

**City of Grant  
City Council Agenda  
January 8, 2013**

*The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, January 8, 2013, 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. **OATH OF OFFICE, TINA LOBIN**
4. **APPROVAL OF REGULAR AGENDA**
5. **APPROVAL OF CONSENT AGENDA**
  - A. Bill List, \$38,885.66
  - B. KEJ, Inc., Snow Removal and Sign Replacement, \$15,942.50
5. **2012 YEAR END REVIEW, MAYOR CARR**
6. **PUBLIC INPUT**
7. **STAFF REPORTS**
  - A. City Engineer, Phil Olson
    - i. December Staff Report
  - B. City Planner, Breanne Rothstein
    - i. December Staff Report
  - C. City Attorney, Nick Vivian
    - i. Enforcement Action, Harmony Horse Farm
    - ii. December Staff Report
  - D. Building Inspector, Jack Kramer (report for December building activities)
8. **NEW BUSINESS**
  - A. December 4, 2012 City Council Meeting Minutes (Council Member Lobin abstain)
  - B. December 28, 2013, Special City Council Meeting Minutes (Council Member Fogelson and Lobin abstain)
  - C. Resolution No. 2013-02, Dust Control Process, Council Member Bohnen
  - D. Ordinance No. 2013-28, 2013 Fee Schedule
  - E. Resolution No. 2013-01, Summary Publication of 2013 Fee Schedule
  - F. 2013 Meeting Schedule

**G. 2013 Appointment List**

**H. 2013 CUP Annual Review List**

**I. Approval of Administrator/Clerk Job Description**

**J. Administrator/Clerk Salary Increase**

**K. Video Technician Salary Increase**

**L. Schedule 2013 Council Goal Setting Session**

**9. OLD BUSINESS**

**10. DISCUSSION ITEMS**

**A. City Council Reports (any updates from Council)**

**B. Other Discussion Items (any updates from staff)**

**10. COMMUNITY CALENDAR JANUARY 9 THROUGH JANUARY 31, 2013:**

**Mahtomedi Public Schools Board Meeting, Thursday, January 10, 2013, Mahtomedi District Education Center, 7:00 p.m.**

**Stillwater Public Schools Board Meeting, Thursday, January 10, 2013, Stillwater City Hall, 7:15 p.m.**

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

**Planning Commission Meeting, Monday, January 22, 2013, Town Hall, 7:00 p.m.**

**City Council/Planning Commission Work Session, Thursday, January 24, 2013, Town Hall, 7:00 p.m.**

**12. ADJOURNMENT**

**GUIDELINES FOR CONDUCT AT GRANT CITY MEETINGS**

1. Public input (agenda item) and public comment during agenda items will be addressed as time allows and individuals must be recognized by the Meeting Chair prior to making comments.
2. Any individual addressing the Council will approach the microphone and clearly state their name and full address.
3. Comments and reading of written statements shall be limited to two (2) minutes. You are encouraged not to be repetitious of comments made by any previous speakers.
4. No personal attacks are allowed during any public input, public comment or public hearings.

