

PLANNING COMMISSION MEETING MINUTES

CITY OF GRANT

April 23, 2012

Present: Terry Derosier, Loren Sederstrom, Becky Siekmeier, Larry Lanoux, Bill David and Mark Wojcik

Absent: Bob Tufty

Staff Present: Interim City Planner, Paul Hornby; City Engineer, Phil Olson; and City Clerk, Kim Points

1. **CALL TO ORDER**

Chair Derosier called the meeting to order at 7:08 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

MOTION by Commissioner Siekmeier to approve the agenda as presented. Motion failed with no second.

MOTION by Commissioner David to add item 7A, Discussion of Job Descriptions. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Lanoux to add item 7B, Discussion of Citizen Participation. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

MOTION by Chair Derosier to add Item 6E, Commissioner Reports and Item 7C, Correspondence. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

The agenda was approved as amended.

4. **APPROVAL OF MARCH 19, 2012, MEETING MINUTES**

MOTION made by Commissioner Siekmeier to approve the March 19, 2012 minutes, as presented. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

5. **NEW BUSINESS**

A. Ordinance No. 2012-27, Amendment of Chapter 32, Article III, Section 32-249 (a) of the Zoning Code Pertaining to the Height of Permitted Structures, Public Hearing, Paul Hornby – Interim City Planner Hornsby advised the amendment to the City Ordinance of the Zoning Code proposed to add “Government Emergency Management Systems” as an exemption to the maximum height restriction. Chapter 32, Article III, Section 32-249 (a) of the Zoning Code currently provides a maximum permitted structure height of thirty-five (35) feet, with specific exemptions.

The requested action of the Grant City Council is to consider the amendment to the Zoning Code to exempt emergency siren poles from the permitted structure maximum height of thirty-five (35) feet. He referred to the draft ordinance amending the Zoning Code, including findings for Planner Commission review, report and recommendations for potential action by the Council.

Interim City Planner Hornsby advised the proposed amendment gives the City flexibility but the City may at some point want to specifically define "Government Emergency Management Systems".

Chair Derosier opened the public hearing at 7:22 p.m.

Mr. Bob Englehart, Joliet, came forward and stated he does not care how high it is, the City just needs to get it up. Tornado season is coming up and one would think there is a federal or state law that exempts these types of poles.

Mr. Wally Anderson, 80th Street, came forward and asked how long it would be before the siren is up once the Council approves the amendment.

Commissioner Lanoux stated he anticipates the siren will be up within the next two weeks.

Chair Derosier closed the public hearing at 7:25 p.m.

MOTION by Commissioner Lanoux to accept and recommend approval of Ordinance 2012-27, as presented. Commissioner David seconded the motion. MOTION carried unanimously.

- B. Cost Effective Route for the 2012 Seal Coating Project, Phil Olson** – City Engineer Olson provided an explanation relating to the agenda item and reviewed the 2010-2012 plans for seal coating that were prioritized in 2007. He noted the City will not be likely to complete all the roads outlined in 2012 due to budget constraints. No field work has been done on this project yet. The sooner a road is sealcoated the better and prioritizing the roads in Grant is done by determining which roads the project would benefit the most, based on the condition of the road.

Commissioner Lanoux stated the City received a bid from Astech Asphalt last year. Astech is willing to drive the roads in Grant and determine which roads would benefit most from the project.

City Engineer Olson stated a road tour can be part of the recommendation to the Council. The City will have to obtain bids for the project but may not have to go through the formal bid project.

MOTION by Commissioner Lanoux to recommend to the Council that the Road Commissioner, City Engineer, Commissioner Lanoux and a representative from Astech go on a road tour to review the roads in Grant. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

- C. Grading Permit Review, Phil Olson** – City Engineer Olson stated grading permit fees have been discussed at the past several Council meetings. The City currently requires a grading permit for any project with grading quantities between 50 cubic yards and 5000 cubic yards. He reviewed the current grading fee and escrow noting the escrow is returned to the permit holder once vegetation is established on the site. He also reviewed grading permit fees, escrows and requirements for several surrounding cities.

City Engineer Olson advised that based on the data collected, the grading permit fee and escrow appear to be higher than surrounding communities but still comparable. The permit fee and escrow could be reduced but doing so may cause enforcement issues to be funded from the general fund. It is recommended that the permit be required for grading quantities greater than 50 CY.

City Engineer Olson noted that historically, staff has not required a grading permit for paving/graveling a driveway. It may be beneficial to specifically note on the grading permit that driveway surfacing does not require a grading permit. A grading permit would still be required if ditch grading or a new driveway was proposed.

