

**City of Grant
City Council Agenda
August 7, 2012
(Revised 2)**

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, August 7, 2012, 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**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF REGULAR AGENDA**
4. **APPROVAL OF CONSENT AGENDA**
 - A. July 10, 2012 City Council Meeting Minutes
 - B. Bill List, \$59,800.96
 - C. M.J. Raleigh Trucking, Gravel Maintenance, \$9,123.49
 - D. Resolution No. 2012-03, Notification to Political Candidates relating to Sign Regulations
 - E. Resolution No. 2012-06, Election Judges for Primary and General Election
5. **PUBLIC COMMENT**
6. **STAFF REPORTS**
 - A. City Engineer, Phil Olson
 - i. Grading Permit Process
 - ii. Justin Trail Neighborhood Overlay Notification Process
 - iii. Dry Hydrant
 - iv. School District Update
 - v. July Staff Report
 - B. Interim City Planner, Paul Hornby
 - i. July Staff Report
 - C. City Attorney, Nick Vivian
 - i. July Staff Report
 - D. Building Inspector, Jack Kramer (report for July building activities)
7. **NEW BUSINESS**
 - A. Appointment of City Planner, Council Member Potter
 - B. Clerk Salary Adjustment, Council Member Huber

- C. Reappointment of Mr. Rick Vanzwol, Brown's Creek Watershed District, Mayor Carr
- D. Estimate of Services from Countryman Electric, Mayor Carr
- E. Schedule Additional 2013 Budget Meeting, Mayor Carr
- F. May 21, 2012 Planning Commission Minutes, Mayor Carr
- 8. OLD BUSINESS
 - A. Complaint Protocol and Communication Process, Planning Commission
 - B. Website Items, Mayor Carr
- 9. DISCUSSION ITEMS
 - A. Public Comment Inquires, Mayor Carr
 - B. City Council Reports (any updates from Council)
 - C. Staff Reports (any updates from Staff)
- 10. COMMUNITY CALENDAR AUGUST 8 THROUGH AUGUST 31, 2012:
 - Planning Commission Meeting, Monday, August 20, 2012, Town Hall, 7:00 p.m.
- 11. CLOSED SESSION FOR THE PURPOSE OF EVALUATING PERSONS SUBJECT TO THE CITY COUNCIL'S AUTHORITY PURSUANT TO MINN. STAT.13D.05 SUBD. 3 (a), INCLUDING THE FOLLOWING INDIVIDUALS:
 - Planning Commissioner Larry Lanoux, Planning Commissioner Loren Sederstrom, Planning Commissioner Bill David
- 12. REVIEW CLOSED SESSION DISCUSSION ITEMS
- 13. ADJOURNMENT

ADDRESSING THE CITY COUNCIL

Persons wishing to address the Council on a subject which appears on the agenda must wait until the item is discussed by the Council. The procedure for consideration of an agenda item is (1) staff presentation; (2) presentations by petitioner or advisory bodies (if required); (3) Council motion and seconded to place the matter on the floor; (4) Council questions of staff and/or advisory body reports and discussion; (5) presentations from the audience; and (6) Council decision.

Guidelines for Conduct at the City of Grant City Council Meetings (Per 2007 Meeting Agendas)

The City of Grant welcomes the public to attend all public meetings, workshops, and hearings and you are encouraged to express your opinion during these meetings. To

keep the agenda moving smoothly, the City uses the following basic guidelines for presentations made before the Council:

1. Public comment will be addressed as time allows and individuals must be recognized by the Mayor prior to making comment
2. Any individual addressing the Council will approach the microphone and clearly state both their name and address.
3. Comments shall be addressed to the City Council only and shall be confined to the agenda item under discussion.
4. Comments and reading of written statements shall be limited to 2 minutes and speakers will not be recognized to speak again until everyone who wishes to address the City Council has been heard. You are encouraged not to be repetitious of comments made by any previous speakers.
5. The number of individual presentations may be limited by the City Council to accommodate the scheduled agenda items.
6. Speakers shall respect the dignity of others being addressed directly or indirectly.

CITY OF GRANT
MINUTES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

DATE : July 10, 2012
TIME STARTED : 7:10 p.m.
TIME ENDED : 10:14 p.m.
MEMBERS PRESENT : Councilmember Bohnen, Fogelson, Huber, Potter
and Mayor Carr
MEMBERS ABSENT : None

Staff members present: City Attorney, Nick Vivian; City Engineer, Phil Olson; and City Clerk, Kim Points

CALL TO ORDER

Mayor Carr called the meeting to order at 7:10 p.m.

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

Item 7F, Mahtomedi School District Letter was added to the regular agenda.

Item 7G, Clerk Salary Adjustment was added to the regular agenda.

Council Member Huber moved to approve the agenda as amended. Council Member Fogelson seconded the motion. Motion carried unanimously.

CONSENT AGENDA

June 5, 2012, City Council Meeting Minutes	Approved
Bill List, \$71,273.46	Approved
City of Mahtomedi, 2 nd Quarter Fire Contract, \$28,739.50	Approved
City of Stillwater, 1 st Half Fire Contract, \$44,896.00	Approved
Envirotech Services, Dust Control, \$19,258.57	Approved
Gambling Exempt Permit, Little Sisters of the Poor, July 16, 2012 Indian Hills Golf Club	Approved

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Council Member Huber moved to approve the Consent Agenda, as presented. Council Member Potter seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

Mr. Loren Sederstrom, 9330 107th Street, came forward and informed the Council of some issues at the School District site including two tanks being removed, no testing done on the ponds or soil and 5,000 yards of dirt have been removed from the site. He stated he has talked with the State Inspector and he indicated directional drilling is no appropriate on this site. He advised he will continue to work with the State Inspectors regarding these issues.

Mr. Warren Johnson, Jamaca Avenue, came forward and stated the School District is building holding ponds on his property close to the trail. He stated they took down 60 trees without any notification and replanted some trees in the wrong location. The City needs to look at what is going on there.

Mr. Larry Lanoux, Keswick Avenue, came forward and stated there is a show regarding contamination on the cable channel that includes Ms. Erin Brockavich. He referred to the draft gas tax letter included in the packet and stated one representative is not running again and another will not be a representative for the City of Grant due to redistricting. He suggested the letters wait until after election. The City should have gone after the dry hydrant as that grant money was lost. He added he does not believe a timer for public comments belongs in the City of Grant.

Mr. John Smith, 67th Lane, came forward and provided information on a Charter form of government. He stated a Charter form can be beneficial and allows for a Charter Commission. He requested that discussion be on next month's agenda and the Council send it to the Planning Commission for review. The Council's risk is small and it should not take as long as it does to get things done in the City, especially when it comes to roads.

Mr. Mark Wojcik, 110th Street, came forward and stated he is in disbelief there is an egg timer at a City Council meeting. A timer is not taking care of the problem. The Council needs to listen to its residents. He noted Council Member Bohnen did a great job on the 22 year old Goodview project. He referred to an article the Mayor write regarding White Bear Lake and it being ridiculous to spend money on a study. He stated he does not understand that at all and he needs to spend more time listening to people.

Mr. Bill David, Keswick Avenue, came forward and stated soil is being hauled out of the school site. The CUP has conditions and they are not being adhered to. The school needs to test the soil so we can protect ourselves.

Mr. Bob Englehart, Joliet, came forward and asked where the specifications book is. He wants to look at it and it was not at the City office.

Ms. Tina Lobin, 11034 Irish Avenue, came forward and stated she has been to several meetings over the last several years. It seems here lately that there is a lot of complaining about petty things. The timer is a good idea because most of the people here act like five year olds. She stated she is attending meetings to be more involved with the City and she does not want to listen to the complaining.