Disbursements List

City of Grant

Date range: 12/05/2012 to 12/31/2012

Vendor	Date	Check #	Total	Description	Void	Account #	Detail
Kline Bros Excavating	12/27/2012	11951	\$4,172.50	Road Maintenance	No	100-43101-300 100-43113-300	\$752.50 \$3,420.00
KEJ Enterprises	12/27/2012	11952	\$15,942.50	Snow Removal	No	100-43110-300 100-43113-300	\$1,215.00 \$14,727.50
WF Payment Remittance Center	12/27/2012	11953	\$57.00	Road Counter Supply	No	100-43129-210	\$57.00
Payroll Period Ending 12/31/2012	12/31/2012	11954	\$3,358.10		No	100-41101-100	\$3,358.10
Xcel Energy	12/31/2012	11955	\$271.96	Utilities	No	100-43004-381 100-43010-381 100-43117-381	\$178.98 \$10.64 \$82.34
Wells Fargo	12/31/2012	11956	\$8,434.32	Jasmine Bond #8	No	100-45006-600	\$8,434.32
Washington County Transportation	12/31/2012	11957	\$2,203.44	Snow and Ice Control	No	100-43113-210	\$2,203.44
Croix Valley Inspector	12/31/2012	11958	\$4,860.01	Building Inspector	No	100-42004-300	\$4,860.01
Brochman Blacktopping Co.	12/31/2012	11959	\$380.00	Roads/Pothole Repair	No	100-43109-300	\$380.00
CenturyLink	12/31/2012	11960	\$163.25	City Phone	No	100-41309-321	\$163.25
Maroney's	12/31/2012	11961	\$142.70	Roadside Garbage/Clean Up Day	No	100-43105-384	\$142.70
Sprint	12/31/2012	11962	\$30.09	City Cell Phone	No	100-43116-321	\$30.09
Sherill Reid Animal Control	12/31/2012	11963	\$90.00	Animal Control/Inv2012-4	No	100-42006-300	\$90.00
Hiscahl's	12/31/2012	11964	\$70.27	Plaques	No	100-41306-210	\$70.27
Waste Management	12/31/2012	11965	\$4,347.38	Recycling	No	100-43011-384	\$4,347.38
AirFresh Industries	12/31/2012	11966	\$133.91	PortaPot	No	100-43007-210	\$133.91
Ken Roman	12/31/2012	11967	\$95.00	Video Services	No	100-41318-300	\$95.00
Eckberg Lammers	12/31/2012	11968	\$5,296.78	Legal Services	No	100-41204-300 100-41205-300 100-41206-300 100-41303-300 801-49310-300 809-49310-300	\$2,824.50 \$168.75 \$1,542.53 \$377.50 \$343.00 \$40.50
Petty Cash	12/31/2012	11969	\$200.00	Election Expenses	No	100-41310-210	\$100.00

Disbursements List

City of Grant

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
WSB & Associates	12/31/2012	11970	\$2,964.00 Engineering	No	100-41314-210	\$100.00
					100-41203-300	\$327.50
					100-41209-300	\$297.50
					100-43123-300	\$742.50
					100-43125-300	\$118.50
					844-49310-300	\$454.50
					845-49310-300	\$845.50
					849-49310-300	\$178.00
PERA	12/31/2012	11971	\$606.64 PERA	No	100-41102-120	\$325.79
					100-41113-100	\$280.85
IRS	12/31/2012	EFT31	\$1,008.31 Payroll Taxes December	No	100-41103-100	\$343.76
					100-41107-100	\$410.66
					100-41110-100	\$188.73
					100-41112-100	\$65.16
<b>Total For Selected Checks</b>						<b>\$54,828.16</b>

KEJ Enterprises

# Invoice

Ken Johnson  
 611 Florence Avenue  
 Mahtomedi, MN 55115

Date	Invoice #
12/17/2012	364

<b>Bill To</b>
City of Grant PO Box 577 Willernie, Minn 55090

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
58	plow streets 12/9 thru 12/16 18" snow/rain Tandem dump	95.00	5,510.00
69	plow streets 12/9 thru 12/16 18" snow/rain Single dump	85.00	5,865.00
18	plow streets 12/9 thru 12/16 18" snow/rain Pick-up	60.00	1,080.00
1.5	sand streets 12/18	75.00	112.50
5	sand streets 12/19	75.00	375.00
8	plow streets 12/20 tandem	95.00	760.00
5	plow streets 12/20 single	85.00	425.00
8	Sand streets 12/21	75.00	600.00
22	sign repair and instalation	45.00	990.00
5	drive city and make sign list and order 12/21	45.00	225.00
<b>Total</b>			<b>\$15,942.50</b>



## *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: December 27, 2012*

*Re: January Staff Report - Engineering*

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### **Staff Report/Council Update:**

Grading Contract: It is anticipated that the Klein Brothers will submit the signed grading contract, proof of insurance, and bond on December 28<sup>th</sup> for City review and signature. The new grading contract is a two year contract.

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:** *Breanne Rothstein, Planner  
WSB & Associates, Inc.*

**Date:** *December 26, 2012*

**Re:** *December Staff Report - Planning*

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A. Code Enforcement Actions Update

Staff is currently pursuing a zoning code violation at Harmony Horse Farm for the occupancy of an accessory structure. Staff met to discuss necessary next steps in pursuing the building and zoning code violations. The Building Official and City Attorney are preparing a letter to vacate the units.

