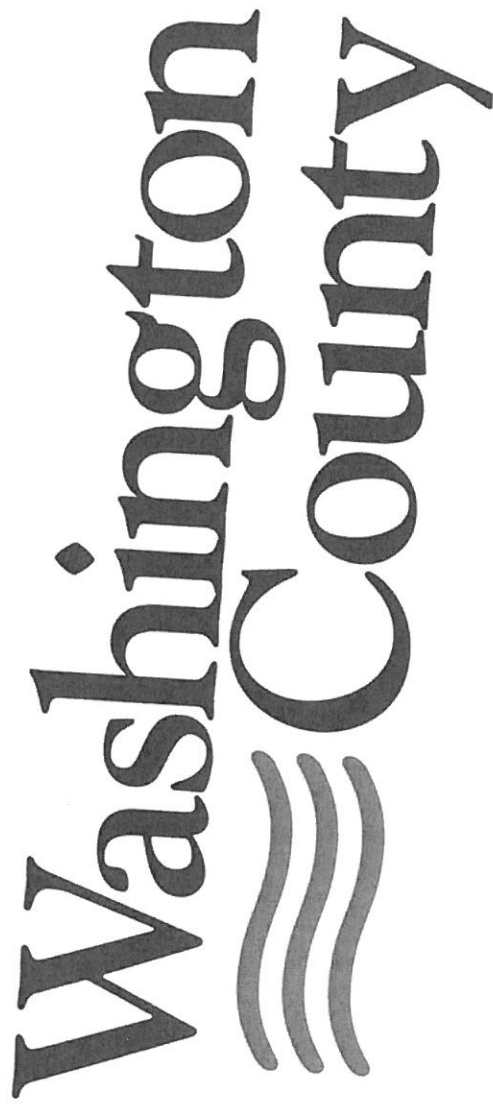
<i>Invoice</i>	
Invoice Number:	166008
Account Number:	27164
Due Date:	2/15/2017
Amount Enclosed:	
Federal Tax Id: 41-6005919 <i>JF</i>	

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
12/30/2016	166008	Invoice	2/15/2017	July - December 2016 Police Services	\$59,555.17
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 <b>Washington County</b> and mail to the address above.					<b>Invoice Total</b> \$59,555.17  <b>Sales Tax</b>  <b>Balance Due</b> \$59,555.17

**Questions?**  
 Jenny Flores 651-430-7844  
 Jennifer.Flores@co.washington.mn.us



**CSAH 12 (Stillwater Rd./75<sup>th</sup> St. N)  
Corridor Improvement Project**

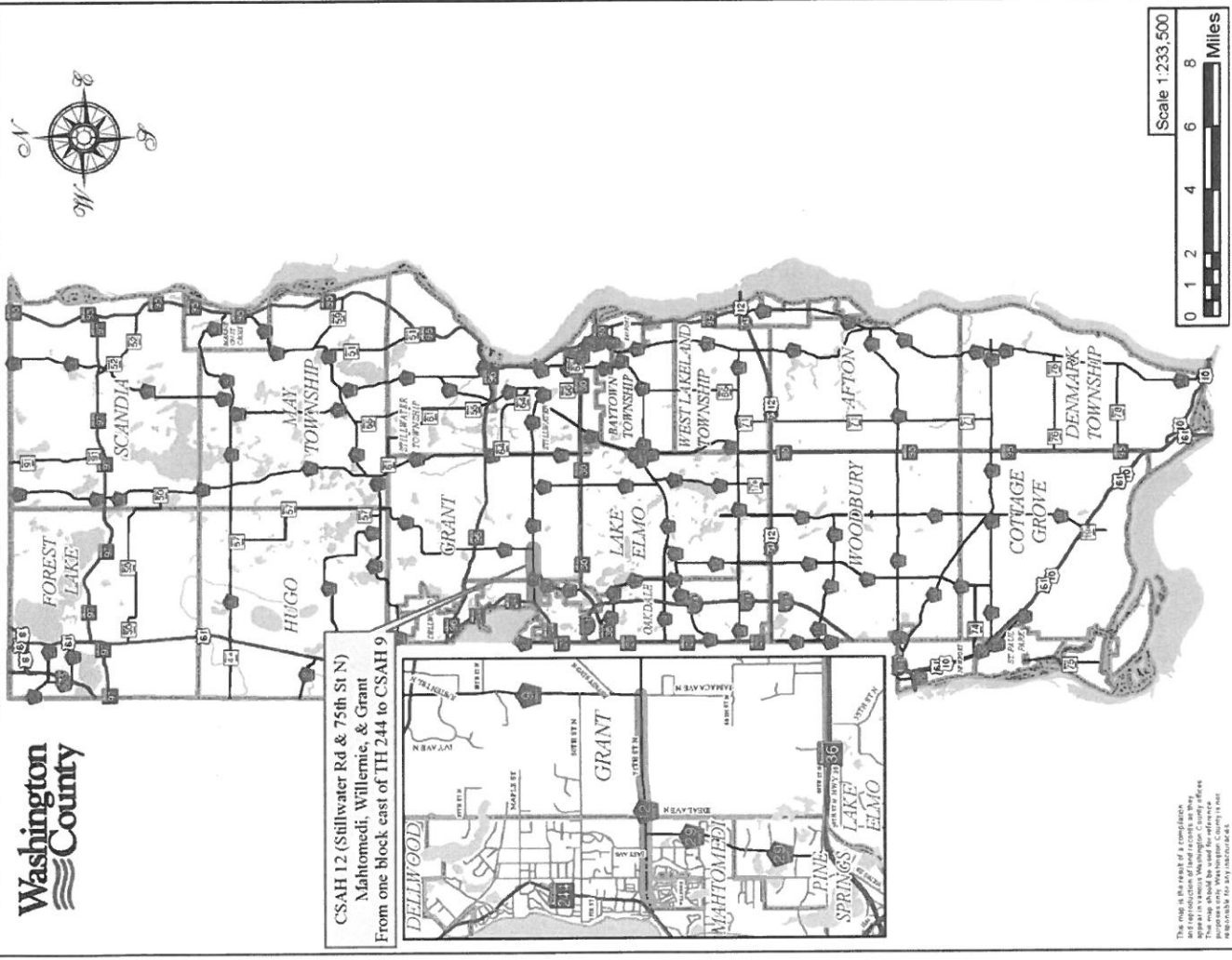
**Grant City Council Project Introduction  
February 7, 2017**

**Kevin Peterson, PE  
Project Manager**



# Presentation Topics

- Project Overview
- Project Goals
- Project Schedule
- Future City Actions



CSAH 12 (Stillwater Rd & 75th St N)  
 Mahtomedi, Willermie, & Grant  
 From one block east of TH 244 to CSAH 9

This map is the result of a compliance  
 and reproduction of land records as they  
 exist in the public records. It is not a  
 survey. The map should be used for reference  
 purposes only. Washington County 1/14/18  
 18-00000001-001 (01/14/18)





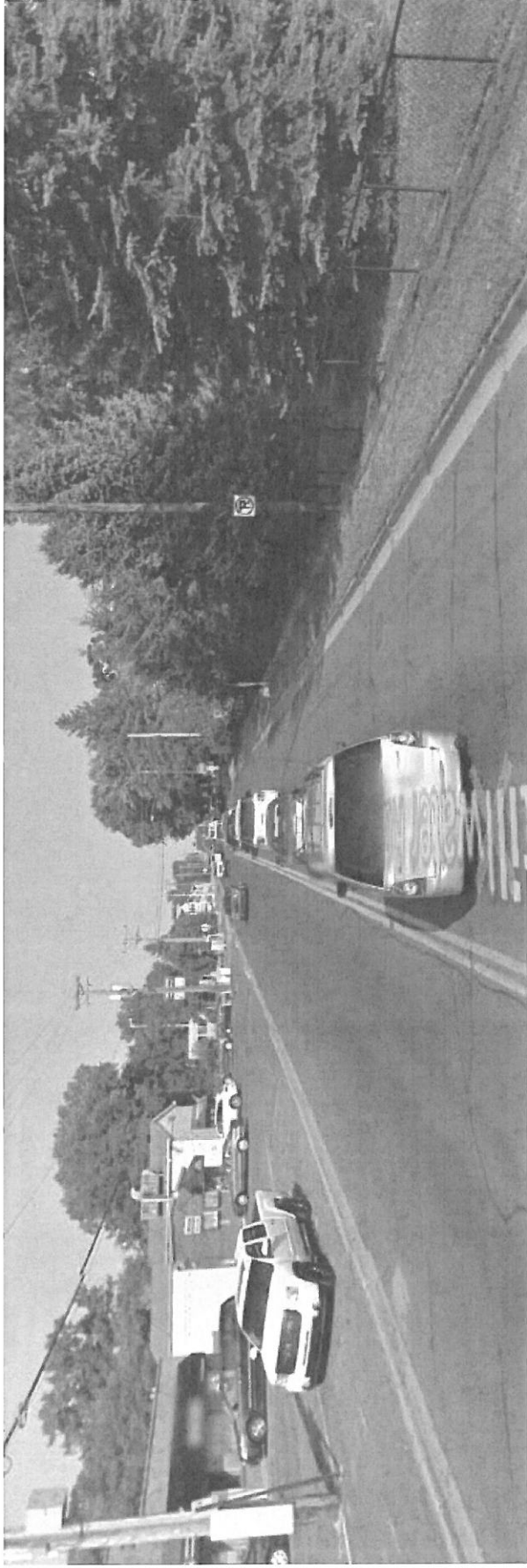
# Project Overview

- CSAH 12 from Wildwood Road/Mahtomedi Ave. to CSAH 9 (Jamaca Ave N.)
- Existing Deficiencies
  - Poor Pavement
  - Inadequate Pedestrian Facilities
    - Poorly Delineated
    - Inconsistent
    - Not Accessible
    - Unsafe Crossings
  - Congestion (especially during school start and end times)
  - Speed through Downtown
  - Others to be identified through community engagement



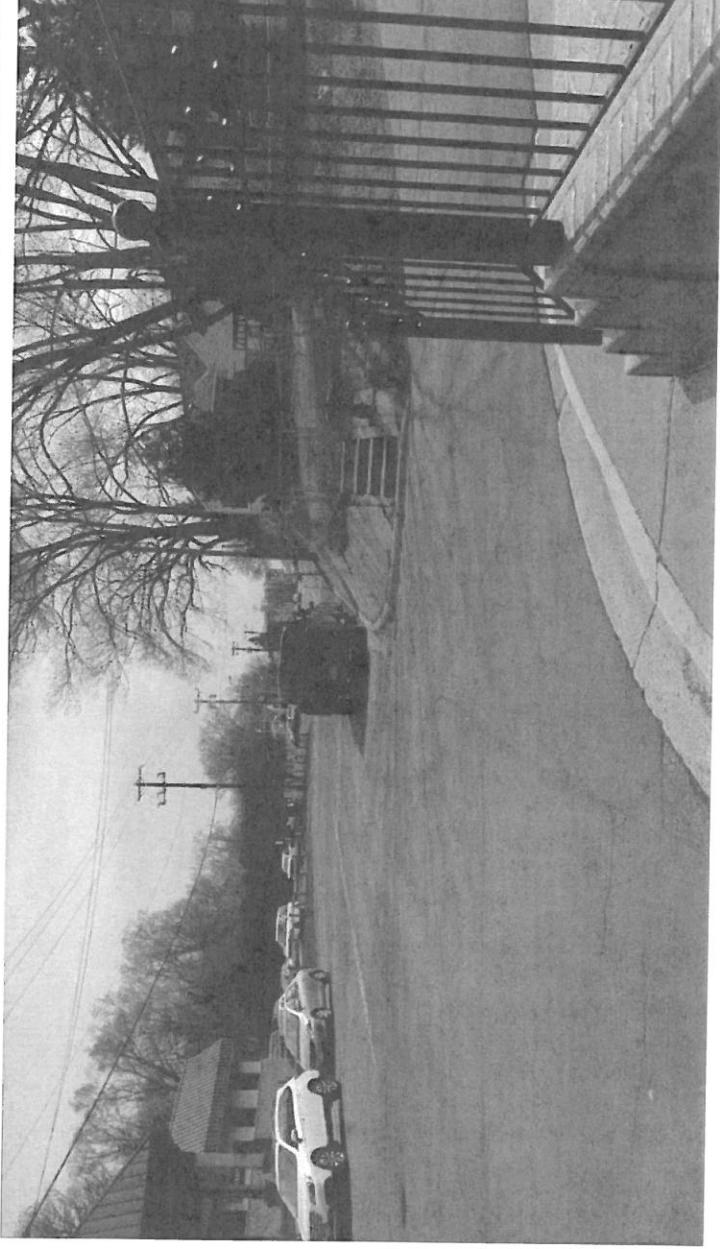
# Project Goals

- Improve traffic operations & safety
- Improve quality and life of pavement
- Improve pedestrian accessibility and safety
- Limit impacts to the natural environment
- Gain community and agency acceptance
- Analyze parking