STAFF REPORTS**City Engineer, Phil Olson**

Authorization of 2012 Seal Coating Bid – City Engineer Olson advised the City received three quotes for the seal coat project. He reviewed the quotes and proposed roadways to be included in the project. He recommended the City award the project to the low bidder, Pearson Brothers, Inc.

Council Member Bohnen moved to accept the bid from Pearson Brothers, Inc. as presented and stay within the budget. Council Member Potter seconded the motion. Motion carried unanimously.

Justin Trail Neighborhood Overlay Notification Process – City Engineer Olson advised the Council has discussed options for the City to notify property owners if their roadway is a potential candidate for an overlay project. He referred to a memo that has been drafted to property owners on Justin Trail discussing why they should consider an overlay at this time. He reviewed the memo noting it does provide a rough costs estimate and describes the petition process.

Mayor Carr advised he is concerned that if letters are sent out, improvements may be piecemealed. He also requested it be made very clear in the letter that it is the resident's road and they will decide if the improvements are made.

City Engineer Olson advised that smaller and larger areas will be included in the feasibility study to and that will be included in the letter.

Council Member Huber suggested an estimate as to how long they have to make a determination based on the City Engineer's best judgment.

Mr. Denny Kulp, 9045 Justin, came forward and encouraged the Council to do what is prudent in terms of road maintenance. People do not understand the road policy and residents need to be educated through the City newsletter and other means. Residents need to know that they have to pay for their roads again. The Council does a great job of keeping taxes down but the roads have to be kept drivable.

Council Member Bohnen clarified the area noting it is on Justin Trail from Jamaca up to Hwy 96. The point of the letter is to provide residents information about overlays.

The Council directed staff to redraft the letter and bring back to the Council for review at the August City Council meeting.

June Staff Report – City Engineer Olson reviewed the June staff report relating to legal activities.

Interim City Planner, Paul Hornby

June Staff Report – There were no planning activities to report on for June, 2012.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

City Attorney, Nick Vivian

Fabio Zoning Complaint – City Attorney Vivian updated the Council on the zoning enforcement issue at 6510 Jocelyn Avenue N. A site visit has been conducted and the property owner indicated that he operates as a general contractor and is in the process of purchasing a building where he will relocate his business operations. All vehicles and equipment maintained on his property is owned and used personally. The property appeared to be well maintenance and Mr. Fabio recently planted 15-20 large pine trees to screen his property from the adjacent property. Mr. Yeager will be supplying the City with an update regarding Mr. Fabio's efforts in purchasing his new building. The City will review this file in 30 days.

Staff Report – City Attorney Vivian reviewed the June staff report relating to legal activities.

Building Inspector, Jack Kramer – A report was from Building Inspector Kramer was provided for June 2012 to be placed on file for review.

NEW BUSINESS

Schedule City Planning Services Interviews, Council Member Potter – Council Member Potter reviewed the staff report noting eighteen firms were sent the Planning Services RFP and three proposals were submitted. He recommended the City interview all three of them.

Council Member Huber agreed all three should be interviewed and wondered why only three came back to the City.

Council directed the Clerk to schedule three twenty minute interviews beginning at 6:00 p.m. on August 7, 2012.

Schedule 2013 Budget Meeting, Mayor Carr – Mayor Carr asked the Council to schedule a date for a budget work session. Dates were provided and Council was asked to confirm those dates with the City Clerk.

Gas Tax Letter, Council Member Huber – Council Member Huber reviewed a draft letter to send to State Representatives pointing out the City of Grant does not receive any gas tax dollars from the State. He asked all of the Council to make revisions if necessary and sign the letter to send out. It is not fair that the City does not receive any gas tax money and he acknowledged the letter should have been sent out a long time ago.

Mayor Carr noted he has met with representatives in the past regarding this issue.

Council Member Fogelson stated he believes the timing is off and believes the letter should be sent after the upcoming election. He also suggested a letter be sent to the League of Minnesota Cities requesting they lobby for the City of Grant as well as other small communities.

1 Council Member Potter stated he believes it is a good topic to discuss but believes sending the letter
2 right now is premature. He stated the City should do its own research and understand the benefit of
3 receiving gas tax dollars and have a plan in place if the City does receive those dollars.

4

5 Council Member Huber noted the gas tax money is dollars everyone pays in. It is not a new tax.

6

7 Mayor Carr stated he believes the City should be more focused on this and additional information is
8 needed but is in favor of sending the letters now.

9

10 Council Member Huber suggested the Council work together on this issue. Council Member
11 Fogelson can contact the League of Minnesota Cities, Council Member Potter can research other
12 small communities he would be sending more than one letter. He requested the Council sign the
13 letter to send now and begin the process.

14

15 Council Member Bohnen stated the number of miles noted on the letter within the City of Grant needs
16 to be confirmed.

17

18 Council Member Potter stated he does not agree with the verbage or endorse sending the letter. He
19 indicated he will not sign it.

20

21 Council Member Huber stated he would pass the letter around and Council Members may sign it if
22 they wish.

23

24 **City Letters, Mayor Carr** – Mayor Carr stated that the City shares office space and that has worked
25 well. There have been incidents in the past at the City office and there is the potential for those
26 incidents again. He stated he wants to send a letter to the City of Willernie and Dellwood noting that
27 the City of Grant is aware of potential issues and is working through them. The letter is just to show
28 the other cities that the Grant City Council does recognize the situation.

29

30 Council member Potter asked if they have ever had a meeting with the other cities. He stated he is
31 curious as to the specifics of the office arrangement.

32

33 Council Member Bohnen suggested revisions to the letter and it was determined it would be sent to
34 the City of Willernie and Dellwood.

35

36 **Complaint Protocol and Communication Process, Planning Commission** – Chair Derosier
37 referred to the documents provided in the packet and reviewed the proposed changes to the draft
38 complaint document. He explained those changes noting why they were made and clarified that a
39 phone call to the resident should be the first course of action.

40 Council Member Huber stated a lot of people no longer have home phone lines.

41

42 Council Member Potter stated he expects that a resolution be drafted and adopted by the City Council
43 outlining the final complaint process.

44

1 Council Member Fogelson stated it appears the whole process is being over thought and over worked.
2 He stated he trusts staff and if a policy is adopted it should be done in very simple terms.

3
4 City Attorney Vivian referred to the language within the complaint process and asked who
5 determines if there is a legitimate issue. Does the City want the Clerk explaining the problem to
6 residents as well as explaining resolutions to those problems?

7
8 Mayor Carr stated that is not the Clerk's job and it is not the City Council's job to determine if
9 something is legitimate. There is a cost to running a City.

10
11 City Attorney Vivian stated the Clerk is the point person with complaints. In the past, there have
12 been some complaints and resolutions that were not satisfactory to residents and some Council
13 Members. It is a policy determination if the Clerk handles complaints or staff handles complaints.

14
15 Council Member Potter stated he believes it is the Council's duty to determine how complaints are
16 handled. He suggested the Planning Commission review the draft again then bring it back to the
17 Council.

18
19 Council Member Huber stated the City has to trust staff to handle complaints within the City.

20
21 Council Member Bohnen stated if there is a complicated question or issue, the Mayor as supervisor
22 should be contacted to obtain a second opinion. Election officials sending complaints to staff is a
23 better process.

24
25 Mayor Carr agreed to that and the Council requested the draft be reviewed by the Planning
26 Commission again.

27
28 **Mahtomedi School District Letter, Mayor Carr** – Mayor Carr referred to a letter sent by the School
29 District outlining their complaints regarding discussion of the new school at Planning Commission
30 meetings when not on the regular agenda.