B. Planning Commission Items

*There are no Planning Commission items under review at this time.*

If you have any questions, please contact me at 763-231-4863.

## City Council Report for December 2012

To: Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

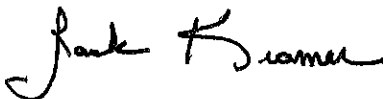
### **Zoning Enforcement:**

1. The city staff met, to discuss the zoning & building code violations located at the Harmony Horse Farms at Victoria Station. Additional information will be available for the January council meeting.

### **Building Permit Activity:**

1. (25) Twenty Five building permits were issued with a total valuation of \$ 275,112.00

Respectfully submitted,

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

Jack Kramer

Building & Code Enforcement Official



Grant Master Form

Permit	Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75% Plan CK Fee	Surcharge	Paid
2012-167	Patio Doors	Hollerman	8960 -107th. St.	11/15/2012	\$ 4,781.00	\$ 111.25	\$ 83.43	\$ 2.39	
2012-168	Garage	Beasy	10161 Dellwood Rd. N.	11/16/2012	\$ 55,000.00	\$ 694.25	\$ 520.68	\$ 27.50	\$ 451.26
2012-169	HVAC Permit	Weland	10255 60th. St. N.	11/16/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-170	HVAC Permit	Manning	9797 Janero Ct. N.	11/16/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-171	HVAC Permit	Manning	9797 Janero Ct.N.	11/19/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-172	Re-Roof	Johnson	6183 Inwood Ct. N.	11/20/2012	\$ 10,000.00	\$ 181.25	\$ 135.93	\$ 5.00	
2012-173	Re-Roof	Vadnais	10430 -110th. St.N.	11/21/2012	\$ 10,000.00	\$ 181.25	\$ 135.93	\$ 5.00	
2012-174	Plumbing	Sowada Pij	8237-80th. St. N.	11/22/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-175	Windows	Byrant	10170 Jody Ave. N.	11/23/2012	\$ 4,926.00	\$ 111.25	\$ 83.43	\$ 2.46	
2012-176	Windows	Berg	11890 Keystone Ave.	11/23/2012	\$ 15,905.00	\$ 265.25	\$ 198.93	\$ 7.95	
2012-177	HVAC Permit	Lafond	470 Maple St. N.	11/27/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-178	HVAC Permit	Klass	10940 -68th. St.N.	11/29/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-179	HVAC Permit	Evans	10190 -103rd. St.	11/30/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-180	HVAC Permit	Olson	8015 -80th. St. N.	11/30/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-180	Re-Roof	Duffy	8320 Dellwood Rd. N.	11/30/2012	\$ 24,500.00	\$ 391.75	\$ 293.81	\$ 12.25	
2012-181	Remodel	Connor	7424 - 99th. St. N.	12/4/2012	\$ 105,000.00	\$ 1,021.75	\$ 766.31	\$ 52.50	\$ 664.13
2012-182	HVAC Permit	Fireside H	9411 Joliet Ave. N.	12/5/2012	\$ -	\$ 240.00	\$ 180.00	\$ 15.00	
2012-183	HVAC Permit	Olson	8015-80th. St. N.	12/7/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-184	HVAC Permit	Tarantino	9121-96th. St. N.	12/12/2012	\$ -	\$ 160.00	\$ 120.00	\$ 5.00	
2012-185	Gar. Interior	Chapman	10475 -110th. St. N.	12/12/2012	\$ 45,000.00	\$ 593.75	\$ 445.31	\$ 22.50	
2012-186	Shed	Jordahl	9860 Indigo Trail N.	12/14/2012	8,000.00	\$ 153.25	\$ 114.93	\$ 4.00	
2012-187	Plumbing	Chapman	10475 -110th. St. N.	12/15/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-188	HVAC Permit	Chapman	10475-110th. St. N.	12/15/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-189	HVAC Permit	Ruthkiewicz	8237-80th. St. N.	12/15/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
2012-190	Plumbing	Rawlings	6298 Jocelyn Rd. N.	12/15/2012	\$ -	\$ 80.00	\$ 60.00	\$ 5.00	
Monthly total					\$ 275,112.00	\$ 5,145.00	\$ 3,858.69	\$ 1,115.39	\$ 226.55

CITY OF GRANT  
MINUTES

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**DATE** : December 4, 2012  
**TIME STARTED** : 7:04 p.m.  
**TIME ENDED** : 10:30 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; City Planner, Breanne Rothstein; and City Clerk, Kim Points

**CALL TO ORDER**

Mayor Carr called the meeting to order at 7:04 p.m.