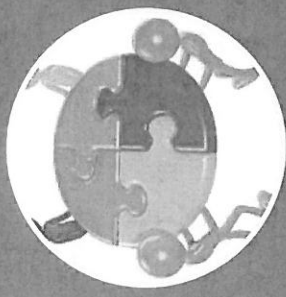


# Project Goals

- Phased Approach
  - Hwy. 244 to Wildwood Road – 2017 Construction (Mahtomedi led project)
  - Traffic Signal at Middle School Entrance – 2017 Construction
  - Prioritized Improvement #1 – 2019 Construction
  - Prioritized Improvement #2 – 2021 Construction



# Project Schedule



**Nov '16 - March '18**  
Environmental  
Documentation,  
Public Involvement,  
and Corridor Study



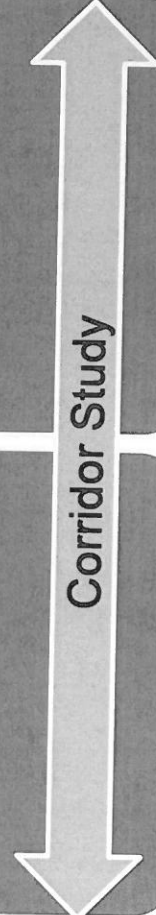
**Summer 2017**  
Traffic Signal  
Construction at  
Middle School  
Entrance



**Summer 2019**  
Construction of  
Prioritized  
Improvement #1



**Summer 2021**  
Construction of  
Prioritized  
Improvement #2



# Project Schedule

## Scoped Work

1. Technical Advisory Committee Meetings (18)
2. Project Partner Coordination Meetings (10)
3. Agency Coordination Meetings (6)
4. Stakeholder Meetings (8)
5. Focus Group Workshop (1)
6. Public Open Houses (3)
7. Project Newsletters (3)
8. Project Website ([www.co.washington.mn.us/stillwaterrrd-75th](http://www.co.washington.mn.us/stillwaterrrd-75th))
9. Traffic modeling/projections
10. Speed Surveys
11. Alternatives Analysis
12. Parking Analysis and Needs Study
13. Pedestrian/Bicycle Improvements
14. Private Utility Coordination
15. Cost Estimates
16. Geotechnical Analysis
17. Streetscape Design



Nov '16 - March '18  
Environmental  
Documentation,  
Public Involvement,  
and Corridor Study



Corridor Study

# Future City Actions

- Full-Build Preferred Alternative Layout & Preliminary Costs
- 2019 Project Preferred Alternative Layout & Preliminary Costs
- 2019 Project Cooperative Construction Agreement
- 2021 Project Preferred Alternative Layout & Preliminary Costs
- 2021 Project Cooperative Construction Agreement

# Questions?

City of Grant  
 P.O. Box 577  
 Willemie, MN 55090



Phone: 651.426.3383  
 Fax: 651.429.1998  
 Email: clerk@cityofgrant.com

Application Date:	12/21/16
Fee: \$400	Escrow: \$4,000

Check # 4,400 # 5178

### MINOR SUBDIVISIONS

A minor subdivision is any subdivision containing not more than two lots fronting on an existing street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property.

<b>PARCEL IDENTIFICATION NO (PIN):</b> 1403021340001 <b>LEGAL DESCRIPTION:</b> Lengthy - see Site Plan		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b> A2 - Agricultural Small Scale <b>LOT SIZE:</b> Approx 14 acres currently
<b>PROJECT ADDRESS:</b> 10450 Dellwood Rd Grant MN 55082	<b>OWNER:</b> Name: John Moore Address: 10450 Dellwood Rd City, State: Grant, MN Phone: 612-605-8623 Email: jam0329@gmail.com	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b> William David 9131 Keswick Ave Grant, MN 55082 612-590-1110 cell bl david@visi.com
<b>DESCRIPTION OF REQUEST:</b> See attached		
<b>EXISTING SITE CONDITIONS:</b> See attached		
<b>APPLICABLE ZONING CODE SECTION(S):</b> Please review the referenced code section for a detailed description of required submittal documents, and subsequent process. 1. Chapter 30; Section 30-9		

#### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP - Applicant check list, CS - City Staff check list

AP	CS	MATERIALS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan: Technical drawing demonstrating existing conditions and proposed changes</b> (Full scale plan sets shall be at a scale not less than 1:100) <ul style="list-style-type: none"> <li>▪ North arrow and scale</li> <li>▪ Name, address, phone number for owner, developer, surveyor, engineer</li> <li>▪ Streets within and adjacent to the parcel(s) including driveway access points</li> <li>▪ Topographic data at two (2) foot contour intervals and steep slopes</li> <li>▪ Proposed lot sizes (with dimensions) indicating setbacks for newly created lots</li> <li>▪ Buildable area with acres and square footage identified</li> <li>▪ Wetland limits (delineation)</li> <li>▪ Drainage plans</li> <li>▪ Soil tests for the installation of an on-site septic system</li> </ul>



Application for: MINOR SUBDIVISION  
City of Grant

<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Septic system and well location</li> <li>Building locations and dimensions with setbacks</li> <li>Vegetation and landscaping</li> <li>Wetland Delineation</li> <li>Shoreland classifications: waterbodies, Ordinance High Water Level, 100 year flood elevation, and bluff line</li> <li>Name of subdivision with lot and block numbers of property, if platted</li> </ul> <p>COPIES: 20 copies (4 sets at 22" x 34" and 16 at 11" x 17" format)</p>
<input type="checkbox"/>	<input type="checkbox"/>	A <u>certificate of survey</u> , by a registered land surveyor for each parcel will be required. The survey must show newly created lots and the original lot, limits of any wetland, one acre of buildable area, and elevation of the building site above any lake, stream, wetland, etc. <i>Per Jennifer Huskamp, not yet required</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits. <i>See attached</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 1,320 feet, contact Washington County Surveyor's Office: (651) 430-6875
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minor Subdivision submittal form completed and signed by all necessary parties
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$400
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$4,000

**Review and Recommendation by the Planning Commission.** The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

**Review and Decision by the City Council.** The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for minor subdivision.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

Authentisign William G. David 12/21/2016 4:24:54 PM CST Signature of Applicant Authentisign [Signature] Signature of Owner 12/21/2016 9:28:32 AM CST	12/21/2016 Date 12/21/2016 Date
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Additional Contact:

Kelly Hudick (Agent for John Moore)  
Marathon Realty  
612-382-6402

khudick@marathon-realty.com

Authentisign  
Kelly Hudick  
12/21/2016 9:28:32 AM CST

### Minor Subdivision Application—Supplemental information

#### Description of Request (Narrative):

Owner John Moore wishes to sell approximately 4 acres along the entire western border of his current parcel to neighbors William and Laura David (denoted as "Proposed Parcel 1" on the site plan), and the residual 10 acres with house will be sold to a different buyer named William Bernard ("Proposed Parcel 2"). Both transactions are currently under contract.

Functionally, this is a lot line adjustment between neighbors, but the Davids want to keep the proposed parcel a separate PID for tax purposes so it requires a minor subdivision application. Splitting the lot and selling the parcels to two separate buyers allows Mr. Moore to obtain the maximum value for his property that he could not otherwise obtain in a single transaction.

The Davids' intended use of Proposed Parcel 1 is, at some point in the future, to join Proposed Parcel 1 together with their two current parcels ("William David Existing Parcel" and "William David Additional Parcel"). Combined with the density pickup from the Gateway Trail acreage, this will provide the Davids with an additional building credit.

Proposed Parcel 1 is not buildable (see existing site conditions below) and the Davids do not intend to ever build any structures on Proposed Parcel 1. The additional building credit would be used to build an outbuilding on their current parcel at 9131 Keswick Ave.

Because the proposed parcel will not conform to the City of Grant's requirements, the parties agree to memorialize this understanding in a Development Agreement that will be recorded against all involved properties.

#### Existing Site Conditions:

Proposed Parcel 1 is raw land consisting mostly of woods, swamp, and a pond. The Gateway Trail scenic easement runs along the entire western border. There is a roadway easement (State Highway 96) running through the southern portion. There is a pond in part of the northern portion. See site plan for graphical representation of these features.

#### Statement acknowledging that we have contacted other governmental agencies:

Per the surveyor (Dan Thurmes at Cornerstone), there are roadway and scenic easements on the parcels along with wetlands but because we will not be disturbing any land, the watershed district "should not have any say" in the lot split. Regardless, we will reach out to both the Minnesota DNR and watershed districts to confirm there are no approvals or necessary permits required.

[WGD]

[

[KH]

## SUBDIVISIONS

include a storm sewer system or a system of open ditches, culverts, pipes, catchbasins and ponding areas, or both systems. Such facilities and easements shall be installed as will adequately provide for the drainage of surface waters. Drainageway easements or land dedication may be required when such easements or land is needed in the public interest for purposes of floodplain management, proper drainage, prevention of erosion, pedestrian access to water bodies, or other public purposes. If there is a watershed district or water management organization, that board must approve all surface water drainage.

(b) *Easements.*

(1) Easements at least 20 feet wide, centered on rear and other lot lines as required, shall be provided for utilities where necessary. Where underground utilities are being installed, a ten-foot-wide front or side yard easement may be required. These easements shall be dedicated on the plat.

(2) Easements shall be provided along each side of the centerline of any watercourse or drainage channel, whether or not shown on the comprehensive plan, to a width sufficient to allow for maintenance and to provide for stormwater runoff and installation and maintenance of storm sewers.

(3) Utility and drainage easements shall be dedicated for the required use.  
(Ord. No. 1996-01, § 705, 10-22-1996)

### **Sec. 30-169. Street signs.**

All street signs shall be provided and installed by the city at the expense of the subdivider.  
(Ord. No. 1996-01, § 706, 10-22-1996)

### **Sec. 30-170. Utilities location.**

When practicable and feasible, all utilities shall be placed underground and completed prior to street surfacing. All utility lines for telephone and electrical service shall be placed in rear line easements when carried on overhead poles.

(Ord. No. 1996-01, § 707, 10-22-1996)

### **Sec. 30-171. Inspection.**

All required improvements shall be inspected by the engineer during construction at the expense of the subdivider.