31
32 City Attorney Vivian advised topics discussed at meetings should be on the agenda.

33
34 Mayor Carr stated the City Attorney and City Engineer took notes during public comments regarding
35 potential issues at the school site. An update will be provided at the next Council meeting if staff
36 feels an update is needed.

37
38 Mr. Terry Derosier, Chair of the Planning Commission, came forward and stated issues were brought
39 up by a resident during public comment that seemed pressing so they discussed those issue.

40
41 Council Member Potter stated he believes a letter of response to the School District should be
42 provided by the Chair of the Planning Commission. He provided an example of how that letter could
43 be written.

44
45 Council Member Bohnen pointed out the original letter was addressed to the City Council.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

Council Member Huber stated the City and its representatives should be careful not to discuss complaints about a CUP holder when they are not present.

Council Member Fogelson stated if issues are brought up during public comment, they should not be discussed by the City Council or the Planning Commission until they go through the proper channels.

Council Member Potter indicated he would draft a letter of response to the School District.

Clerk Salary Adjustment, Council Member Huber – Council Member Huber removed this item from the agenda.

OLD BUSINESS

Portable Restroom Rental from AirFresh Industries, Council Member Bohnen – Council Member Bohnen advised the previous quote from AirFresh industries includes all costs and fees expect for the sales tax. The company will also chain the unit down to prohibit it from being knocked down.

City Engineer Olson referred to the dry hydrant noting the clear zone for it is twenty feet. A guard rail can be installed. The Council directed the City Engineer to see what can be done to protect the dry hydrant and provided an update at the next meeting.

Council Member Bohnen moved to utilize AirFresh Industries for the portapot service, as presented. Council Member Huber seconded the motion. Motion carried unanimously.

Resolution No. 2012-03, Notification to Political Candidates relating to Sign Regulations, Mayor Carr – Mayor Carr stated the City has received some inquires about campaign signs during election time. He stated it would be beneficial to have all the information in one place. The point of the resolution is to clarify that state statute trumps the City ordinance during election time.

City Attorney Vivian stated it is also important for those running to know that they have to comply with the City ordinance and state statutes. The only thing that trumps the City is the size and number of signs.

Council Member Potter referred to point number three relating to the removal of signs and suggested that be removed. City Attorney Vivian stated that point is included du tot litigation two years ago.

Council Member Huber stated the resolution is not necessarily for candidates but other entities. He suggested an elections page be posted on the City website that would include the resolution.

Revisions to the resolution should include a statement that state law supersedes, per state statute, and the time frame in which it does supersede and that the City reserves the right to remove signs.

Council directed staff to revise the resolution and bring back to the next Council meeting.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

Website Items, Mayor Carr – Council Member Huber stated he would arrange for an election page to be included on the City website.

DISCUSSION ITEMS

Public Comment Inquires, Mayor Carr – Mayor Carr asked if there were any responses to public comment noting staff did take notes relating to potential school site issues.

City Engineer Olson stated he is taking care of the issues. Site visits have been conducted and he has not seen anything done that does not meet the plan. He will do further research and provide a report at the next meeting.

City Council Reports:

Council Member Fogelson advised it is time for the fall newsletter. He asked that all articles be submitted by August 15, 2012.

Council Member Potter posted pictures of a positive thing occurring in Grant that promotes community pride. The pictures included a Grant Town Hall float that participated in the Manitowish Days parade.

Council Member Bohnen stated the chloride was put down again this year. There was a lot of rain after the application that washed some of it out. The treatment did not stick as well this year due to mother nature.

Staff Reports (any updates from Staff) – There were no updates from staff.

COMMUNITY CALENDAR JULY 10 THROUGH JULY 31, 2012:

Planning Commission Meeting, Monday, July 16, 2012, Town Hall, 7:00 p.m.

CLOSED SESSION FOR THE PURPOSE OF CONFERRING WITH LEGAL COUNSEL AS PERMITTED BY THE ATTORNEY-CLIENT PRIVILEGE PURSUANT TO MINN.STAT. 13D.05 SUBD.3 (d) ON THE FOLLOWING LEGAL MATTER:

Nelson v. City of Grant

Council Member Huber moved to go into closed session at 9:50 p.m. Council Member Potter seconded the motion. Motion carried unanimously.

Council Member Huber moved to go back into open session at 10:12 p.m. Council Member Potter seconded the motion. Motion carried unanimously.

1 City Attorney Vivian advised the City went into closed session to discuss pending litigation. No
2 formal action was taken.

3

4 **ADJOURN**

5

6 **There being no further business, Council Member Potter moved to adjourn at 10:14 p.m.**
7 **Council Member Huber seconded the motion. Motion carried unanimously.**

8

9

10 These minutes were considered and approved at the regular Council Meeting August 7, 2012.

11

12

13

14

15 _____
Kim Points, City Clerk

Tom Carr, Mayor

16

17

Date range: 07/16/2012 to 07/31/2012

Vendor	Date	Check #	Total	Description	Void	Account #	Detail
Ready Wait Electric	07/16/2012	11781	\$18,551.37	Siren Install	No	100-41300-300	\$18,551.37
Brochman Blacktopping Co.	07/30/2012	11783	\$430.00	Roads/Pothole Repair	No	100-43109-300	\$430.00
David's Consulting	07/30/2012	11784	\$4,780.46	Roadside Services/Tax	No	100-43114-300	\$4,780.46
Kline Bros Excavating	07/30/2012	11785	\$7,173.75	Road Maintenance	No	100-43101-300	\$6,858.75
						100-43108-300	\$315.00
Mike Perron	07/30/2012	11786	\$1,992.53	Brushing/Sales Use Tax	No	100-43114-300	\$1,992.53
On Site Sanitation	07/30/2012	11787	\$149.63	July	No	100-43007-210	\$149.63
Croix Valley Inspector	07/30/2012	11788	\$5,532.10	Building Inspector	No	100-42004-300	\$5,532.10
M.J. Raleigh Trucking	07/30/2012	11789	\$9,123.49	gravel	No	100-43106-210	\$9,123.49
CenturyLink	07/30/2012	11790	\$160.22	City Phone	No	100-41309-321	\$160.22
Hillcrest Animal Hospital	07/30/2012	11791	\$108.30	Animal Control	No	100-42006-300	\$108.30
Ken Ronnan	07/30/2012	11792	\$161.50	Video Services	No	100-41318-300	\$161.50
Waste Management	07/30/2012	11793	\$4,347.38	Recycling	No	100-43011-384	\$4,347.38
Department of Labor & Industry	07/30/2012	11794	\$736.80	Cont#14475163060	No	100-42005-520	\$736.80
Keith Mackenzie	07/30/2012	11795	\$29.28	Reimbursement	No	100-41306-810	\$29.28
Payment Remittance Center	07/30/2012	11796	\$144.82	Counting Cars/Heavy Tubing/Traffic Counters	No		
Sprint	07/30/2012	11797	\$30.45	City Cell Phone	No	100-43116-210	\$144.82
Press Publications	07/30/2012	11798	\$35.38	Notice of Filing	No	100-43116-321	\$30.45
Eckberg Lammers	07/30/2012	11799	\$4,242.04	Legal Services	No	100-41308-300	\$35.38
WSB & Associates	07/30/2012	11800	\$2,996.75	Engineering June	No	100-41204-300	\$2,038.67
						100-41205-300	\$611.70
						100-41206-300	\$1,591.67
Brian Sowada	07/30/2012	11801	\$3,000.00	Restoration Escrow	No	100-41203-300	\$2,349.00
Payroll Period Ending 07/30/2012	07/30/2012	11802	\$3,236.38		No	100-41209-300	\$291.50
						100-43125-300	\$59.25
						809-49310-300	\$297.00
						839-49310-430	\$3,000.00