**PLEDGE OF ALLEGIANCE**

**SETTING THE AGENDA**

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

**CONSENT AGENDA**

- November 8, 2012, City Council Meeting Minutes Approved
- November 15, 2012, Special City Council Meeting Minutes Approved
- Bill List, \$66,441.68 Approved
- City of Mahtomedi, 4<sup>th</sup> Quarter Fire Contract, \$28,739.50 Approved
- City of Stillwater, 2<sup>nd</sup> Half Fire Contract, \$44,896.00 Approved

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

**PUBLIC COMMENT**

Mr. Loren Sederstrom, 9330 107<sup>th</sup> Street, came forward and provided an update from the Cable Commission relating to the potential of streaming City meetings.

1 Mr. Larry Lanoux, Keswick Avenue, came forward and suggested citizens do the annual appointment  
2 list and also noted the article in the City newsletter relating to the GRP was incorrect as the City did  
3 not host the parade.

4 Mr. Bill David, 9131 Keswick Avenue, came forward and commented on the Planning Commission  
5 Review Process noting a statement has not been made and expressed concern that he was unable to  
6 get a copy of a letter of resignation from the City Attorney.

7 Mr. John Smith, 67<sup>th</sup> Lane, came forward and congratulated the City Clerk on the title change and  
8 expressed concern that a job description was not put in place prior to that title change.

9

## 10 STAFF REPORTS

11

### 12 **City Engineer, Phil Olson**

13

14 **Grading Contract Renewal** – City Engineer Olson advised the current contract needs to be update.  
15 The options include 1) renew the current contract as is; or 2) go out for quotes.

16

17 Council Member Bohnen stated he would be happy if the Council can extend the current contract as  
18 he is happy with the contractor.

19

20 Council Member Huber inquired about the fuel price outline within the current contract. He also  
21 inquired about bills being submitted by the contractor and the Engineer's recommendation.

22

23 Mayor Carr referred to Section 3 within the contract noting the provision that the contract could be  
24 terminated with a seven day notice.

25

26 **Council Member Bohnen moved to authorize the City Engineer to make the required language**  
27 **changes to extend the current grading services contract. Council Member Fogelson seconded**  
28 **the motion. Motion carried unanimously.**

29

30 **Staff Report** – City Engineer Olson reviewed the November staff report relating to engineering  
31 activities noting the Manning Avenue project. A meeting will be scheduled with the City Council to  
32 present the details of that project.

33

### 34 **City Planner, Breanne Rothstein**

35

36 **Resolution No. 2012-12, Signal Acquisition, LLC, Amended Cup, 11900 Manning Cell Tower** –  
37 City Planner Rothstein presented the staff report advising Sprint was originally granted approval to  
38 install their antennas and cabinets at the existing tower site in 2000. In 2006, Sprint received an  
39 amendment to their conditional use permit for modifications and upgrades to their equipment at  
40 the site. Documentation of the previously issued CUP and amendment could not be found for  
41 review. Therefore, staff proposes issuance of a new conditional use permit for the proposed  
42 modifications.

43

1 As shown on the submitted plans, Sprint currently has a total of three antenna sectors, with three  
2 antennas per sector for a total of nine antennas. As part of this project, Sprint proposes to add an  
3 additional 3 antennas (1 per sector) for a total of 12 antennas. The new antenna configuration will  
4 be tested by Sprint for a period of approximately 6-12 months. Following this test period, Sprint will  
5 remove three old antennas (one per sector), at which point Sprint will return to having a total of 9  
6 antennas.

7 City Planner Rothstein noted there are no land use impacts relating to the application. The proposed  
8 modifications by Sprint are consistent with all provisions of the code and all standards for approving  
9 conditional use permits.

10 City Planner Rothstein recommended approval of the requested conditional use permit subject to  
11 conditions.

12  
13 Council Member Huber inquired about the property owners consent on the signed application. City  
14 Planner Rothstein advised the property owners are aware of the application but she doesn't believe  
15 they have signed off on this. They are trying to resolve some issues with the tower owners.