(Ord. No. 1996-01, § 708, 10-22-1996)

### **Sec. 30-172 Erosion and sediment control plans.**

(a) *Applicability.* Construction activity that results in land disturbance of equal to or greater than one acre or a common plan of development or sale that disturbs one acre will be required to submit an erosion and sediment control plan to the city prior to construction. All construction sites regardless of size will be required to provide and maintain minimum erosion control measures during construction.

(b) *General criteria.* Projects requiring an erosion and sediment control plan shall include the following criteria:

- (1) Erosion Control
- (2) Sediment Control
- (3) Temporary Sediment Basins
- (4) Dewatering and Basin Draining
- (5) Inspection and Maintenance
- (6) Pollution Management Measures/Construction Site Waste Control

GRANT CODE

- (7) Final Stabilization
- (8) Training
- (c) *Specifications.* All erosion and sediment control plans shall meet the specifications set forth in the city's Engineering Design Guidelines, the NPDES Construction Stormwater Permit and applicable Watershed District Rules.

**Sec. 30-173. Stormwater management plans.**

(a) *Applicability.* All projects either creating or disturbing one acre or greater of new impervious will require the submittal of a stormwater management plan to the city prior to construction.

(b) *General criteria.* At a minimum, the stormwater management plan shall meet the criteria as described in the city's Engineering Design Guidelines, the NPDES Construction Stormwater Permit, and applicable Watershed District Rules.

(c) *Specifications.* Unless determined by the City to be exempt or granted a waiver, all site designs shall establish storm water management facilities to control the peak flow rates and pollutants of stormwater discharge associated with specified design storms and runoff volumes, as detailed in the city's Engineering Design Guidelines, the NPDES Construction Stormwater Permit, and applicable Watershed District Rules.

(d) *Maintenance Agreement.* All permanent stormwater management facilities must provide a maintenance agreement with the City that documents all responsibilities for operation and maintenance of long-term stormwater management facilities. Such responsibility shall be documented in a maintenance plan and executed through a maintenance agreement. All maintenance agreements must be approved by the City and recorded at Washington County recorder's office prior to final plan approval. At a minimum, the maintenance agreement shall describe the inspection and maintenance obligations:

- (1) The responsible party who is permanently responsible for inspection and maintenance of the structural and nonstructural measures.
- (2) Pass responsibilities for such maintenance to successors in title
- (3) Allow the City and its representatives the right of entry for the purposes of inspecting all permanent stormwater management systems.
- (4) Allow the City the right to repair and maintain the facility, if necessary maintenance is not performed after proper and reasonable notice to the responsible party of the permanent stormwater management system.
- (5) Include a maintenance plan that contains, but is not limited to the following:
  - a. Identification of all structural permanent stormwater management systems
  - b. A schedule for regular inspections, monitoring, and maintenance for each practice. Monitoring shall verify whether the practice is functioning as designed and may include, but is not limited to quality, temperature, and quantity of runoff.
  - c. Identification of the responsible party for conducting the inspection, monitoring and maintenance for each practice.
  - d. Include a schedule and format for reporting compliance with the maintenance agreement to the City.
  - e. Right of Entry. The issuance of a permit constitutes a right-of-entry for the community or its contractor to enter upon the construction site. The applicant shall allow the community and their authorized representatives, upon presentation of

## SUBDIVISIONS

credentials, to:

- i. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys.
- ii. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations.
- iii. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit.
- iv. Inspect the stormwater pollution control measures.
- v. Sample and monitor any items or activities pertaining to stormwater pollution control measures.
- vi. Correct deficiencies in stormwater and erosion and sediment control measures.

**Secs. 30-174--30-193. Reserved.**

## ARTICLE V.

### REQUIRED IMPROVEMENTS AND FINANCIAL ARRANGEMENTS

**Sec. 30-194. Improvements required.**

Prior to the approval of a plat by the city council, the subdivider shall have agreed, in the manner set forth below, to install, in conformity with approved construction plans and in conformity with all applicable standards and ordinances, the following improvements on the site:

- (1) *Survey monuments.* All subdivision boundary corners, block and lot corners, road intersection corners and points of tangency and curvature shall be marked with survey monuments meeting the minimum requirements of state law. All U.S., state, county and other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position unless a relocation is approved by the controlling agency.
- (2) *Grading.* The full width of the right-of-way of each street and alley dedicated in the plat shall be graded.
- (3) *Pavement.* All streets and alleys shall be improved with concrete or bituminous surface except as may be approved by action of the city council.
- (4) *Curb and gutter.* Local roadway sections shall be in accordance with city standards. The city roadway standard is a rural section 28 feet wide with 22 feet of bituminous pavement surface. Curb and gutter may be included at the discretion of the city as part of the required street surface improvement and shall thus be designed for installation along both sides of all roadways for urban design.
- (5) *Drainage facilities.* Such facilities and easements shall be installed as will adequately provide for the drainage of surface waters; a storm sewer system may be required. Drainageway easements or land dedication may be required when such easements or land is needed in the public interest for purposes of floodplain management, proper drainage, prevention of erosion, pedestrian access to water bodies, or other public purpose. If there is a watershed district or water management organization, that board must approve all surface water drainage.
- (6) *Miscellaneous facilities.* Tree planting, street name signs, traffic control signs, oversized utility trunk lines, pedestrian ways, and other improvements may be required.



## STAFF REPORT

**TO:** Mayor and City Council  
Kim Points, City Administrator/Clerk

**Date:** January 30, 2017

**RE:** Application for Minor Subdivision  
10450 Dellwood Road

**CC:** Nick Vivian, City Attorney

**From:** Jennifer Haskamp, Consulting City Planner

### Background

The Applicant, William (Bill) David, with the Owner, John Moore, are proposing a minor subdivision of the property located at 10450 Dellwood Road. The Owner has agreed to sell approximately four (4) acres of the subject property to the Applicant who owns the adjacent property located at 9131 Keswick Avenue. To effectuate the sale, a minor subdivision is necessary so that the 4-acre parcel can be legally described and transferred/deeded to the Applicant.

On December 20, 2016, a pre-application meeting was held with the Applicant and the Owner where they explained their desired objectives related to the subdivision. During that meeting, the Applicant explained that he would like to purchase approximately 4-acres of property from the Owner, but would like the parcel to retain its own property identification number for tax purposes. The Applicant also explained that at some point in the future he may wish to subdivide his property, but at this time that is not his objective. He also stated that there would be no proposed construction associated with this subdivision request. Staff indicated to the Applicant and Owner that to achieve their objectives a minor subdivision of the property would be necessary, and that a Development Agreement would be required to ensure that the created parcel is recorded as unbuildable and that for purposes of zoning and land use the created parcel must be considered concurrently with the property at 9131 Keswick Avenue.

### Planning Commission Review & Recommendation

The Planning Commission held a duly noticed public hearing on January 17, 2017. After public testimony and discussion, the Planning Commission unanimously recommended approval of the minor subdivision request to the City Council.

The following staff report is generally as presented, but has been updated to reflect the recommendation of the Planning Commission.

### Project Summary

Owner: John Moore	PID: 1403021340001 (Moore Parcel – to be subdivided)	14.0 Acres
	Road ROW (Dellwood Rd.)	1.0 Acres



Applicant: Bill David	PID: 1403021340003 (David Parcel – Principal Structure) PID: 1403021310008 (David Parcel – Vacant) PID: 1403021340002 (DNR Parcel – Gateway Trail) Road ROW (Keswick & Dellwood Rd.)	20.4 Acres 3.8 Acres 5.19 Acres 2.4 Acres
Address:	10450 Dellwood Road	
Zoning & Land Use:	A-2	
Request:	Minor subdivision of PID 1403021340001 to allow approximately 4-acres to be deeded from Owner to Applicant	

The Applicant would like to achieve the following objectives through the minor subdivision process:

- Purchase Proposed Parcel 1 from the Owner (See Exhibit 2: Parcel Line Adjustment dated 12/16/2016).
- Acquire a new Property Identification Number (PID) for Proposed Parcel 1, and retain as separate parcel.
- Allow for all three PIDs owned by the Applicant (1403021340003, 1403021310008 and created for Parcel 1) to be considered as one parcel for purposes of zoning and land use decisions.

**Review Criteria**

The City’s subdivision ordinance allows for minor subdivisions and lot line adjustments as defined in Section 30-9 and 30-10. Since the Applicant is proposing to maintain Proposed Parcel 1 as an independent parcel rather than combine it with his existing property the process does not fit the strict definition of a lot line rearrangement, and therefore it is reasonable for the request to be considered by the Planning Commission.

The sections of the code that relate to dimensional standards and other zoning considerations are provided for your reference:

Secs. 32-246

**Existing Site Conditions**

PID 1403021340001 (Moore Parcel)

The existing property is approximately 14.0 acres and is trapezoidal in shape. The property has frontage on Dellwood Road which crosses the southwestern corner of the parcel. However, the driveway which serves the property crosses the adjacent southerly property providing access to the existing home and accessory buildings, which is likely secured through a private driveway/access easement between the two properties. There is an existing home on the property, as well as two small accessory buildings which total approximately 920 square feet. The existing home is setback approximately 285-feet from Dellwood Road, approximately 442-feet from the westerly property line (Gateway Trail), 1,100-feet from the rear property line and 175-feet from the easterly property line. The accessory buildings are located approximately 47-feet west of the existing home, and are setback a minimum of 165-feet from Dellwood Road.



The property is heavily vegetated and screens the existing home and accessory buildings from Dellwood Road. Based on the City's available GIS information there appears to be extensive wetlands present on the property. There appears to be a large wetland complex directly west of the existing home and accessory buildings which extends to the Gateway Trail easement/ROW area. Additionally, there is a large wetland area/pond on the northeastern corner of the property.

PID 1403021340003 and 1403021310008 (David Parcels)

The principal structure and accessory building are currently located on PID 1403021340003 which is approximately 20.4 acres in size. The parcel is trapezoidal in shape, and is crossed by Dellwood Road on the south and is bordered by Keswick Avenue North on the westerly boundary. The roadways are right-of-way easements and currently contain approximately 2.4 acres of land. The existing principal structure is setback approximately 68-feet from Keswick Avenue N., and 290-feet from Dellwood Road. There is an existing accessory building on the property which is approximately 3,275-SF based on the GIS aerial and is setback approximately 230-feet from Keswick Avenue N., and 280-feet from Dellwood Road. The site is heavily vegetated and based on the City's available GIS data there does not appear to be any wetlands on the parcel. PID 1403021310008 is approximately 3.8 acres and is vacant. The site contains minimal vegetation and does appear to have a small wetland present. There are no structures on this parcel.

PID 1403021340002 (Gateway Trail)

The Gateway Trail currently forms the northeasterly property line of the Moore parcel and the southeasterly property line of the David's parcel which contains their principal residence. The Gateway Trail is the former Soo Line Railroad right-of-way and now contains the regional/state trail. The parcel is approximately 150-feet wide in this location.

**Comprehensive Plan Review**

The adopted comprehensive plan sets a maximum density of 1 unit per 10 acres in the A-2 land use designation. The proposed minor subdivision/lot line rearrangement meets the density requirements with the objectives as proposed, as it does not create any new buildable lots. However, it should be noted that the Applicant has identified an area on the survey which is designated as "PROPOSED FUTURE PARCEL", and since there is not a subdivision proposed as it relates to that area, this analysis does not consider or evaluate the potential density available to that parcel. Review of that parcel will be subject to a future subdivision application, if and when, the Applicant desires to further subdivide the property.