City of Grant

Disbursements List

07/31/2012

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Petty Cash	07/31/2012	11782	\$400.00	Office Supplies/Postage	No	100-41101-100	\$3,236.38
PERA	07/31/2012	11803	\$568.15	PERA	No	100-41303-210 100-41310-210 100-41313-200	\$200.00 \$100.00 \$100.00
IRS	07/31/2012	EFT25	\$993.67	Payroll Taxes June	No	100-41102-120 100-41113-100	\$305.12 \$263.03
						100-41103-100 100-41107-100 100-41110-100 100-41112-100	\$321.95 \$433.94 \$176.76 \$61.02
Total For Selected Checks			\$68,924.45				\$68,924.45

M.J. RALEIGH TRUCKING INC.
P.O. BOX 261
STILLWATER, MN 55082-0261
(651)-439-1488

STATEMENT
CLOSING DATE

thru 6/30/2012

CITY of GRANT
 111 WILDWOOD ROAD
 WILLERNIE, MN

55090

Cust. # 730

<u>Invoice Date</u>	<u>Reference</u>	<u>Mat. Qty.</u>	<u>Unit Price</u>	<u>Haul/ Service</u>	<u>Sales Tax</u>	<u>Charges/ Credits</u>
Job #						
Job Name	C-5 GRAVEL MAINTAINENCE					
Location	JOLIET CULVERT					
5/16/2012	HAUL REPORT C-5	100.01 TON	\$6.95		\$0.00	\$695.07
	SUBTOTAL	100.01		SUBTOTAL		<u>\$695.07</u>
Job #						
Job Name	C-5M GRAVEL MAINTENANCE					
Location	ALL					
5/16/2012	HAUL REPORT C-5 MOD	1045.99 TON	\$7.70		\$0.00	\$8,054.12
	SUBTOTAL	1045.99		SUBTOTAL		<u>\$8,054.12</u>
MN SALES TAX INCLUDED WHERE APPLICABLE						
WASH. CO. GRAVEL TAX INCLUDED IN UNIT PRICE WHERE APPLICABLE						
<u>BALANCE DUE</u>						<u>\$8,749.19</u>

M.J. RALEIGH TRUCKING INC.
P.O. BOX 261
STILLWATER, MN 55082-0261
(651)-439-1488

STATEMENT
CLOSING DATE

thru 6/30/2012

CITY of GRANT
 111 WILDWOOD ROAD
 WILLERNIE, MN

55090

Cust. # 730

<u>Invoice Date</u>	<u>Reference</u>	<u>Mat. Qty.</u>	<u>Unit Price</u>	<u>Haul/ Service</u>	<u>Sales Tax</u>	<u>Charges/ Credits</u>
Job #						
Job Name ,						
Location						
6/1/2012	BALANCE FORWARD		\$0.00		\$0.00	\$8,749.19
	SUBTOTAL	0.00		SUBTOTAL		<u>\$8,749.19</u>

Job # DELIVERED
 Job Name C-5M GRAVEL MAINTENANCE
 Location 110TH&LANSING

6/11/2012	128784/C-5M	24.05 TON	\$7.70		\$0.00	\$185.19
6/11/2012	128787/C-5M	24.56 TON	\$7.70		\$0.00	\$189.11
	SUBTOTAL	48.61		SUBTOTAL		<u>\$374.30</u>

MN SALES TAX INCLUDED WHERE
 APPLICABLE

WASH. CO. GRAVEL TAX INCLUDED
 IN UNIT PRICE WHERE APPLICABLE

BALANCE DUE **\$9,123.49**

CITY OF GRANT

WASHINGTON COUNTY, MINNESOTA

Resolution No. 2012-06

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
AUGUST 14th, 2012 PRIMARY ELECTION AND
THE NOVEMBER 6th, 2012 GENERAL ELECTION**

WHEREAS, a State Primary Election will be held on August 14, 2012; and the General Election will be held on November 6th, 2012;

WHEREAS, Minnesota Statute 204B.2 1, subd. 2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Grant has one precinct; and

WHEREAS, the following Washington County residents have applied to serve as election judges and meet the qualifications established by the State of Minnesota.

NOW THEREFORE BE IT RESOLVED, that the City of Grant Council, in accordance with State Law, hereby appoints the following persons to serve as election judges for the Primary Election on August 14, 2012 and the General Election on November 6th, 2012, approves payment of an hourly wage of \$7.50 per hour during election judge training and time served on election day.

Rebecca Sikemeier	Joyce Welander	Mike Herbst
Jerry Linser	Barbara Christopherson	Jody Bystrom
Barb Ramsden	Hayet Abbassi	James Christopherson
Cindy Nettoken		
Maureen Mullaley – Head Judge - \$10.00 p/h		

BE IT FURTHER RESOLVED, that in case an appointed judge is unable to serve, the clerk is authorized to find a substitute judge of the same political party for the judge who cannot serve.

Adopted by the City Council of the City of Grant, on August 7, 2012.

By:

Tom Carr, Mayor

ATTEST:

Kim Points – City Clerk

GRADING PERMIT APPLICATION
ZONING ORDINANCE 50 (741) – LAND RECLAMATION AND LAND GRADING



CITY OF GRANT
 111 Wildwood Road
 P.O. Box 577
 Willernie, MN 55090

Phone: 651-426-3383 Fax: 651-429-1998

NOTE: This is not an interactive document. It must be taken or mailed to the Grant City Office.

Please provide the following information for reclamation work between 50 CY and 5,000 CY:

LEGAL DESCRIPTION AND PARCEL IDENTIFICATION NO:		ZONING DISTRICT:
		PROPERTY SIZE (ACRES):
PROJECT ADDRESS:	OWNER: Name Address City State Zip Phone	APPLICANT (IF DIFFERENT THAN OWNER): Name Address City State Zip Phone
1. Describe the proposed work and/or use.		
2. How does the proposed land reclamation affect drainage on the project site and adjacent properties?		
3. Are there wetlands and/or ponding areas on the property? What is the size and classification of the wetland?		
4. How much material is being reclaimed in cubic yards (CY)? <ul style="list-style-type: none"> • Removed • Imported • Relocated 		
5. If importing fill, where is the material coming from? If removing fill, where is it being hauled?		
6. What is the restoration plan for the site?		

City of Grant
Grading Permit Compliance Requirements:

1. The applicant is required to submit a site plan including:
 - Property lines and easements.
 - Wetland locations based on the 100 year high water level.
 - Existing and proposed contours.
 - Existing buildings including dimensions of structures and dimensions to property lines.
 - Location of septic systems and wells.
2. All work must be on the property and outside of roadway right-of-ways and/or easements.
3. Grading applications can not damage/modify adjacent roadways or ditch systems. Repair will be required by the applicant at their own cost.
4. Work shall be completed no later than 8 weeks from commencement including restoration work. Working hours shall be restricted to 7 a.m. to 7 p.m., Monday through Friday.
5. Grading work must be completed by October 31 of the year the permit is issued. No grading work/hauling will be allowed while road restrictions are in effect per Mn/DOT.
6. Traffic control (warning signs, cones, barrels, trucks hauling signs) shall be provided as determined by the City Engineer in accordance with the Minnesota Manual of Uniform Traffic Control Devices.
7. A 48-hour notice shall be provided to the City Engineer prior to work commencing. Once work has been completed, the applicant shall notify the City Engineer to arrange for final inspection.
8. Silt fence shall be placed at all downslopes and around wetlands to control erosion.
9. A Minnesota Pollution Control Agency NPDES permit must be obtained if at least one acre of land has been disturbed. A copy of this permit must be provided to the City if applicable.
10. A copy a watershed permit must be provided to the City if applicable.
11. The disturbed area shall have a maximum 4:1 horizontal/vertical slope and shall be restored with adequate sod or seed to establish vegetation within 7 days of finishing grading work.
12. A letter of credit or cash escrow in the amount of \$1,500 shall be provided to the City prior to work commencing to ensure erosion control measures are maintained and turf is established.