16  
17 Mayor Carr asked if it is standard that the property owners have to consent to this and also inquired  
18 about the City assurance that the temporary antennas would be removed.

19  
20 City Planner Rothstein advised she is unclear as to whether it is standard or not. Part of the reason  
21 the applicant has had to go through the CUP process is the requirement that the applicant has to  
22 remove the temporary antennas. The City's building official will be part of ensuring that  
23 requirement is met.

24  
25 City Attorney Vivian added that the City can revoke CUP's if they are not in compliance of all  
26 conditions set forth. The CUP can be put on the review list next yet to ensure compliance.

27  
28 City Planner Rothstein noted condition #8 that states the applicant must notify the City in writing  
29 when the antennas have been removed.

30  
31 Council Member Potter suggested a letter of credit or an escrow be submitted to ensure the antennas  
32 are removed.

33  
34 City Attorney Vivian stated the cost of removal would have to be known and any security collected  
35 would be specific to removal of the antennas.

36  
37 Mr. John Knapp, applicant, came forward and stated the current equipment is unusable. Sprint has  
38 been doing upgrades throughout the state. It appears there is an issue between the tower owner and  
39 the property owner and there is a lease agreement in place. The property owner has agreed to all  
40 improvements. The tower is not being removed to the best of his knowledge.

41  
42 Council Member Potter stated the tower owners should be applying for the CUP amendment.

43  
44 City Attorney Vivian stated the City has 120 days to make a decision on the application, which is  
45 January 2, 2013. It is too late to deem an incomplete application. The City can deny the

1 application, take no action and request Sprint agree to an extension, or approve based on conditions.

2  
3 Mr. Knapp stated he has explained why the application has not been signed by the property owner.  
4 He stated he does have a building permit. Sprint wants to do what they have been doing all over the  
5 state.

6  
7 City Attorney Vivian stated the CUP is to allow for the temporary antennas. A building permit is to  
8 build but not necessarily use. A zoning application has to be addressed in 60 days or consent to  
9 extend is needed. If the application is denied, there is a six month wait to reapply. He stated he  
10 does not believe the tower owners need to be the application for the amended CUP. The City can  
11 approve the application with the condition that a signed approval from the property owners is  
12 obtained within a certain amount of time. If consent is not obtained, the CUP will not be issued.

13  
14 It was the consensus of the Council to approve the application based on the condition that the  
15 property owner provides consent within 30 days.

16  
17 **Council Member Huber moved to adopt Resolution No. 2012-12, as amended. Council Member**  
18 **Bohnen seconded the motion. Motion carried with Council Member Potter voting nay.**

19  
20 **Resolution No. 2012-13, Flug CUP, 8255 75<sup>th</sup> Avenue North** - City Planner Rothstein advised that  
21 on October 15, 2012, the City received an application from Jessica and Christine Flug for a  
22 conditional use permit to allow for a horse boarding business of more than ten horses at a density greater  
23 than one horse per every two grazable acres. In total, they are seeking a permit to allow for the  
24 boarding/pasturing of 95 animal units as a business, of which 20 horses would be housed in a paddock  
25 in a future building on site. Horse boarding has been conducted on this property. The existing  
26 neighboring land uses are predominantly agricultural; however, there is an existing, single-family  
27 neighborhood nearby, although not immediately adjacent to, the property.

28 The proposed use does require MPCA registration, which is in process. The MPCA institutes  
29 these regulations in order to protect the health, safety, and welfare of the general public and  
30 surrounding neighbors and minimize any impacts. The proposal is under the threshold for  
31 requiring any storm water management practices or plan (minimum of 300 animal units).

32  
33 City Planner Rothstein noted no additional parking or lighting facilities are proposed as part of this  
34 application.

35  
36 City Planner Rothstein recommended approval and outlined the proposed conditions of approval.

37  
38 Mayor Carr referred to the condition regarding manure and asked how the City will know it is being  
39 kept 100 feet away from a wetland. He asked if the MPCS does check up on permits issued and if  
40 more than one per two horses is allowed there is a registration with the MPCA but how is that  
41 enforced?