**Zoning/Site Review**

Dimensional Standards





The following site and zoning requirements in the A-2 district are defined as the following for lot standards and structural setbacks:

Dimension	Standard
Lot Area	5 acres
Lot Width (public street)	300'
Lot Depth	300'
FY Setback (Keswick, Dellwood)	65', 150'
Side Yard Setback (Interior)	20'
Rear Yard Setback	50'
Maximum Height	35'

Lot Area and Lot Width

The proposed subdivision creates Proposed Parcel 1 which is an approximately 114-foot strip of land running adjacent to the Gateway Trail property. The Applicant is proposing to maintain Proposed Parcel 1 as an individual PID, but is proposing that such parcel will be included or ‘combined’ with PID 1403021340003 for purposes of zoning and land use considerations. Since the parcel is non-contiguous, it cannot be legally combined with the Applicant’s adjacent parcel. Given the unique circumstances of the Gateway Trail, staff believes the request is reasonable even though the created parcel is substandard.

*Staff would recommend that a condition be included which specifically states that Proposed Parcel 1 is not buildable, and that for purposes of zoning and land use Proposed Parcel 1 must be considered concurrently with PID 1403021340003 and that the parcels cannot be sold independently of each other; this should also be stated within a Development Agreement.*

The survey submitted is attached as Figure 1, and is titled “Parcel Line Adjustment” dated 12/16/16. On the figure, there is an area identified as “PROPOSED FUTURE PARCEL” which includes portions of PID 1403021340003 and all of PID 1403021310008. This proposed parcel is not legally described, and the parcel area and dimensions are not provided. While it is helpful to know the future intentions of the Applicant, this review does not consider the proposed parcel or evaluate it for compliance with the City’s Zoning Ordinance and dimensional standards because it is Staff’s understanding that the Applicant is NOT requesting formal subdivision approval of this parcel. *Therefore, staff would recommend including a condition that specifically states that the area denoted as “PROPOSED FUTURE PARCEL” is not a legal parcel, and that this subdivision review process has not determined whether this area meets the current zoning or comprehensive plan standards. Any future subdivision of this area will be subject to rules and regulations in place at the time of the Application.*

Setbacks

Based on the submitted information, all setback requirements are met for the proposed lot line rearrangement and combination. However, as stated in previous sections, there is no determination of evaluation made with respect to the area denoted as “PROPOSED FUTURE PARCEL”. *Staff would recommend a condition*



*that states any future construction on any of the parcels will be subject to all ordinances in place at time of application including setbacks from lot lines and wetland areas.*

#### Accessory Structures

Based upon the Washington County aerials/GIS there appear to be two accessory buildings on the subject property. The rearrangement of the lot lines would result in the Proposed Lot 2 containing the existing home, a detached garage (680 SF) and a shed (240 SF). The total square footage of the garage and shed is approximately 920 SF, and it is unknown based upon the information submitted whether or not the existing home has an attached garage. (If not, the square footage of the detached garage may be exempted from the total square footage allowable on the lot up to 720 SF). Proposed Lot 1 contains no accessory or principal structures. As indicated previously, for purposes of zoning and land use considerations, Proposed Lot 1 will be considered as part of PID 1403021340003. Currently, the parcel contains an existing home and one large accessory building which appears to be approximately 3,275 square feet.

At the time of this Application, the Applicant should be aware that Section 32-313 regulates the type, total square footage, and number of accessory buildings permitted on a parcel. The current ordinance regulations permit on parcels of size 9.6 to 14.99 acres no more than 4 accessory buildings with a total maximum combined square footage of 3,500 square feet; and parcels with 20 acres or more have no regulations. Currently, the parcels meet this standard; however, the lots will be subject to the standards and ordinances in place at the time any new accessory building is proposed. The Applicant and Owner should also be aware that at any time any future subdivision or construction is proposed that an updated survey which shows all of the accessory and principal structures will be required to verify and confirm square footages and to ensure compliance with lot standards. *Staff would recommend including a condition that all future subdivision, rearrangement, or construction on any of the parcels may require an updated survey indicating square footage of the accessory buildings to ensure compliance with ordinance standards.*

#### **Action Needed**

Staff has prepared a draft Resolution of Approval for your review and consideration as recommended by the Planning Commission. A draft Development Agreement has also been prepared by the City Attorney and is attached for your review and consideration.

#### *Attachments:*

Exhibit A: Application and Narrative

Exhibit B: Parcel Line Adjustment, Survey Dated 12/16/2016

Exhibit C: Resolution of Approval

Exhibit D: Development Agreement

**CITY OF GRANT, MINNESOTA  
RESOLUTION NO. 2017-02**

**RESOLUTION APPROVING A REQUEST FOR MINOR SUBDIVISION AT  
10450 DELLWOOD ROAD NORTH**

**WHEREAS**, William David (“Applicant”) and John Moore (“Owner”) have submitted an application for a Minor Subdivision located at 10450 Dellwood Road North (“Subject Property”) in the City of Grant, Minnesota; and

**WHEREAS**, the Applicant has provided a survey which identifies an approximately 4.0-acre strip of vacant land located on the Subject Property that would be created as a new parcel; and

**WHEREAS**, the remaining parcel of the Subject Property after the subdivision will contain approximately 10.0 acres and includes the existing Principal Structure; and

**WHEREAS**, the Planning Commission has considered the Applicant’s request at a duly noticed Public Hearing which took place on January 17, 2017; and

**WHEREAS**, on January 17, 2017 the Planning Commission recommended approval of the application subject to certain conditions; and

**WHEREAS**, the City Council has considered the recommendation of the Planning Commission and the Applicant’s request at a regular City Council meeting which took place on February 7, 2017.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA**, that it does hereby approve the request of William David and John Moore for a Minor Subdivision described in Chapter 30, based upon the following findings pursuant to Section 30-4 of the City’s Subdivision Ordinance. The City Council’s Findings relating to the standards are as follows:

- The created Parcel 1 is permitted to obtain an individual PID after subdivision, and is not required to be with PID 1403021340003 because the created lot is non-contiguous due to the existence of the Gateway Trail.
- The minor subdivision and combination will not negatively affect the physical characteristics of the lots or the neighborhood.
- The proposed minor subdivision conforms to the city's comprehensive plan.
- The minor subdivision does not create any new buildable lots, and complies with the density requirements of the A-2 land use designation.
- The minor subdivision will not be detrimental to or endanger the public health, safety or general welfare of the city, its residents, or the existing neighborhood.

**FURTHER BE IT RESOLVED** that the following conditions of approval of the Minor Subdivision shall be met:

1. Any future subdivision of the David Parcels (PID 1403021340003, 1403021310008 and Proposed Parcel 1) shall be subject to rules and regulations related to the zoning and subdivision ordinances in effect at time of subdivision.
2. The Applicant shall be required to enter into a Development Agreement with the City that shall be recorded against all properties owned by the Applicant, including the created Proposed Parcel 1.
3. The Development Agreement shall stipulate that the minor subdivision process did not evaluate the buildability of the resulting lots in the current configuration, and that the created Parcel 1 is substandard and is not buildable.
4. The Development Agreement shall clearly state that for purposes of zoning and land use review all three PIDs (1403021340003, 1403021310008 and Parcel 1) shall be considered collectively.
5. The City Attorney shall review and stamp the deeds associated with the created parcels.
6. All escrow amounts shall be brought up to date and kept current.

Adopted by the Grant City Council this 7th day of February 2017.

\_\_\_\_\_  
Jeff Huber, Mayor

State of Minnesota            )  
  ) ss.  
County of Washington        )

I, the undersigned, being the duly qualified and appointed Clerk of the City of Grant, Minnesota do hereby certify that I have carefully compared the foregoing resolution adopted at a meeting of the Grant City Council on \_\_\_\_\_, 2017 with the original thereof on file in my office and the same is a full, true and complete transcript thereof.

Witness my hand as such City Clerk and the corporate seal of the City of Grant, Washington County, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Kim Points  
Clerk  
City of Grant

City of Grant  
P.O. Box 577  
Willemie, MN 55090



Phone: 651.426.3383  
Fax: 651.429.1996  
Email: clerk@cityofgrant.com

Application Date:	
Fee: \$400	Escrow: \$3,000

## CONDITIONAL USE PERMIT

Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances be acceptable. When such circumstances exist, a Conditional Use Permit may be granted. Conditions may be applied to the issuance of the Permit and/or periodic review may be required. The Permit shall be granted for a particular use and not for a particular person or firm.

<b>PARCEL IDENTIFICATION NO (PIN):</b> 28.030.21.23.0001 <b>LEGAL DESCRIPTION:</b> Section 28 Township 030 Range		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b>  <b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b> Mahtomedi High School 8000 75th Street Grant, MN	<b>OWNER:</b> Name: Mahtomedi Public Schools Address: 1520 Mahtomedi Avenue City, State: Mahtomedi, MN 55115 Phone: 651-407-2000 Email: paul.spakousky@ceso.us	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b> Anderson-Johnson Associates 7575 Golden Valley Rd, #200 Minneapolis, MN 55427 763-544-7129
<b>BRIEF DESCRIPTION OF REQUEST:</b> Pavement reconstruction plan review and approval.		
<b>EXISTING SITE CONDITIONS:</b> Existing high school / middle school		
<b>APPLICABLE ZONING CODE SECTION(S):</b> Please review the referenced code section for a detailed description of required submittal documents, and subsequent process. 1. Division 5. Conditional Use Permits 32-141 through 157		

### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP - Applicant check list, CS - City Staff check list

AP	CS	MATERIALS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan:</b> All full scale plans shall be at a scale not smaller than 1" = 100' and include a north arrow <ul style="list-style-type: none"> <li>▪ Property dimensions</li> <li>▪ Area in acres and square feet</li> <li>▪ Setbacks</li> <li>▪ Location of existing and proposed buildings (including footprint, and dimensions to lot lines)</li> <li>▪ Location of utilities</li> <li>▪ Location of well and septic systems on adjacent properties</li> <li>▪ Location of current and proposed curb cuts, driveways and access roads</li> <li>▪ Existing and proposed parking (if applicable)</li> <li>▪ Off-street loading areas (if applicable)</li> <li>▪ Existing and proposed sidewalks and trails</li> <li>▪ Sanitary sewer and water utility plans</li> </ul> COPIES: 4 plans at 22"x34", 20 plans at 11"x17"

Application for: **CONDITIONAL USE PERMIT**  
City of Grant

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Grading/Landscape Plan:</b> All full scale plans shall be at a scale not smaller than 1" = 100' and include a north arrow</p> <ul style="list-style-type: none"> <li>▪ Grading Plan</li> <li>▪ Vegetation, landscaping, and screening plans including species and size of trees and shrubs</li> <li>▪ Wetland Delineation</li> <li>▪ Buildable area</li> <li>▪ Topographic contours at 2-foot intervals, bluff line (if applicable)</li> <li>▪ Waterbodies, Ordinary High Water Level and 100 year flood elevation</li> <li>▪ Finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated</li> </ul> <p>COPIES: 4 plan sets 22"x34", 20 plan sets 11"x17"</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Architectural/Building Plan (if Applicable):</b> All full scale plans shall be at a scale not smaller than 1" = 100' and include a north arrow</p> <ul style="list-style-type: none"> <li>▪ Location of proposed buildings and their size including dimensions and total square footage</li> <li>▪ Proposed floor plans</li> <li>▪ Proposed elevations</li> <li>▪ Description of building use</li> </ul> <p>COPIES: 4 plan sets 22"x34", 20 plan sets 11"x17"</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Written Narrative Describing your request:</b> A written description of your request for the Conditional Use will be required to be submitted as a part of your application. The description must include the following:</p> <ul style="list-style-type: none"> <li>▪ Description of operation or use</li> <li>▪ Number of employees (if applicable, if not state why)</li> <li>▪ Sewer and water flow/user rates (if applicable, if not state why)</li> <li>▪ Any soil limitations for the intended use, and plan indicating conservation/BMP's</li> <li>▪ Hours of operation, including days and times (if applicable)</li> <li>▪ Describe how you believe the requested conditional use fits the City's comprehensive plan</li> </ul> <p>COPIES: 20</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within ¼ mile (1,320 feet).
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$400
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$3,000
<b>MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Survey of the property:</b> An official survey, by a licensed surveyor, must be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 ½" x 11" format.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

*J. Lane*  
Signature of Applicant

11-14-16  
Date

*Kurtel Mander*  
Signature of Owner (if different than applicant)

11/21/16  
Date

City of Grant  
Conditional Use Permit  
Request Narrative

Mahtomedi High School Pavement Reconstruction

ISD 832 is requesting a Conditional Use Permit from the City of Grant for Pavement reconstruction at 8000 75<sup>th</sup> St N. Mahtomedi MN 55115

The proposed improvements will have a positive impact on the access to the school site and provide a safe and convenient access for district residents. Many school and community programs use our school buildings daily. Our schools serve both the needs of the district, neighborhoods and the entire community. By doing these improvements we will create a better environment for all who use our schools.