<u>Permit Fee:</u>	Permit fee shall be based upon the following schedule:
Base Fee:	50 cubic yards to 1,000 cubic yards\$200 1,000 cubic yards and greater..... \$200 + [\$0.05(_____ CY - 1,000 CY)]
Example:	5,000 CY of reclamation on site $\$200 + [\$0.05(5,000 \text{ CY} - 1,000 \text{ CY})] = \400.00
<u>Checklist:</u>	Applications will not be considered complete unless all checklist items are submitted.
_____	Grading Permit Application, NPDES Permit (if applicable), Watershed Permit (if applicable)
_____	Required Fees attached: _____ \$1500 Escrow Fee _____ Permit Fee
_____	Grading Plan including existing and proposed contours

In connection with your request for a Grading Permit, your signature constitutes permission for a representative of the City of Grant to enter upon your property, during normal business hours, for the purpose of evaluating your request. If you wish to be present during such inspection, please contact the City Engineer.

Signature of Owner/Applicant _____ Date _____



GRADING PERMIT APPLICATION
ZONING ORDINANCE 50 (741) – LAND RECLAMATION AND LAND GRADING

CITY OF GRANT
 111 Wildwood Road
 P.O. Box 577
 Willernie, MN 55090

Phone: 651-426-3383 Fax: 651-429-1998

NOTE: This is not an interactive document. It must be taken or mailed to the Grant City Office.

Please provide the following information for reclamation work between 50 CY and 5,000 CY:

LEGAL DESCRIPTION AND PARCEL IDENTIFICATION NO:		ZONING DISTRICT:
		PROPERTY SIZE (ACRES):
PROJECT ADDRESS:	OWNER:	APPLICANT (IF DIFFERENT THAN OWNER):
	Name	Name
	Address	Address
	City State Zip	City State Zip
	Phone	Phone
1. Describe the proposed work and/or use. (Permit is not required for farming tilled land)		
2. How does the proposed land reclamation affect drainage on the project site and adjacent properties?		
3. Are there wetlands and/or ponding areas on the property? What is the size and classification of the wetland?		
4. How much material is being reclaimed in cubic yards (CY)?		
<ul style="list-style-type: none"> • Removed • Imported • Relocated 		
5. If importing fill, where is the material coming from? If removing fill, where is it being hauled?		
6. What is the restoration plan for the site?		

City of Grant
Grading Permit Compliance Requirements:

1. The applicant is required to submit a site plan including:
 - Property lines and easements.
 - Wetland locations based on the 100 year high water level.
 - Existing and proposed contours.
 - Existing buildings including dimensions of structures and dimensions to property lines.
 - Location of septic systems and wells.
2. All work must be on the property and outside of roadway right-of-ways and/or easements.
3. Grading applications can not damage or modify adjacent roadways or ditch systems. Repair will be required by the applicant at their own cost.
4. Work shall be completed no later than 8 weeks from commencement including restoration work. Working hours shall be restricted to 7 a.m. to 7 p.m., Monday through Friday.
5. Grading work must be completed by October 31 of the year the permit is issued. No grading work/hauling will be allowed while road restrictions are in effect per Mn/DOT.
6. Traffic control (warning signs, cones, barrels, trucks hauling signs) shall be provided as determined by the City Engineer in accordance with the Minnesota Manual of Uniform Traffic Control Devices.
7. A 48-hour notice shall be provided to the City Engineer prior to work commencing. Once work has been completed, the applicant shall notify the City Engineer to arrange final inspection.
8. Silt fence shall be placed at all downslopes and around wetlands to control erosion.
9. A Minnesota Pollution Control Agency NPDES permit must be obtained if at least one acre of land has been disturbed. A copy of this permit must be provided to the City if applicable.
10. A copy of the watershed permit must be provided to the City if applicable.
11. The disturbed area shall have a maximum 4:1 horizontal/vertical slope and shall be restored with adequate sod or seed to establish vegetation within 7 days of finishing grading work.
12. A letter of credit or cash escrow in the amount of \$1,500 shall be provided to the City prior to work commencing to ensure erosion control measures are maintained and turf is established.

Permit Fee: Permit fee shall be based upon the following schedule:

Minor Permit: 50 cubic yards to 100 cubic yards\$150

Major Permit: 100 cubic yards to 1,000 cubic yards\$300
 1,000 cubic yards and greater.....\$300 + [\$0.05(CY - 1,000 CY)]

Example: 10,000 CY of reclamation on site
 $\$200 + [\$0.05(10,000 \text{ CY} - 5,000 \text{ CY})] = \450.00

Restoration Escrow: Escrow shall be based upon the following schedule:

Minor Permit: No escrow required

Major Permit: 100 cubic yards to 500 cubic yards\$1000 Escrow

500 cubic yards to 1,000 cubic yards\$2000 Escrow

1,000 cubic yards to 2,000 cubic yards\$3000 Escrow

Checklist:

Applications will not be considered complete unless all checklist items are submitted.

- _____ Grading Permit Application, NPDES Permit (if applicable), Watershed Permit (if applicable)
- _____ Required Fees attached: _____ Permit Fee _____ Restoration Escrow
- _____ Grading Plan including existing and proposed contours

In connection with your request for a Grading Permit, your signature constitutes permission for a representative of the City of Grant to enter upon your property, during normal business hours, for the purpose of evaluating your request. If you wish to be present during such inspection, please contact the City Engineer.

Signature of Owner _____

Date _____



Memorandum

To: *Residents of Justen Trail*

From: *Phil Olson, WSB & Associates, Inc. (City Engineer)*

Date: *August 7, 2012*

Re: *Potential Overlay Project: Justen Trail (Jamaca Avenue to CSAH 96)*

The City of Grant would like to inform the residents of Justen Trail that their roadway has been identified as a potential candidate for an overlay project. Completing a project now before further pavement deterioration occurs is expected to extend the life of the roadway by 15 to 20 years. It will also prevent the pavement from deteriorating to the point where a more costly reconstruction project is required.

Roadways today are designed to achieve around a 50-year life span with the help of preventative maintenance and preservation improvements. Timing for these maintenance improvements is critical since weather and traffic are continually deteriorating the pavement surface and roadway subgrade. Correctly timing these maintenance activities helps cities prolong a roadway's life to reach this 50-year goal.

Preventative maintenance consists of crack sealing and seal coating; these activities help to seal voids and keep water from deteriorating the pavement and road base. You may have noticed that Grant completed the crack filling in 2003 and seal coating in 2004.

Preservation improvements consist of patching and overlay projects. Patching is completed as needed but overlays are typically recommended when the pavement is around 20 years old. Justen Trail is approximately 26 years old and an overlay project has not yet been completed. Depending on pavement conditions, a second overlay is then recommended when the roadway is around 35 to 40 years old.