42  
43 City Planner Rothstein stated the City does check up on permits on a complaint basis. Anything  
44 under 100 animal units is only a registration from the MPCA but no permit is required. The City is

1 responsible for enforcement of CUP's.

2

3 Mayor Carr stated that when the one per two grazable acres is exceeded a permit should be enforced  
4 by who issues that permit. How does the city enforce this and does the City have liability? He noted  
5 hours of operation until 11:00 p.m. does seem late. He asked if the watershed and Washington  
6 Conservation District visited the site.

7

8 Ms. Jessyca Flug, applicant, came forward and stated the Washington Conservation District did have  
9 a site visit and no recommended changes were made.

10

11 City Planner Rothstein advised the watershed district does not require a permit for this land use.

12

13 Council Member Bohnen stated wetland delineation is very expensive. The application is for 95  
14 horses and there are 105 dry acres on that property. He indicated he does not have a problem with  
15 approving the application without a wetland delineation.

16

17 Council Member Potter referred to the MLCCS system and noted along with aerials from the  
18 Washington Conservation District all areas will be shown. The issue is having the proper buffer.

19

20 Council Member Huber stated as a group, the Council came to the conclusion that the MLCCS  
21 system was sufficient and the best practice moving forward. It does look good as far as dry area and  
22 the proposed placement of the manure pile.

23

24 Ms. Christine Flug, applicant, came forward and noted requirements include having a manure pile  
25 300 feet from a river or stream. She referred to the aerial view pointing out the property lines, fenced  
26 area, paddocked area and manure area.

27

28 Council Member Potter encouraged the applicant to look at the LMCCS data and work with the  
29 Planner. He referred to condition #1 relating to the paddock area and suggested a language change  
30 clarifying 75 horses are permitted in the grazable areas and 20 in the paddocked area.

31

32 Ms. Flug came forward and advised she would prefer that both are not specified. She referred to the  
33 proposed hours of operation and stated the ballfield across the street has activities until 10:00 p.m.  
34 She stated there is a cool off period for horses so it is typical people would not be leaving until 11:00  
35 p.m. The proposed hours of operation are not for events and there is a noise ordinance that kicks in at  
36 10:00 p.m.

37

38 Council Member Potter suggested a condition of approval be added relating to the MLCCS system  
39 and Washington Conservation District relating to the wetlands. He referred to condition #5 relating  
40 to lighting and asked that the ordinance be sent to the applicant. He suggested condition #12 be  
41 struck all together.

1 City Planner Rothstein advised a desk top review of the wetlands can be done.

2  
3 Council Member Fogelson referred to condition #11 and stated the applicant does hold another CUP.  
4 He asked if the applicant wants to include up to five inspections per year.

5  
6 Ms. Flug advised she is okay with an annual CUP review. The 24-hour notice stipulated is to make  
7 sure someone is on site for an inspection or review. She stated she is agreeable to that condition.

8  
9 Council Member Huber added that all applicants should be sent copies of the City ordinances that are  
10 applicable to their specific application.

11  
12 City Attorney Vivian advised the legal description is not included in the resolution and it will have to  
13 be added. He inquired about a condition being added that relates to the number of animal units  
14 allowed based on the total of 164 acres. A statement could be added that the owner needs to keep  
15 ownership or control of the entire parcel to keep the approved number of animal units. The number  
16 of animals is based on the number of acres. If that changes then an amended CUP would need to be  
17 applied for.

18  
19 City Attorney Vivian provided language to include that condition in the approval if the Council so  
20 chooses.

21  
22 Ms. Flug advised she is agreeable to that condition as long as the CUP itself runs with the land.

23  
24 Council Member Bohnen suggested language to indicate the animal density shall never exceed one  
25 horse per one dry acre.

26  
27 Mayor Carr expressed concern regarding that statement. He stated he is supportive of a one unit per  
28 two grazable acres. He wished the applicant well and noted he is not a fan of the MPCA permit  
29 allowing more than the one per two. He stated the applicant is a good application and a great use for  
30 the land.

31  
32 The Council directed staff to include revisions in the conditions relating to the legal description of the  
33 property, wetland delineation from the MLCCA to provide for the file, and the property owner being  
34 in control of the 164 acres.