Some of the entities and organizations that use this site on a regular basis are:

- Washington County Sheriff's Department as a Mass dispensing site
- Mahtomedi Fire Department
- Lego Robotics League
- Several Sports Clinics
- Local political parties
- Mahtomedi Hockey Association

The number of staff is 115, the number of students is 1,115

The normal hours of operation are 8:00am-2:30pm calendar school year



## **DESIGN NARRATIVE**

Mahtomedi Public Schools is proposing to do improvements on the parking lots and drives of Mahtomedi High School and Mahtomedi Middle School. The site is located in both Grant, Minnesota and Mahtomedi, Minnesota. This project is a continuation of this year's project in the west lot of the High School. Included in the work is redesigning the parking lot, drives and walks around both the high school and middle school. The entrance of the new west lot of the high school will also be closed to the county road with a new through drive being installed. With changes being done to work completed this year, it was determined to combine this year's and next year's projects as one for calculations. The project is planned for construction during the summer of 2017 and completed by the start of school in the fall of 2017. This design narrative will address each of the design aspects related to storm water management as required by the Rice Creek Watershed District.

### **BASIS FOR DESIGN**

There will be 9.411 acres of reconstructed impervious surface and 0.623 acres of new impervious surface for a total of 10.034 acres of new and disturbed impervious surface.

Rate control is required for the 2, 10 and 100 year storm events, and the proposed runoff rate shall not exceed the existing runoff rate for these events. For water quality treatment, the stormwater report shall provide the abstraction of the first 1.1 inch of runoff from the sites new and reconstructed impervious area divided by the TP Removal Factor of 0.5. Additionally 85 percent of the new and disturbed impervious surface must be treated.

### **RATE CONTROL**

Rate control has been accomplished using underground storage systems under the proposed parking lots. Proposed rates of runoff do not exceed existing rates of runoff for the 2, 10 and 100 year storm events.

### **WATER QUALITY TREATMENT**

Volume control is accomplished using underground storage systems under the proposed parking lots. This system was chosen due to the wetlands around the site. It was placed where soil boring indicated clay soils. Due to the soils, a draitile will be placed under the system with 1 foot of sand covering it, and it will be treated as filtration.

The three underground systems treat 8.604 acres of impervious surface. This is more than the 8.529 acres required to be treated.



## STAFF REPORT

**To:** Mayor and City Council  
**cc:** Kim Points, City Administrator/Clerk  
Nick Vivian, City Attorney  
**From:** Jennifer Haskamp  
Consulting City Planner

**Date:** January 30, 2017  
**RE:** Application for a Conditional Use Permit (CUP) for Land Alteration related to Reconstruction of parking lots and drives on Mahtomedi School Camps

### Summary of Request & Background

The Applicant, Anderson-Johnson Associates, on behalf of the Owner, Mahtomedi Public Schools, is requesting a Conditional Use Permit (CUP) for land disturbance activities associated with improvements to the parking lots and drives located at the Mahtomedi High School and Mahtomedi Middle School (“School Campus”). Most of the proposed improvements are located within the City of Grant, however, some of the improvements extend into the City of Mahtomedi as demonstrated by the submitted Plan Set (Exhibit B). The improvements in Mahtomedi will be reviewed by the City of Mahtomedi and will be subject to their rules and regulations with respect to permitting and approvals. The operations of the High School, Middle School, and associated athletic facilities located in the City of Grant are governed by existing CUPs that will remain in effect, and will not be altered and/or modified by this process. The Applicant has applied for a new CUP to simplify the review process and to focus the discussion on the proposed improvements, which are grading and/or land disturbance activities and pavement reconstruction.

### Planning Commission Review & Recommendation

The Planning Commission heard the Applicant’s request for a CUP at their regular meeting on January 17, 2017 and held a duly noticed public hearing. The Planning Commission discussed the application and addressed questions to the Applicant regarding traffic flow, access, and storm water management. *After commencement of the public hearing and discussion, the Planning Commission recommended approval of the CUP for Land Alteration Activities (6-0) to the City Council with the draft findings and conditions as presented by staff.*

The following staff report is generally as presented to the Planning Commission, with minor updates as necessary.

### Public Hearing & Notice

A duly noticed public hearing was held January 17, 2017 at the Planning Commission’s regular meeting. Letters were mailed to property owners within ¼-mile of the subject project informing them of the application request and public hearing.



**Project Summary**

Applicant: Anderson-Johnson Associates	Site Size: 69.68 Acres (Total)
Owner: Mahtomedi Public Schools	Request: Conditional Use Permit (CUP)
Zoning & Land Use: A-1 & A-2	PIDs: 2803021230001 (39.68 Acres) 2803021240002 (30 Acres)
Address: 8000 75 <sup>th</sup> Street N	

The Applicant is applying for a CUP to allow for improvements to the drives and parking lots at the High School and the Middle School. The existing CUPs for the High School and Middle School were done many years ago when the facilities were first constructed, and primarily address operations of the facilities rather than site development activities. While the permits are still valid with respect to the school operations, they do not adequately address the proposed reconstruction and other land disturbance activities associated with the project. As a result, a new CUP is necessary to allow the Owner and Applicant to perform these improvements. The purpose of this review process is not to review the existing CUPs, rather it is intended to focus specifically on the grading and land disturbance activities as required by the City’s Ordinances. The following summary of the request, and items to be reviewed and considered by the Planning Commission, is itemized as the following:

- The reconfiguration project will include moving the west parking lot access on CR-12, and modifying the drives internal to the site near the High School and Middle School.
- The proposed project includes approximately 9.4 acres of reconstructed impervious surface, and 0.6 acres of new impervious surface, for a total of approximately 10 acres of new and disturbed impervious surface on the project site (includes all activity associated with the project in both Mahtomedi and Grant, however, the majority of work is in the City of Grant).
- The proposed project includes the installation of underground stormwater storage to manage surface water generated as result of the impervious surface coverage (the rules in place today differ significantly from the regulations that were in place at the time the facilities were initially constructed.)

**Review Criteria**

According to the City Code, Conditional Use Permits are subject to the process and review criteria stated in City Code Section 32-152. The City Code further states the following for consideration when reviewing a Conditional Use Permit (32-141):

“(d) In determining whether or not a conditional use may be allowed, the City will consider the nature of the nearby lands or buildings, the effect upon traffic into and from the premises and on adjoining roads, and all



other relevant factors as the City shall deem reasonable prerequisite of consideration in determining the effect of the use on the general welfare, public health and safety.”

(e) If a use is deemed suitable, reasonable conditions may be applied to issuance of a conditional use permit, and a periodic review of said permit may be required.”

However, since the High School and Middle School uses are already permitted through their respective CUPs, the analysis of this CUP should be focused on the Land Disturbance activity proposed, and should be reviewed in consideration of Sections 32-172 and 32-173 (attached for your reference).

### **Existing Site Conditions**

PID 2803021230001 contains the existing High School, Middle School, access drives and parking lots. There are several wetland areas on the site that were delineated previously and are identified on the attached Plan Set dated 11/8/2016 (Exhibit B). The site includes extensive vegetation on the southeast corner of the property which helps screen portions of the school facilities from CR-12.

PID 2803021240002 is developed with athletic fields, access drives and parking lots. There are intermittent wetlands on the site that were previously delineated and are identified on the attached Plan Set dated 11/8/2016. The site is sparsely vegetated with some intermittent trees on the northern property line.

### **Comprehensive Plan Review**

The site is guided A-1 and A-2. The Comprehensive Plan states that limited public/semi-public uses within this land use guiding is appropriate. The proposed project does not alter the use of the property, and does not intensify the School Campus uses. The proposed reconstruction project will improve the stormwater runoff and potentially may improve the water quality leaving the site due to improved stormwater management practices and rules that have been adopted since the initial School Campus was developed. The current regulations will govern the reconstruction project, and will be implemented as part of the project.

### **Zoning/Site Review**

The City’s Zoning Code section, 32-143 states, “Land disturbing activities that disturb 5,000 cubic yards or greater will require a conditional use permit. Application for a grading permit and a conditional use permit shall require the submittal of an erosion and sediment control plan, and stormwater management plan. Erosion and sediment control and stormwater management standards shall comply with the City’s Engineering Design Guidelines, and those standards identified in Section 30-172 and 30-173 contained with this Subdivision code.” Since the proposed reconstruction project will disturb in excess of 5,000 cubic-yards the Owner is required to submit this application for a CUP.

The proposed project does not change the uses on site, so the analysis is focused on compliance with Section 30-172 and 30-173 as required in the City Code. The City Engineer conducted this review, and his



comments and recommendations can be found in Exhibit D.

**Dimensional Standards**

In addition to the City Engineer’s comments, the following dimensional standards related to the reconstruction project are relevant and considered. The following site and zoning requirements in the A-1 and A-2 district regulate the site and proposed project (no dimensional standard analysis was completed for the existing facilities since no changes are proposed):

Dimension	Standard
Lot Size	5 acres
Frontage – public road	300’
Front Yard Setback	65’
Side Yard Setback	20’
Rear Yard Setback	50’
Height of Structure	35’
Fence	May be on property line, but not within any ROW
Driveway Setback	5’
Parking Lot setback	10’ from ROW
Wetland Setback Structure (Buffer)	75’ (50’)

Setbacks & Access: As demonstrated on the Plan Set (Exhibit B), the reconstruction activities include realignment of some of the internal drives and reconfiguration of existing parking lots. Staff has reviewed the Plan Set submitted and the closest drive to a property line is setback approximately 10-feet, and the closest parking lot is setback approximately 50-feet from any property line. *As proposed, all improvements and reconstruction meet and or exceed the City’s setback requirements.*

The Applicant’s narrative in the Stormwater Management Plan states that the entrance into the Middle and High School from CR-12 will be moved as part of this project. The Applicant has stated that they are working with Washington County on the design and location of the new access location. *Staff would recommend including a condition that the Applicant/Owner will be required to secure all necessary access permits from Washington County prior to any grading permit being issued by the City.*

Parking Lot (Location & Spaces): While not explicitly stated within the narrative, staff assumes that the parking lot(s) reconfiguration and reconstruction will result in an adequate number of parking stalls to serve the existing High School, Middle School and associated athletic facilities. While the number of parking stalls is not directly related to land disturbance activities, it is the responsibility of the Applicant and/or Owner to



ensure compliance with the existing CUPs with respect to the number of parking spaces available. *Staff would recommend including a condition that states the number of parking stalls must be regulated in compliance with the existing CUPs.*

**Driveway/Circulation:** One of the objectives of this reconstruction project is to improve the internal circulation and drives on the High School and Middle School campus. The most significant reconfiguration occurs at the access to the parking lot located to the northeast of the High School which is demonstrated by comparing Sheet C1.1 with C2.1. *This modification is internal to the site and appears to improve the access/safety on the site particularly in and around the High School.*

**Stormwater/Erosion Control** The City's Zoning and Subdivision Ordinance both require that the Applicant submit a stormwater management plan and erosion control plan. The Stormwater Management Plan was submitted and reviewed by the City Engineer. It is important to note that stormwater management regulations have changed significantly since the original High School and Middle School campus, including parking lots and drives, were constructed. Because of the reconstruction, the Applicant/Owner must now meet current standards that will likely improve the stormwater and surface water leaving the site as opposed to the existing conditions (must now meet rate, quality and volume control measures as regulated by Rice Creek Watershed District). For example, the Applicant/Owner is proposing to install underground water storage facilities to help with rate and volume control, and these facilities are not currently present on the site. *Staff believes that these improvements will likely improve the water quality, however, proper steps to mitigate any potential environmental issues must be considered as stated within the City Engineer's memo (i.e. must have a contingency remediation plan where excavation depths reach below the existing roadway or parking lot pavement sections.)*

### **Engineering Standards**

The City Engineer has provided a memo reviewing the Applicant's submittal regarding Stormwater and Erosion Control, specifically addressing Sections 30-172 and 30-173. Staff would recommend including a condition that the Applicant/Owner must meet all conditions as stated within the City Engineer's memo dated January 4, 2017.