Commissioner Lanoux recommended the City involve the Building Inspector in the grading permit process. He could make the first site visit and then determine if engineering and/or watershed districts need to be involved.

Commissioner Wojcik stated the City of Hugo did get together with the watershed districts to review grading permit process and to ensure efforts are not being duplicated. He indicated Karen Kill, Brown's Creek Watershed District, is willing to come to a meeting to discuss the current process. He suggested a meeting be scheduled to work with other entities so all the entities are in sync with this process.

MOTION by Commissioner Lanoux to table the recommendation to Council relating to the grading permit process until the May Planning Commission meeting. Commissioner David seconded the motion. MOTION carried unanimously.

- D. Complaint and Communications Protocol, Paul Hornby** – Interim City Planner Hornby advised he does not have any information on the City's complaint process or protocol. Many cities do not have a written policy.

Commissioner David stated he wants to look at the current process. People need to be aware of the complaint first. If the complaint is not taken care of then it should go to the next level. That goes along with job descriptions also. A better process needs to be put in place.

Commissioner Siekmeier stated she would like to see what currently happens with complaints and then see if the process should be revised. However, she does not see the Planning Commission's role in complaints.

Chair Derosier asked the Clerk to put together information relating to the trend and history of complaints.

MOTION by Chair Derosier to table the Complaint and Communications Protocol. Commissioner Siekmeier seconded the motion. MOTION carried unanimously.

E. Commissioner Reports

Chair Derosier advised he will be speaking to a previous weed inspector regarding what Weed Inspector entails.

Commissioner Wojcik advised the City had a joint meeting with Brown's Creek Watershed District and he will be attending the Brown's Creek meetings quarterly.

Commissioner Lanoux advised he spoke to the Valley Branch Watershed District and they have recommended another holding pond be placed on the school site. He stated the City needs to make sure the water there is monitored and tested on a regular basis.

6. OLD BUSINESS

A. Job Descriptions – Commissioner David stated the City needs to review and develop job descriptions for all appointments.

Commissioner Siekmeier stated she would like to see what current job descriptions the City has as well as the job descriptions from the League of Minnesota Cities to compare the two of them.

Commissioner Lanoux suggested all current City job descriptions be collected and the Planning Commission review one of those descriptions every month.

Commissioner Sederstrom volunteered to collect all the job descriptions from the League of Minnesota Cities.

Chair Derosier stated it would be a good idea to have job descriptions for all volunteers within the City.

Commissioner Siekmeier stated it would be better to look at the job responsibilities for all positions as opposed to job descriptions.

MOTION by Commissioner Siekmeier to get a list of all volunteer positions along with their job responsibilities. Chair Derosier seconded the motion.

Commissioner Lanoux stated it would be a good idea to put all of them together and have them all on one place on the City's website.

Chair Derosier made a friendly amendment to include in the motion to allow Commissioner Sederstrom to access information relating to job descriptions from the League of Minnesota Cities. Commissioner Siekmeier agreed to the amendment.

MOTION carried unanimously.

B. Citizen Participation – Commissioner Lanoux stated it is important for the City to recognize volunteers for what they have to offer. The City no longer has 4H kids

participating in the clean-up day since the Sentence to Service members painted Town Hall. The City needs to utilize the Boy Scouts, ball teams, etc. for community service. The City has lost the 4H Club and needs to get them back. The City needs to develop a policy to accept and endorse volunteerism.

Chair Derosier stated the 4-H Club became so large they needed a larger space. It is important though to encourage participation and it would be beneficial to have a tool to communicate events such as the clean-up day.

Commissioner Lanoux suggested a motion be made that the City Council acknowledge, accept and endorses volunteers.

MOTION by Chair Derosier to encourage the City Council be more receptive and endorse volunteerism within the City of Grant, especially when it is beneficial to the City as a whole. Commissioner Lanoux seconded the motion. MOTION carried unanimously.

C. Correspondence – Chair Derosier read a letter from Mr. Tom Stangl, a previous member of the Planning Commission and thanked Mr. Stangl for his work on the Planning Commission. He also read a note from a resident that thanked the Planning Commission for their work on the school project.

7. NEXT PLANNING COMMISSION MEETING

The next Planning Commission Meeting is scheduled for Monday, May 21, 2012, 7:00 p.m.

8. ADJOURNMENT

MOTION by Commissioner Siekmeier to adjourn the meeting. Commissioner Wojcik seconded the motion. Motion carried unanimously.

Chair Derosier adjourned the meeting at 8:48 p.m.

Respectfully submitted,

Kim Points
City Clerk