Justen Trail was selected as a potential candidate for an overlay project based on the severity of the pavement cracking and the pavement age. It appears that the window for this type of project is closing since an overlay project is most effective when completed on pavements in adequate condition. It is unknown exactly how quickly the pavement is deteriorating but based on a preliminary review of the surface it appears that an overlay should occur within the next 1-3 years. If further pavement deterioration occurs, an overlay project may not be the most cost effective type of maintenance available. At that point, a more costly reconstruction project would likely be recommended to repair the subgrade and pavement surface.

Potential Overlay Project: Justen Trail (Jamaca Avenue to CSAH 96)

August 7, 2012

Page 2

To initiate an overlay project, the residents on Justen Trail must submit a petition to the City requesting the improvements. The petition must contain the signatures of at least 35% of the property owners with driveways along Justen Trail. The City will then authorize a feasibility study which will more accurately define the project scope, project cost, and funding responsibilities. The results of the feasibility study will be shared with the property owners. The City Council will then consider moving forward with a project if at least 75% of the property owners are in favor of the project.

Per City policy, overlay projects are funded by benefiting property owners. For Justen Trail, the benefiting property owners are those which have driveway access to the roadway. Preliminary cost estimates are based on a typical overlay project and more detailed information is required to determine the exact project costs. At this time, it is estimated that the project would cost between \$8,000 and \$12,000 per property. Due to economy of scale, project costs have the potential to be reduced if other roadways and neighborhoods are combined with a project on Justen Trail.

If you have any questions or concerns regarding this memo please contact me at 763-512-5245. I am also available to answer any questions regarding the petition process. Thank you.



Memorandum

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

From: *Phil Olson, PE, City Engineer
WSB & Associates, Inc.*

Date: *July 30, 2012*

Re: *August Staff Report - Engineering*

A. Agenda Items

- i. Grading Permit Review:** The grading permit has been discussed at the last several Planning Commission meetings. The main discussion has included making the grading permit process easier and reducing costs so that more residents apply for a permit.

In July, the Planning Commission recommended that the City Council create a major and minor grading permit. The minor grading permit includes a \$150 fee and a staff level review by the building inspector. No escrow is recommended. Engineering staff is available for questions from the building inspector if needed.

The major grading permit is similar to the existing permit with the exception that it contains an escalating escrow based on the amount of grading work. Below is a table of the recommended fees and escrow.

Minor Grading Permit (Staff Review)

- 50 CY – 100 CY\$150
- Escrow (Site Restoration)None

Major Grading Permit (City Engineer)

- 100 CY – 1,000 CY\$300
- 1,000 CY – 5,000 CY\$300 + [\$0.05(X CY – 1,000 CY)]
- Escrow (Site Restoration): 100 – 499 CY\$1000
- Escrow (Site Restoration): 500 – 999 CY\$2000
- Escrow (Site Restoration): 1000 – 5000 CY\$3000

The Planning Commission also recommended reviewing the fees after one year to determine if changes are needed.

The current grading permit application and updated draft grading permit application have been provided for review.

Action: Discussion. If desired, approve or revise draft permit.

- ii. **Justen Trail Overlay Memo:** At the July meeting, Council discussed a draft memo to notify property owners that their roadway is a potential candidate for an overlay project. The memo also provides a rough cost estimate and describes the petition process. The memo is specifically drafted for Justen Trail but could also be used as a basic outline for notifying other neighborhoods of potential overlay projects in the future.

At the meeting, Council directed staff to update the memo to include discussion on how larger projects will likely see lower costs due to an economy of scale. Additionally, staff was asked to provide a timeline of the life expectancy of the road.

An updated memo is attached for council discussion and consideration.

Action: Discussion. If desired, direct staff to mail the letter to property owners on Justen Trail.

- iii. **Dry Hydrant:** At the last city council meeting, staff was asked to find a low cost method for protecting the dry hydrant against traffic from Irish Avenue. At the meeting I mentioned that it is likely Irish Avenue has a statutory speed limit of 55 mph and the clear zone distance does not allow for a barricade to be installed between the road and the dry hydrant.

As requested at the meeting, we have contacted Mn/Dot to determine if a speed study has been completed on Irish Avenue. At the time of this report Mn/Dot had not found a speed study on file but they are continuing to research.

Assuming that a speed study has not been completed, the recommended option to protect the dry hydrant is the installation of a guardrail. Guardrail for this area would likely cost \$2000 - \$3000.

Another option may be to lower the dry hydrant to ground level and install a breakaway sign to mark the dry hydrant location.

Action: Discussion. Direct staff as desired.

- iv. **Mahtomedi Elementary School:** At the last city council meeting, staff was asked to respond to the comments made during public comment. Below I have listed the comments I heard and the information we have regarding these items. To date, I have not found any issues greater than what would be typically seen on any construction project this size.

Comment: Approximately 5000 CY of material was removed from the site.

We are aware of a situation where the contractor trucked in approximately 500 CY of sand for the tennis courts. The sand did not pass the gradation specification and it was removed. The contractor then hauled the sand to a

property on 68th street. We are now working with this property owner to complete a grading permit for the work that occurred on his property.

Also, material that was removed from the football field and stockpiled near the parking lot was hauled to a Mn/DOT project.

Comment: The school specification is not available for review.

The City does have a hard copy of the specification. On 7/19 I emailed an electronic copy to the clerk so it would be easier to distribute if future requests for information were made.

Comment: Material testing has not been completed on the soil or in ponds.

Environmental testing for this project is regulated by the PCA and other agencies. Soil testing is being completed on an as needed basis by Landmark Environmental.

The CUP for the athletic fields does include a requirement for the applicant to "submit bi-annual water quality reports for review by the City Engineer. Water quality shall meet stormwater management levels." To date we have not received any testing reports for the ponds. It is recommended that the stormwater testing be required after construction since the site is under active grading.

Comment: Two tanks were found buried on site.

According to the project manager from Anderson Johnson, a drywell was found and two other areas were flagged for environmental testing. The two areas were handled as recommended by Landmark Environmental and reports were prepared as required by the PCA. Landmark Environmental determined that the drywell did not require a PCA report.

Comment: Directional drilling is not allowed by the Department of Labor and Industry.

The Minnesota Department of Labor & Industry issued a permit for the installation of utilities on December 12, 2011. The permit allows directional drilling provided that several performance specifications can be met after installation. The Department of Labor and Industry is inspecting this work and they will determine if the specification have been met. A copy of this permit is available upon request for review.

Comment: Approximately 60 trees were removed from Warren Johnson's property.

I completed a site review on 7/17 and found that the tree removals along Warren Johnson's property were completed per plan. No trees were removed on Warren Johnson's property. Mr. Johnson requested to be present when I reviewed this area. He was satisfied that his trees were not removed after we reviewed where the exact property lines are located.

Comment: Warren Johnson stated that he was not invited to the tree location meeting and that the planted trees were not screening his property.

The school district mailed invitations to the tree location meeting in April but I cannot verify if Mr. Johnson was actually sent this letter. The trees along Mr. Johnson's property have not yet been planted due to the active grading of the Jamaca Avenue driveway. At the meeting on 7/17, Mr. Johnson was satisfied that the trees shown in the landscaping plan would provide screening once planted. The timeline for installation is covered by item 17 of the CUP. It states "The Buffering and Landscaping Plan as described in Condition 14 shall be fully implemented within 12 months of construction completion of the school."

Action: Discussion Only. No action required.

v. **Staff Report/Council Update:**

- a. **Siren Location:** The siren has been relocated out of the state right-of-way and into the City right-of-way.

WSB originally staked the siren to be located within the Joliet Avenue right-of-way. It was installed by the contractor within the Mn/DOT right-of-way. WSB has been asked to cover the cost of the truck used during the siren relocation (approximately \$550). WSB is willing to do this to maintain our relationship with Grant.