### **Other Agency Review**



The proposed project is located within the Rice Creek Watershed District (RCWD), and the Applicant is required to obtain any necessary permits or approvals from them prior to beginning any site work. Additionally, with the modified access onto CR-12 appropriate access permits (if necessary) must be obtained from Washington County. As noted by the City Engineer, a Right-of-Way permit from Washington County for work adjacent to CSAH 12 will also be necessary.

**Action requested:**

Staff has prepared a draft Resolution of Approval and Conditional Use Permit (CUP) based on the recommendations of the Planning Commission for your review and consideration

*Attachments*

- Exhibit A: Applicant's CUP Narrative and Application (including Design Narrative from Stormwater Management Report)
- Exhibit B: Applicant's Plan Set
- Exhibit C: City Code Sections 30-172 and 30-173
- Exhibit D: City Engineer's Memo, January 4, 2017
- Exhibit E: Draft Conditional Use Permit
- Exhibit F: Resolution of Approval



Building a legacy – your legacy.

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

## **Memorandum**

**To:** *Jennifer Haskamp, City Planner*

**From:** *Brad Reifsteck, PE, City Engineer*  
*WSB & Associates, Inc.*

**Date:** *January 4, 2017*

**Re:** *2017 Mahtomedi Public Schools Pavement Reconstruction Plan - Engineering Review*

---

### **Submittal:**

Engineering review comments were generated from the following submittals:

- 2017 Mahtomedi Schools Pavement Reconstruction Plans – Not For Construction (32 pages):
  - Removal Plans
  - Site Plans
  - Grading Plans
  - Utility Plans
  - Erosion Control Plans
  - Details
- Rice Creek Watershed District (RCWD) Permit Application, dated November 8, 2016
- Storm Water Management Report, dated November 8, 2016 (111 pages)

### **Comments:**

1. The Stormwater Management Report only includes soil boring logs ST1-ST14. The Application should provide the complete Geotechnical Evaluation Report including all boring logs.
2. Contaminated soils are known to be in nearby areas. The applicant should include a contingency remediation plan where excavation depths reach below the existing roadway or parking lot pavement sections.
3. The Applicant should provide an existing condition plan which includes contours and arrows indicating existing storm water sheet flow direction.
4. The Applicant should provide adequate detail on the grading plan to insure all pedestrian facilities meet current ADA requirements.
5. The Applicant should provide proposed contours near the removed entrance onto CSAH 12 to properly show proposed grading and drainage in this area.
6. The Applicant should show arrows on the proposed overall grading plan to indicate stormwater sheet flow direction.
7. The utility plan is required to show underground storage labels, including normal water level, high water level elevation and the elevation and locations of all emergency overflow routes.
8. Wetland mitigation areas are not shown on the plan. If mitigation is occurring on site, these areas are required to be defined. If not, the Applicant should provide a plan detailing where mitigation will occur.



9. The existing drainage patterns shall be maintained on the property with no additional drainage directed to the public Right-of-Way or wetlands without regulatory agency approval.
10. Final engineer signed plans must be submitted prior to acceptance and approval.
11. The Applicant shall submit an approved RCWD permit prior to construction.
12. The Applicant shall submit an approved NPDES permit to the City prior to construction.
13. The Applicant shall submit an approved Grading permit from the City of Grant prior to construction.
14. The Applicant shall submit an approved Right-of-Way permit from Washington County for work adjacent to CSAH No. 12 (75<sup>th</sup> Avenue No.) prior to construction.
15. Please confirm that all proposed utilities, including but limited to the underground stormwater storage facilities and storm sewer, will be owned and maintained following construction by the Mahtomedi School District.

Should you have any questions or comments regarding the items listed above, please contact me at 763-512-5243.

**CITY OF GRANT, MINNESOTA  
RESOLUTION NO. 2017-03**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR  
8000 75<sup>TH</sup> STREET N., MAHTOMEDI PUBLIC SCHOOLS  
(LAND ALTERATION FOR PAVEMENT RECONSTRUCTION)**

**WHEREAS**, Anderson-Johnson Associates (“Applicant”) on behalf of Mahtomedi Public Schools (“Owner”) has submitted an application for a Conditional Use Permit for Pavement Reconstruction and Land Alteration activities at Mahtomedi High School and Mahtomedi Middle School located at 8000 75<sup>th</sup> Street North (“Subject Property”) in the City of Grant, Minnesota; and

**WHEREAS**, the Owner, with the assistance of the Applicant, is reconstructing the parking lots and drives throughout the Mahtomedi High School and Mahtomedi Middle School campus; and

**WHEREAS**, the Applicant’s materials identify more than 5,000-cubic-yards of land alteration activities will occur on the Subject Property as a result of the Pavement Reconstruction project; and

**WHEREAS**, the pavement reconstruction and land alteration activities are accessory to the principal use as “school” which are governed by separate Conditional Use Permits; and

**WHEREAS**, the Planning Commission has considered the Applicant’s request at a duly noticed Public Hearing which took place on January 17, 2017; and

**WHEREAS**, on January 17, 2017 the Planning Commission recommended approval of the application subject to certain conditions; and

**WHEREAS**, the City Council has considered the recommendation of the Planning Commission and the Applicant’s request at a regular City Council meeting which took place on February 7, 2017.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA**, that it does hereby approve the request of Anderson-Johnson Associates and Mahtomedi Public Schools for a Conditional Use Permit, based upon the following findings pursuant to Section 32-147 of the City's Zoning Ordinance which provides that a Conditional Use Permit may be granted "if the applicant has proven to a reasonable degree of certainty" that specific standards are met. The City Council's Findings relating to the standards are as follows:

- Land Alteration activities do not change or modify the existing use of the site for a school campus and conforms to the City's Comprehensive Plan.
- Land Disturbance and Alteration exceeding 5,000 cubic yards is a conditionally permitted use per the City's zoning code.
- The use will not be detrimental to or endanger the public health, safety or general welfare of the city, its residents, or the existing neighborhood if conditions of the permit are met.
- The use meets conditions or standards adopted by the city (through resolutions or other ordinances).
- The use will not create additional requirements for facilities and services at public cost beyond the city's normal low density residential and agricultural uses.
- The use will not result in the destruction, loss or damage of natural, scenic, or historic features of importance.
- The use will not increase flood potential or create additional water runoff onto surrounding properties.

**FURTHER BE IT RESOLVED** that the following conditions of approval of the Conditional Use Permit shall be met:

1. The Applicant shall meet and comply with all conditions stated within the Conditional Use Permit dated February 7, 2017 (the "Permit").
2. The Permit shall be reviewed in compliance with the City's CUP review process, which may be on an annual basis.
3. Any violation of the conditions of the Permit may result in the revocation of said Permit.
4. All escrow amounts shall be brought up to date and kept current.
5. The Owner shall obtain any necessary permits from Washington County, Rice Creek Watershed District, the MPCA or any other regulatory agency having jurisdiction over the proposed use, which are necessary in carrying out its operations on the premises which may include a building permit and/or grading permit.

Adopted by the Grant City Council this 7th day of February 2017.

\_\_\_\_\_  
Jeff Huber, Mayor

State of Minnesota            )  
  ) ss.  
County of Washington        )

I, the undersigned, being the duly qualified and appointed Clerk of the City of Grant, Minnesota do hereby certify that I have carefully compared the foregoing resolution adopted at a meeting of the Grant City Council on \_\_\_\_\_, 2017 with the original thereof on file in my office and the same is a full, true and complete transcript thereof.

Witness my hand as such City Clerk and the corporate seal of the City of Grant, Washington County, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Kim Points  
Clerk  
City of Grant

**MAHTOMEDI PUBLIC SCHOOLS – LAND ALTERATION  
CONDITIONAL USE PERMIT  
CITY OF GRANT**

DATE: February 7, 2017

OWNER: Mahtomedi Public Schools  
1520 Mahtomedi Avenue  
Mahtomedi, MN 55115

APPLICANT: Anderson-Johnson Associates  
7575 Golden Valley Rd., #200  
Minneapolis, MN 55427

LEGAL DESCRIPTION: Attachment A

PID: 2803021230001  
2803021240002

ZONING: A-1 & A-2

ADDRESS: 8000 75<sup>th</sup> Street N.  
Grant, MN 55082

This is a Conditional Use Permit to allow for Pavement Reconstruction and Land Alteration activities per the Plan Set submitted November 23, 2016. Any alterations not identified within the plan set, and exceeding Ordinance requirements, shall require an amendment to this Conditional Use Permit.

The pavement reconstruction and land alteration shall be subject to the following conditions and/or restrictions imposed by the City Council, City of Grant, Washington County, Minnesota, and applicable ordinances, statutes or other laws in force within the City:

1. The Permit shall be granted for the pavement reconstruction and land alteration as described in the materials submitted for review on November 23, 2016.
2. The Applicant shall update the Plan Set to include a date, signature, and all additional requested information as identified in the City Engineer's staff report dated January 4, 2017.
3. An access permit, if necessary, shall be obtained from Washington County prior to any site work commencing.
4. A grading permit shall be acquired prior to commencement of work on site.
5. All necessary permits from the RCWD shall be obtained prior to the City issuing any grading permit.

6. The number of parking stalls after construction shall be consistent with the number of parking stalls required in all governing CUPs for the High School, Middle School and Athletic fields affecting the property.
7. All site construction activities operations on site shall meet the MPCA's noise standards and regulations.
8. The site's construction operations shall be limited to the hours of operations as defined within the City's Ordinance Section 32-332(e).
9. Any necessary permits shall be obtained from Washington County, MPCA, and any other entity having regulatory authority of the operations.
10. All escrow amounts shall be brought up to date and kept current.
11. This permit shall be reviewed in compliance with the City's CUP review process, which maybe on an annual basis.
12. Any violation of the conditions of this permit may result in the revocation of said permit.