- b. **2012 Seal Coat Project:** The seal coat project is scheduled to be completed on August 2, 2012. We are working with Washington County to have 110th Street/Lansing Avenue restriped the week of August 6, 2012.

If you have any questions, please contact me at 763-512-5245.



Memorandum

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

*From: Paul Hornby, PE, Interim City Planner 
WSB & Associates, Inc.*

Date: August 7, 2012

Re: August Staff Report - Planning & Zoning

A. **Agenda Items**

i. **Staff Report/Council Update:**

- a. **Sprint CUP Application:** A CUP application was received from Crown Castle representing Sprint for proposed modifications to the monopole antenna located at the Cedar Ridge site. The existing CUP does allow for the proposed modifications which do not increase the intensity of the use of the site. However, we have responded to the applicant that there are several items that are required by Ordinance that will need to be submitted to the City for review and consideration of approval. Since the proposed modification is allowed by the existing CUP, this item would not need to go through the Planning Commission, unless the Council would prefer the Planning Commission review prior to the Council action.
- b. **Harmony Horse Farm CUP Application:** A CUP application has been received from Harmony Horse Farm at Victoria Station. The applicant is requesting approval for the use of existing apartments on the property, in the horse barn. We anticipate this item will be discussed at the August 20, 2012, meeting of the Planning Commission.
- c. **Mass Vegetative Site Clearing at Masterman Lake:** Staff received a complaint that a lot was clear-cut on Masterman Lake. The City Ordinance does not allow for the clear cutting of vegetation. Conditional Use Permit is available for commercial production purposes only.

If you have any questions, please contact me at 651-286-8453.

City Council Report for July 2012

Date: July 18, 2012

To Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

Zoning Enforcement:

1. Harmony Horse Farms at Victoria Station 9250 Dellwood Rd. N. Violation of Conditional Use Permit and Building & Fire Codes.

I concluded the investigation last month and I have notified the owner of the violations. This week the owners have applied for the proper paper work to amend the current conditional use permit.

2. Mr. Steve Levahn 9007 Joliet Ave. N. Violation of the City of Grant Zoning Ordinance Section 32-348 Vegetative Cutting (A) Clear Cutting).

a. Mr. Levahn is currently building a new home and prior to the building permit being issued the homeowner completed a clear cut of the property to within the ordinary high water mark of Masterman Lake.

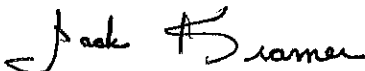
The contractor who is responsible for the project has been notified of the violation and has informed the homeowner to contact the city clerk in order to apply for a conditional use permit.

The Brown's Creek Watershed District has been notified of the conditions of the property and a permit shall be required by their office.

Building Permit Activity:

1. (23) Twenty Three building permits were issued for this time period with a total valuation of \$ 3,913,302.00

Respectfully submitted,



Jack Kramer

Building & Code Enforcement Official

Grant Master Form

2012-70	Garage	Farell	6685 Ideal Ave	6/18/2012	\$ 42,400.00	\$ 573.55	\$ 430.16	\$ 572.80	\$ 21.20
2012-71	Re-Roof	Wolf Resto	10875-88th. St. N.	6/19/2012	\$ 7,750.00	\$ 153.25	\$ 114.93	\$ -	\$ 3.87
2012-72	HVAC	Carr	3725 Briarwood Ave.	6/21/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-73	Re-Roof	Novak	7060 Lake Elmo Ave.	6/21/2012	\$ 17,100.00	\$ 279.25	\$ 209.43	\$ -	\$ 8.55
2012-74	Re-Roof	Mah Hg, S	8000- 75th. St.N.	6/22/2012	\$ 20,000.00	\$ 321.25	\$ 240.93	\$ -	\$ 10.00
2012-75	Windows	Farell	10958-62nd. St.	6/26/2012	\$ 7,273.00	\$ 153.25	\$ 114.93	\$ -	\$ 3.63
2012-76	House & Gar.	LeVahn		6/28/2012	\$ 829,000.00	\$ 5,076.15	\$ 3,807.11	\$ 3,299.49	\$ 414.50
2012-77	Windows	Gillaspy	8635 Kimbro Lane	6/28/2012	\$ 5,930.00	\$ 125.25	\$ 93.93	\$ -	\$ 2.96
2012-78	Windows	Miller	7685 Jamaca Ave.	6/28/2012	\$ 1,964.00	\$ 69.25	\$ 51.93	\$ -	\$ 1.00
2012-79	Bath Remode	Deak	8118 -80th. St. N.	6/28/2012	\$ 16,000.00	\$ 265.25	\$ 198.93	\$ 0.00	\$ 8.00
2012-80	HVAC Permit	Bruner	8432 - 80th. St. n.	6/30/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-81	Basement Fin	Storer	8740 Dellwood Road	7/2/2012	\$ 12,800.00	\$ 223.25	\$ 167.43	\$ -	\$ 6.40
2012-82	Footings	Erickson	9590 -83rd. St.N.	7/2/2012	\$ 2,000.00	\$ 69.25	\$ 51.93	\$ 45.01	\$ 1.00
2012-83	HVAC Permit	Bergman	9850 Manning Ave.N.	7/2/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-84	Plumbing	Bergman	9850 Manning Ave.N.	7/2/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-85	Garage	Koecher	11745 Irish Ave.	7/2/2012	\$ 61,560.00	\$ 727.75	\$ 545.81	\$ 473.03	\$ 30.78
2012-86	House & Gar.	Andrews	10495 Hadley Ave.	7/6/2012	\$ 2,850,000.00	\$ 12,361.25	\$ 9,270.93	\$ 8,034.81	\$ 1,155.00
2012-87	Plumbing	Deak	8118-80th. St. N.	7/9/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-88	HVAC Permit	Propp	9933 Jamaca Ct. N.	7/11/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-89	HVAC Permit	Hendrikse	6380 Lake Elmo Ave.	7/11/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-90	HVAC Permit	Krikava	9696 -101st. St. N.	7/11/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00
2012-91	Porch	Gillen	10550 Inwood Ave. N.	7/12/2012	\$ 27,720.00	\$ 422.05	\$ 316.53	\$ 274.33	\$ 13.89
2012-92	Re-Roof	Gundersor	9380 Keswick Ave.	7/13/2012	\$ 11,805.00	\$ 207.50	\$ 155.62	\$ -	\$ 5.90

Monthly total \$3,913,302.00 \$ 21,667.50 \$ 16,250.53 ##### \$1,726.68

July 23, 2012

TO: City/Township Clerks: **Grant** **Oak Park Heights** **May Township**
 Hugo **Stillwater** **Stillwater Township**
 Lake Elmo

The terms of office for Rick Vanzwol, Grant, and, Gerald Johnson, Stillwater, on the Brown's Creek Watershed District will expire on October 21, 2012.


State statute provides that the County Board will select watershed district managers from lists of nominees submitted by the municipalities that are wholly or partially in the watershed district. The list must contain at least three nominees for each manager's position to be filled. The list must be submitted to the County at least 60 days prior to the expiration of the term of office of a manager. If no list is submitted or if the list is not received 60 days prior to the manager's term of office expiring, the County Board will then proceed to appoint a manager through its open appointment process. In either event, the County Board shall make its appointment 30 days prior to the term expiration.

If you wish to submit a list of nominees for consideration or wish the incumbent to be considered for reappointment, your joint or separate list should be sent to me prior to August 24, 2012.

A copy of the County's watershed application form is enclosed. Please duplicate it as necessary. I've also attached information on the duties involved in serving on a watershed district board of managers.

Thank you for your assistance in filling these important watershed positions.