IN WITNESS WHEREOF, the parties have executed this agreement and acknowledge their acceptance of the above conditions.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF GRANT:

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

\_\_\_\_\_  
Kim Points, City Clerk

OWNER:

MAHTOMEDI PUBLIC SCHOOLS

Date: \_\_\_\_\_

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

Its: \_\_\_\_\_

APPLICANT:

ANDERSON-JOHNSON ASSOCIATES

Date: \_\_\_\_\_

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

State of Minnesota            )  
  )ss.  
County of Washington        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, a Notary Public, personally appeared Tom Carr and Kim Points, of the City of Grant, a Minnesota municipal corporation within the State of Minnesota, and that said instrument was signed on behalf of the City of Grant by the authority of the city council and Tom Carr and Kim Points acknowledge said instrument to be the free act and deed of said City of Grant.

\_\_\_\_\_  
Notary Public

EXHIBIT A





**MEMORANDUM**

**To:** Mayor and Grant City Council  
**CC:** Kim Points, City Clerk  
 Nick Vivian, City Attorney  
**From:** Jennifer Haskamp, City Planner

**Date:** January 30, 2017  
**RE:** Amend Chapter 24, Section 24-22 (e)

In late 2015/early 2016 the City Council adopted a policy manual to guide the activities of the Planning Commission. The policy manual, *Rules of Procedure, City of Grant, Planning Commission* provides a clear set of procedures with respect to conducting meetings, reviewing land use applications, the roles and responsibilities of staff, consultants and the planning commission members. In 2016 the Planning Commission was reconvened and operated successfully under this policy directive.

Earlier in 2017, Councilman Lanoux brought it to the attention of the City Council that **Chapter 24, Planning, Section 24-22 Composition (e)** of the City's Code references that the Planning Commission must conduct its meetings according to Robert's Rules of Order which is not stated within the planning commission manual. While the Planning Commission has always used elements of Roberts Rules, and in fact the *Rules of Procedure* manual also incorporates elements of Roberts Rules, it has not used Roberts Rules in its entirety. As described by the League of Minnesota Cities "Roberts Rules of Order, Newly Revised is designed for meetings of large bodies." (See attached excerpt from LMC handbook).

Given the cumbersome nature of Roberts Rules, and the small scale of the Planning Commission, staff is recommending that the City Code be amended to reference the *Rules of Procedure* manual for conducting meetings, rather than Roberts Rules for conducting meetings.

Action Requested: Staff has prepared the attached Draft Ordinance 2017-50 which amends Chapter 24, Section 24-22 Composition (e) to conduct meetings consistent with the Rules of Procedure. A summary publication, Resolution 2017-05 has also been provided for your review and approval.

## RELEVANT LINKS:

See Minnesota Mayors Handbook for sample Rules of Order for City Councils.

Minn. Stat. § 412.191, subd. 2 (authorizing the city council to regulate its own procedure). See LMC information memo, *Meetings of City Councils*, for more information on Roberts Rules of Order, Newly Revised.

Minn. Stat. § 13D.01, subd. 4.

*Mankato Free Press v. City of Mankato*, 563 N.W.2d 291 (Minn. Ct. App. 1997).

## F. Parliamentary procedure

Parliamentary procedure is a system of rules that aid in transacting meetings. The rules are designed to preserve order, expedite business, and protect the rights of those involved in making decisions. The mayor, as presiding officer, is responsible for guarding against abuse of the procedures. The effective use of parliamentary procedures is the joint responsibility of the mayor and all councilmembers.

Parliamentary rules can be very simple or very complex. The complexity of rules should vary in direct ratio to the size of the group. As the number of people in the group increases, the complexity of the rules should increase. Accordingly, the rules for city councils should be simple. Any attempt to introduce a high degree of formality into the proceedings of a city council will probably reduce its ability to operate effectively.

The rules of parliamentary procedure apply to council proceedings only if the council formally adopts such rules in its bylaws. The Roberts Rules of Order, Newly Revised is designed for meetings of large bodies. Rather than adopt these rules as a formal procedure to always follow, a council can agree to informally follow the rules while conducting meetings.

An informal application of the rules, together with the common sense of councilmembers, may be the only guidelines many councils need in order to conduct their business in an orderly manner. If a controversial discussion is about to occur, the mayor or a councilmember could move to adopt more formal rules for that particular discussion.

## G. Voting procedures

State law does not regulate the process of council voting. The council may generally use whatever procedures it prefers, subject to charter provisions in home rule charter cities.

The council's bylaws can include voting rules. Otherwise, the council may use voice voting or standing voting unless a councilmember calls for voting by ballot. The bylaws can also set the order in which councilmembers vote. Whether the vote is unanimous or not, the minutes must record the votes of the members of the council and the vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

In addition, The Minnesota Court of Appeals has concluded that secret voting violates the purposes of the open meeting law.

**CITY OF GRANT**  
**WASHINGTON COUNTY, MINNESOTA**  
**ORDINANCE 2017-50**

**An Ordinance Amending the Grant Code of Ordinances**  
**Amending Section 24-22 Composition, Chapter 24 Planning**

The City Council of the City of Grant, Washington County, Minnesota, does hereby ordain as follows:

**SECTION 1. AMENDMENT OF CHAPTER 24, PLANNING, OF THE CITY'S CODE OF ORDINANCES.**

That City Code Chapter 24, Article I, Section 24-22, "Composition" is hereby AMENDED to ADD the following identified as underlined, and AMENDED to DELETE as ~~striketrough~~:

- (a) The planning commission shall consist of five to seven members. The members shall be appointed by the city council by a majority vote of the city council. Each planning commissioner shall be appointed to a three year term. If a commissioner is appointed to fulfill the term of an unexpired term, then the newly appointed commissioner shall serve for the remainder of that term. The term of office, unless appointed to fill an unexpired term, shall begin at the first regular city council meeting in March of each year. Both original and successive appointees hold office until their successors are appointed and have qualified.
- (b) In March of each year the members of the planning commission shall annually elect one member as chair and one member as vice-chair.
- (c) The city council may appoint one of the members of the city council to serve as an ex officio member of the city planning commission, who shall not have a vote nor participate in any proceedings before the planning commission or hold any office. The ex officio member may participate in discussion as a resident and member of the audience.
- (d) A quorum shall be achieved when a simple majority of the appointed members is present, excluding the ex officio member, prior to any business being conducted at the meetings. For example, if the Planning Commission consists of seven appointed members, than a minimum of 4 members must be present to achieve quorum.

(e) The meeting shall be conducted as described in the most current Planning Commission Rules of Procedure manual as adopted by the City Council. ~~according to Robert's Rules of Order.~~

**SECTION 2. SEVERABILITY.**

In the event that court of competent jurisdiction adjudges any part of this ordinance to be invalid, such judgment shall not affect any other provisions of this ordinance not specifically included within that judgment.

**SECTION 3. EFFECTIVE DATE.**

This ordinance takes effect upon its adoption and publication according to law.

WHEREUPON, a vote, being taken upon a motion by Council member \_\_\_\_\_ and seconded by Council member \_\_\_\_\_, the following upon roll call:

Voting AYE:

Voting NAY:

Whereupon said Ordinance was declared passed adopted this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jeff Huber, Mayor

\_\_\_\_\_  
Attest: Kim Points, City Clerk

**CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE CITY OF GRANT, WASHINGTON COUNTY,  
MINNESOTA, PROVIDING FOR THE SUMMARY PUBLICATION OF  
ORDINANCE NO. 2017-50**

WHEREAS, On February 7, 2017 at the regular Grant City Council meeting, by majority vote, the City Council adopted Ordinance No. 2017-50 amending Chapter 24 Planning to amend certain sections; and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the City Council for the City of Grant has determined that publication of the title and a summary of Ordinance No. 2017-50 would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, the City Council for the City of Grant has reviewed the summary of Ordinance No. 2017-50 attached and incorporated herein as **Exhibit A**; and

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Grant hereby:

1. Approves the text of the summary of Ordinance No. 2017-50 attached as **Exhibit A**.
2. Directs the City Clerk to post a copy of the entire text of Ordinance No. 2017-50 in all public locations designated by the City Council.
3. Directs the City Clerk to publish the summary in the City's legal newspaper within ten days.
4. Directs the City Clerk to file the executed Ordinance upon the books and records of the City along with proof of publication.

Dated this 7<sup>th</sup> day of February 2017.

ATTEST:

\_\_\_\_\_  
Jeff Huber, Mayor

Kim Points, City Clerk

**EXHIBIT A**

**Ordinance Summary**

**Ordinance No. 2017-50**

**AN ORDINANCE AMENDING CHAPTER 24, ARTICLE II PLANNING  
COMMISSION  
FOR THE CITY OF GRANT, MINNESOTA**

On February 7, 2017 the City of Grant adopted an ordinance to amend Section 24-22 to incorporate by reference the Planning Commission Rules of Procedure for conducting meetings in the City of Grant, Minnesota.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk or by standard or electronic mail.

## RELEVANT LINKS:

- Reports of officers, boards, and committees
- Reports from staff and administrative officers
- Ordinances and resolutions
- Presentation of claims (The authorization for paying city claims and bills are often included in the consent agenda.)
- Unfinished business
- New business
- Miscellaneous announcements
- Adjournment

## 2. Consent agenda

By resolution or through bylaws, a council may establish a consent agenda containing routine, non-controversial items that need little or no deliberation. The clerk or the person responsible for placing items on the agenda prepares the consent agenda. By a majority or higher vote, the council can approve all actions on the consent agenda with one vote. If a councilmember objects to an item being placed on the consent agenda, it should be removed and acted on as a separate agenda item.

## 3. Tips for managing meetings

In addition to the consent agenda, councils may consider the following suggestions for managing meetings.

Council bylaws may set a closing date for placing items on the agenda. For example, the clerk must receive all requests to include items on the agenda five days before the meeting. This is especially important if councilmembers need to review written material before the meeting. The council might make an exception in special situations. The council should set a definite time for adjournment and observe this rule.

At some time during the meeting, often at the beginning, many city councils establish a specific time when citizens can present concerns to the council. In such an open forum, the mayor or presiding officer should provide a limited time for each person who wishes to speak. No action should be taken on any of the issues raised. Rather, if appropriate, the issues should be placed on the agenda of a future council meeting.

When the council is going to discuss a major public issue, the bylaws, or the council, by resolution, may provide a limited, specific amount of time for each side to express its views. The council may also follow this procedure for all items on the agenda.

See LMC Webinar: Tips for Meeting Management—Managing Expectations and Meeting Your Goals, May 2014.

**City of Grant  
2017 Final Budget Levy  
12/8/16**

	2015	Jan 1 - Nov, 16	Budget	\$ Over Budget	% of Budget	2017	% of
						Budget	2016 Budget
402-040 · Clerk Miscellaneous Expense							
409-000 · Treasurer	6,000	0	300	-300	0.0%	309	103%
<b>Total 402-001 · Finance</b>	<b>69,525</b>	<b>54,525</b>	<b>71,911</b>	<b>-17,386</b>	<b>75.82%</b>	<b>6,365</b>	<b>103%</b>
405-001 · Consultants						74,068	103%
405-000 · Audit Fees							
406-000 · Engineering Fees-General	11,535	12,330	12,500	-170	98.64%	13,000	104%
406-100 · MS 4 Expenses	16,285	12,138	22,000	-9,862	55.17%	22,000	100%
407-100 · Legal Fees - General	10,395	2,319	17,650	-15,332	13.14%	2,500	14%
407-150 · Legal Fees - Complaints	43,239	22,751	35,000	-12,249	65.0%	25,000	71%
407-300 · Legal Fees - Prosecutions	26,938	42,165	9,000	33,165	468.5%	35,000	389%
413-100 · Assessor	19,185	14,748	18,500	-3,752	79.72%	18,500	100%
<b>Total 405-001 · Consultants</b>	<b>23,952</b>	<b>20,521</b>	<b>28,000</b>	<b>-5,479</b>	<b>78.93%</b>	<b>26,000</b>	<b>100%</b>
	151,528	126,971	140,650	-13,679	90.27%	142,000	101%
406-001 · Other Services & Charges							
406-010 · Dry Hydrants							
408-000 · Insurance	0	0	250	-250	0.0%	250	100%
410-120 · Dues	10,436	9,359	9,000	359	103.99%	9,000	100%
410-125 · Workshops	4,417	4,492	4,000	492	112.3%	4,000	100%
410-290 · Miscellaneous Expense	790	35	1,000	-965	3.5%	1,000	100%
410-300 · Newsletter Costs	67	0	200	-200	0.0%	200	100%
410-301 · Publishing Costs	2,285	1,165	2,500	-1,335	46.58%	2,500	100%
410-400 · Telephone	2,255	1,105	2,000	-895	55.25%	2,000	100%
410-411 · Postage	1,892	1,211	2,000	-789	60.57%	2,000	100%
410-412 · Post Office Box Rental	398	200	500	-300	40.0%	500	100%
410-420 · Web Site Costs	112	112	112	0	100.0%	112	100%
410-500 · Office Supplies	767	150	1,000	-850	15.0%	1,000	100%
410-501 · Office Equipment	485	402	1,000	-598	40.17%	1,000	100%
410-600 · Rental City Office	0	0	100	-100	0.0%	1,000	100%
411-100 · Equipment Repair	5,463	2,764	6,514	-3,750	42.43%	7,600	7600%
411-250 · Charter Commission Expense	0	339	500	-161	67.78%	6,514	100%
<b>Total 406-001 · Other Services &amp; Charges</b>	<b>43,882</b>	<b>675</b>	<b>1,500</b>	<b>-825</b>	<b>45.0%</b>	<b>500</b>	<b>100%</b>
	73,248	22,009	32,176	-10,167	68.4%	0	0%
<b>Total 400-000 · GENERAL GOVERNMENT</b>	<b>294,446</b>	<b>206,498</b>	<b>265,102</b>	<b>-58,604</b>	<b>77.89%</b>	<b>273,609</b>	<b>103%</b>





Building a legacy – your legacy.

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

## Memorandum

**To:** *Honorable Mayor and City Council, City of Grant  
Kim Points, Administrator, City of Grant*

**From:** *Brad Reifsteck, PE, City Engineer  
WSB & Associates, Inc.*

**Date:** *January 30, 2017*

**Re:** *Sunnybrook Lake – HSEM Notice of Interest for potential funding*

### Actions to be considered:

Notice of Interest is required for a funding opportunity to provide flooding assistance to the homeowners around Sunnybrook Lake.

### Facts:

In 2016, five homeowners expressed interest in implementing permanent barrier systems to reduce the risk of flooding to their homes. Valley Branch Watershed District has assisted the homeowners in identifying a conceptual flood risk reduction plan for the individual properties.

The City of Grant was approached by the VBWD to submit a Notice of Interest to the Homeland Security and Emergency Management (HSEM). HSEM will determine if the project meets Hazard Mitigation Assistance Program and eligibility for potential funding.

If eligible, the City of Grant will be invited to submit a full application. Prior to submitting a full application, a memorandum of understanding or similar document would be created between the City and VBWD to insure the City has no long term maintenance responsibilities or other obligations.

If the grant is awarded, VBWD would administer the grant, provide project implementation, and cover the required matching funds.

**Action:** Discussion.

**Attachments:** Notice of Interest



# Hazard Mitigation Assistance Program Notice of Interest

Use this Notice of Interest to provide basic information on a proposed hazard mitigation project. HSEM will determine if the project meets Hazard Mitigation Assistance (HMA) Program eligibility for potential funding. If eligible, the applicant will be invited to submit a full application.

Please submit this completed form to [hazard.mitigation@state.mn.us](mailto:hazard.mitigation@state.mn.us).

## Applicant Information

Applicant (Organization or Entity)

City of Grant

Address

P. O. Box 577, Willernie, MN 55090

County

Washington

Contact Name

Kim Points

Phone

(651) 426-3383

Title

City Clerk/Administrator

Email

clerk@cityofgrant.us

## Mitigation Project

Review your county All Hazard Mitigation Plan to identify Mitigation Strategy and Actions.  
*Project must be in Plan to be eligible for HMA funding.*

Plan page number

E-2

Plan expiration date

November 8, 2017

Describe project and location

Fifteen homes in the Sunnybrook Lake neighborhood within the City of Grant have a lowest-adjacent-grade below the 1% annual chance flood level. In 2016, five homeowners have expressed interested in implementing permanent barrier systems to reduce the risk of flooding to their homes. Valley Branch Watershed District has assisted the homeowners in identifying a conceptual flood risk reduction for the individual properties.

Total estimated cost (100%)

\$ 180,000

Proposed funding source of local match (25%)

Valley Branch Watershed District

Today's date

Submit by Email

City Council Report for January 2017

Date: January 15, 2017

To: honorable mayor & City Council Members

From: Jack Kramer Building Official

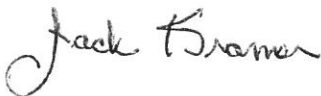
Zoning Enforcement:

No new code violations to report.

Building Permit Activity:

Four (4) Building Permits were issued for a total valuation of 4 17,858.58

Respectfully submitted,

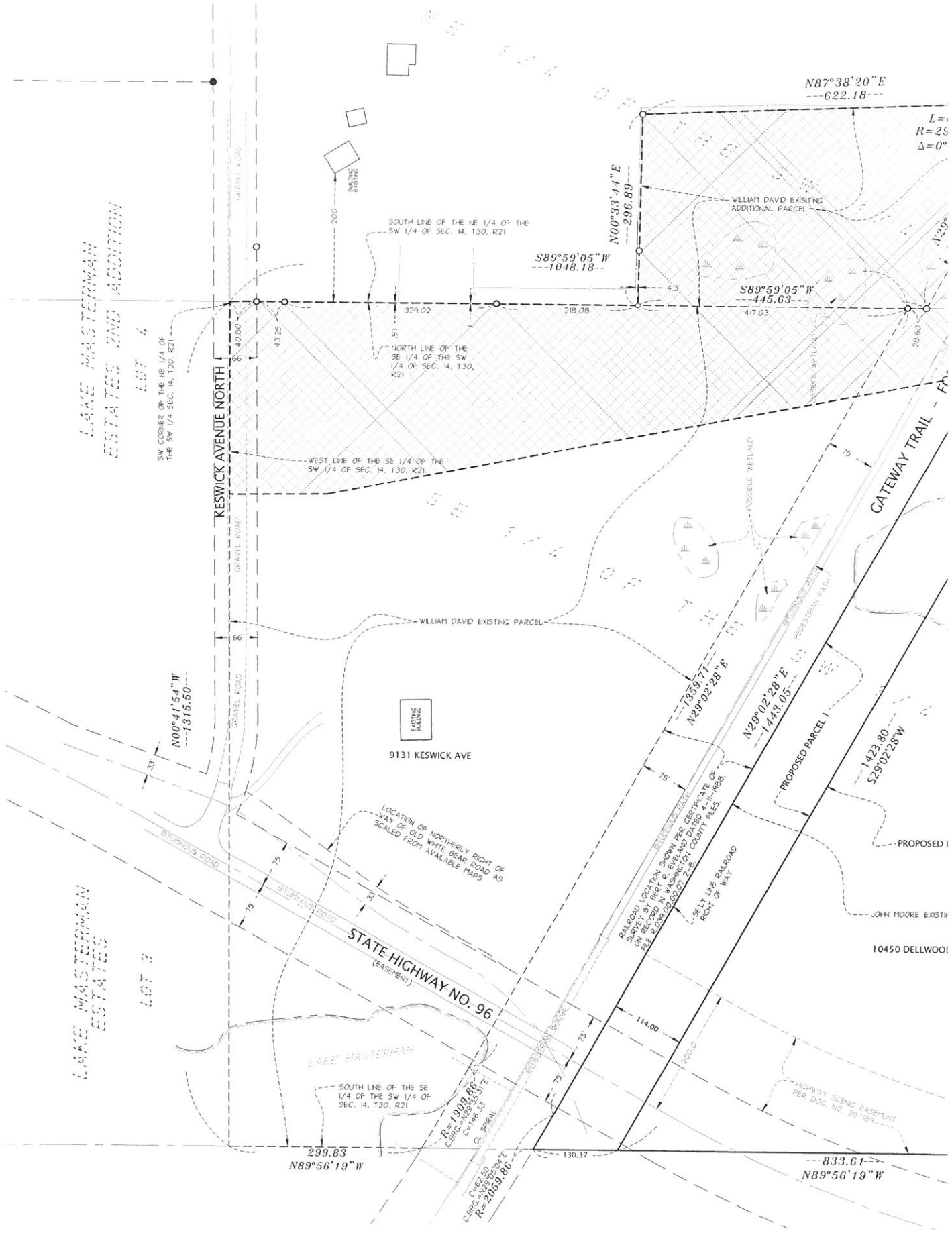


Jack Kramer

Building & Code Enforcement Official

Grant Master Form								
Permit	Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75%	Plan CK Fee:

Grant Master Form								
Permit	Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75%	Plan CK Fee:
2017-1	Re-Roof	Gottratz	8450-Jewell Ct. N.	1/6/2017	\$ 11,198.58	\$ 209.25	\$ 156.93	\$ -
2017-2	HVAC	Fechter	9030-64th. St. N.	1/7/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-3	HVAC	Fechter	9030 64th. St. N.	1/13/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-4	Windows	Halvorson	6120 Lake elmo ave	1/14/2017	\$ 6,660.00	\$ 139.25	\$ 104.43	\$ -
Monthly total					\$ 17,858.58	\$ 508.50	\$ 381.36	\$ -



LAKE MASTERMAN  
ESTATES 2ND ADDITION

LOT 4

LAKE MASTERMAN  
ESTATES

LOT 3

SW CORNER OF THE NE 1/4 OF  
THE SW 1/4 SEC. 14, T30, R21

KESWICK AVENUE NORTH

9131 KESWICK AVE

STATE HIGHWAY NO. 96  
(EASEMENT)

LAKE MASTERMAN

N89°56'19" W

N87°38'20" E  
---622.18---

L=1  
R=25  
Δ=0°

SOUTH LINE OF THE NE 1/4 OF THE  
SW 1/4 OF SEC. 14, T30, R21

S89°59'05" W  
---1048.18---

NORTH LINE OF THE  
SE 1/4 OF THE SW  
1/4 OF SEC. 14, T30,  
R21

S89°59'05" W  
---445.63---

WEST LINE OF THE SE 1/4 OF THE  
SW 1/4 OF SEC. 14, T30, R21

N00°41'54" W  
---1315.50---

N29°02'28" E  
---1359.77---

N29°02'28" E  
---1443.05---

1423.80  
S29°02'28" W

LOCATION OF NORTHERLY RIGHT OF  
WAY OF OLD WHITE BEAR ROAD AS  
SCALED FROM AVAILABLE MAPS

RAILROAD LOCATION SHOWN PER  
SURVEY BY BERT R. EVELING  
ON RECORD IN WASHINGTON COUNTY FILES  
FILE # 0281000002728

SELY LINE RAILROAD  
RIGHT OF WAY

PROPOSED I

JOHN MOORE EXISTING

10450 DELLWOOD

HIGHWAY SCENIC EASEMENT  
PER DOC. NO. 281271

---833.61---

P=1000.00  
CURVE=1000.00  
C=148.13  
CL SPOKES

P=1000.00  
CURVE=1000.00  
C=148.13  
CL SPOKES

P=2059.00  
CURVE=1000.00  
C=148.13  
CL SPOKES