Sincerely,



Patricia A. Raddatz
Administrative Assistant

pr

c County Board of Commissioners
 Molly O'Rourke, County Administrator
 Craig Leiser, President, Brown's Creek Watershed District
 Karen Kill, Brown's Creek Watershed District Administrative Assistant
 Rick Vanzwol, Brown's Creek Watershed District
 Gerald Johnson, Brown's Creek Watershed District
 Jessica L. Collin-Pilarski, Public Health and Environment Associate Planner

Enclosures



Watershed Districts

- Brown's Creek
- Carnelian-Marine-St. Croix
- Comfort Lake-Forest Lake
- Ramsey-Washington Metro
- Rice Creek
- South Washington Valley Branch

APPLICATION FOR APPOINTMENT TO WATERSHED DISTRICT

Watershed District

INSTRUCTIONS:

1. Write the name of the Watershed District you are applying for in the space above.
2. All applicants will be interviewed by the County Board of Commissioners.
3. Notice of Rights Identified on back.

(Please Print)

NAME: _____
Last First Middle

ADDRESS: _____
Street City State Zip

TELEPHONE: _____
Home Business

FAX NO: _____ E-MAIL ADDRESS: _____

IF YOU RESIDE IN A TOWNSHIP, PLEASE LIST: _____

LIST EXPERIENCE, EDUCATION OR SKILLS THAT YOU HAVE THAT WOULD RELATE TO THE RESPONSIBILITIES OF A WATERSHED DISTRICT MANAGER: _____

AVAILABILITY: WOULD YOU BE ABLE TO ATTEND REGULAR WATERSHED DISTRICT MEETINGS AND TAKE AN ACTIVE ROLE ON THE BOARD OF MANAGERS? _____

ELIGIBILITY: DO YOU HOLD ANY ELECTED OFFICE, OR ANY APPOINTED POLICY-MAKING POSITION WITH THE COUNTY, STATE, OR FEDERAL GOVERNMENT? ____ IF SO, PLEASE DESCRIBE: _____

ORGANIZATIONAL EXPERIENCE: PLEASE DESCRIBE ANY EXPERIENCE YOU HAVE IN SUPPORTING OR DIRECTING A COMMITTEE, ASSOCIATION, BOARD, COOPERATIVE, COMMISSION, CLUB, OR OTHER GROUP: _____

NATURAL RESOURCES BACKGROUND: PLEASE DESCRIBE ANY INVOLVEMENT OR SPECIAL INTEREST YOU HAVE HAD IN WATER, SOIL, FISH AND WILDLIFE, RECREATION, OR OTHER NATURAL RESOURCES ISSUES. _____

PLEASE DESCRIBE YOUR IDEAS ABOUT WHAT MANAGEMENT ACTIVITIES NEED TO BE CARRIED OUT WITHIN THE WATERSHED DISTRICT:

WHY WOULD YOU WANT TO SERVE AS A WATERSHED DISTRICT MANAGER? _____

HAVE YOU EVER RECEIVED A VIOLATION NOTICE FROM A WATERSHED DISTRICT FOR ANY ACTIONS YOU HAVE TAKEN ON YOUR PROPERTY?

_____ YES

_____ NO

DO YOU OWN ANY COMMERCIAL/INDUSTRIAL OR DEVELOPABLE PROPERTY IN THIS WATERSHED DISTRICT? _____

ARE YOU AWARE OF ANY CURRENT OR POTENTIAL CONFLICTS OF INTEREST THAT YOU WOULD EXPERIENCE IF YOU ARE APPOINTED AS A WATERSHED DISTRICT MANAGER? _____

NOTICE OF RIGHTS

In accordance with the Minnesota Government Data Practices Act, Washington County is required to inform you of your rights as they pertain to private information collected from you. Private data is that information which is available to you, Washington County Administration and the department to which you are applying but not to the public.

The purpose of the collected information is to determine your eligibility to participate on a commission or advisory board. Furnishing the requested information is voluntary, although refusal to supply the information may make you ineligible for an appointment.

Names and home addresses of applicants for appointment to and members of an advisory board or commission are public, as are rank on eligibility list, job history, education, training and work availability. All other information obtained from you is private.

RETURN THIS APPLICATION TO:

WASHINGTON COUNTY
Office of Administration
Government Center
14949 62nd Street North
P.O. Box 6
Stillwater, MN 55082-0006
(651) 430-6014



COUNTRYMAN ELECTRIC

13950 108th ST. N.
STILLWATER, MN 55082

Estimate

Date	Estimate #
06/29/2012	882

Name / Address
City of Grant Kim Points

Project

COUNTRYMAN ELECTRIC PROPOSES TO SUPPLY ALL LABOR & SELECTED MATERIALS NECESSARY TO PERFORM THE FOLLOWING ELECTRICAL WORK:

Description	Qty	Cost	Total
Recommendations for basements improvements to avoid problems in the future: -Install surge protector breaker in panel to cover whole building -relocate/rewire receptacles for security panel & air handler so they are separated from GFCI receptacles <i>Compressor Relay - Bad stat (controls if outside) parts covered labor \$89-</i>		350.00	350.00

Jack highly recommends

Prices good for 30 days. Thank you for the opportunity to bid.

Total \$350.00

THIS ESTIMATE IS FOR THE WORK STATED ABOVE ONLY. ANY UNFORESEEN OR EXTRAORDINARY CIRCUMSTANCES ENCOUNTERED DURING THE EXECUTION OF SAID WORK WILL BE AN ADDITIONAL CHARGE.

ANY COSMETIC OR STRUCTURAL REPAIRS NECESSARY AFTER ELECTRICAL WORK IS PERFORMED IS THE RESPONSIBILITY OF THE PROPERTY OWNER.

Signature _____

Phone #	Fax #	E-mail
651-430-2222	651-351-7057	frank@countrymanelectric.net

CITY of GRANT COMPLAINT POLICY

1. **COMPLAINT-** a written letter from an individual or group stating that they have a complaint or that they are making the City of Grant aware of a situation must be submitted to the Clerk at the City of Grant offices through hand delivery, postal mail or e-mail. This letter must include complainants name, address and phone number and must be signed. No verbal complaints will be accepted unless complainant does so at a Grant City Council meeting or Grant Planning Commission meeting. Staff may also report complaints internally.
2. **INSPECTION:** (City strives to complete inspection within Five Days)
Appropriate staff visits the property if needed, to conduct an inspection to verify that there is an actual violation. If there is a violation, notification is given.
3. **NOTIFICATION:** (City strives to complete notification within Five Days)
The Grant City staff contacts the people or entities involved in the complaint or situation and explains the problem and how to resolve it. This first contact will be attempted by telephone if the phone numbers are available and followed up with a letter by postal mail to the property owner and the other parties involved including the tenant if applicable. The owner/tenant will be given a 10 day correction window to resolve the violation.
4. **RE-INSPECTION:** (City attempts to complete re-inspection within Five Days)
After the expiration of the 10 day correction window, City staff will re-inspect the property. If the violation is resolved, the case is closed the owner/tenant will be informed that another complaint within a year may result in a citation or other action. If violation still exists, final notice will be given.
5. **FINAL NOTICE:** The property owner /tenant will again be notified of the problem and what must be done to resolve it. First by telephone if available and followed up with a postal letter. The owner/tenant is given another 10 days to resolve it before the City takes action.
6. **CITY ACTION:** If the violation remains unresolved after the second 10 day period, the City may initiate the legal process.
7. **REOCCURANCE :** If substantially the same violation happens again within one year, the City of Grant will take appropriate actions as directed by the Grant City Council.