35  
36 **Council Member Potter moved to adopt Resolution No. 2012-13, as amended. Council Member**  
37 **Fogelson seconded the motion. Motion carried with Mayor Carr voting nay.**

38  
39  
40  
41

1 **Staff Report** – A report from City Planner Rothstein was provided for November 2012 planning  
2 activities to be placed on file.

3  
4 **City Attorney, Nick Vivian**

5  
6 **December Planning Commission Meeting** – City Attorney Vivian advised he has been requested to  
7 attend the December Planning Commission to discuss Planning Commissioners performance reviews.  
8 He stated he wanted the Council to be aware of that request as there is a cost. He indicated it may be  
9 advisable to meet with the Planning Commissioner after the joint work session with the City Council.

10  
11 Mayor Carr asked if there is anything the Council has directed the Planning Commission to work on.  
12 He stated if not the Planning Commission does not have to meet in December.

13  
14 Planning Commissioner Larry Lanoux came forward and stated the Planning Commissioner  
15 performance reviews are on the agenda. The Planning Commission wanted to address that issue in  
16 October but a meeting was not posted. The Planning Commission can initiate meetings, set their  
17 agendas and the Commission wants the City Attorney present.

18  
19 Council Member Huber stated he does not believe the Planning Commission has the right to set  
20 meetings and the Planning Commissioners can be reviewed at the Council discretion. The Planning  
21 Commissioners are appointed by the City Council.

22  
23 City Attorney Vivian confirmed that the City Council can review Planning Commissioners at their  
24 discretion as well as staff and consultants. The practice within the City has always been that the  
25 Council sends items for to discussion to the Planning Commission.

26  
27 Council Member Potter stated the Chair of the Planning Commission should be determining out if  
28 there are relevant topics for them to discuss. The Planning Commission has been asked to look at  
29 some things in the past. He stated he does not have the specific list with him but if there is still  
30 something on that list they could have a meeting. If not they could wait until after the joint meeting  
31 with the City Council.

32  
33 It was the consensus of the Council there would not be a December Planning Commission.

34  
35 **Cable Commission Report** – City Attorney Vivian distributed a letter received by the Cable  
36 Commission Attorney. He outlined the letter from Attorney Bradley noting there is no conflict of  
37 interest for Cable Commissioner's as they receive cable and internet services that are paid by the  
38 Commission rather than Comcast.

39  
40 Council Member Huber requested Cable Commissioner Sederstrom come forward and explain the  
41 purpose of the Cable Commission and what the Commission does.

42  
43 Mr. Sederstrom came forward and provided the background noting they are currently working on  
44 renewing the franchise agreement. The Commission votes on budgets, policy and the ten  
45 communities are involved. The purpose is to set policy and determine parameters.



1 Council Member Huber added that the purpose of the Commission is to mitigate and manage a  
2 monopoly that has been granted to Comcast. The monopoly was allowed because the infrastructure is  
3 so large. The Commission is a mediator between the franchise and its users and to force and  
4 negotiate the franchise agreement. The Cable Commission is a public utilities commission. Part of  
5 the City's income is from the franchise agreement and there are a lot of different benefits. The  
6 franchise negotiation itself is very important.

7  
8 Mr. Larry Lanoux came forward and stated the conflict is whether or not an elected official can  
9 receive the benefits.

10  
11 City Attorney Vivian stated there is not a conflict of interest for an elected official to receive the cable  
12 services.

13  
14 City Attorney Vivian referred to the comment made earlier in the meeting regarding shredded  
15 documents. He stated that was an inaccurate statement as no City documents have been shredded.  
16 Personnel documents are private. Copies of the document were collected as they are protected under  
17 the Data Practices Act.

18  
19 **November Staff Report** – A report was provided from City Attorney Vivian for November 2012  
20 Legal activities to be placed on file.

21  
22 **Building Inspector, Jack Kramer** – A report was from Building Inspector Kramer was provided for  
23 November 2012 to be placed on file for review.

#### 24 25 NEW BUSINESS

26  
27 **November 9, 2012 Canvas of Election Meeting Minutes – Council Member Fogelson moved to**  
28 **approve the November 9, 2012 Canvas of Election Meetings Minutes, as presented. Council**  
29 **Member Bohnen seconded the motion. Motion carried with Council Member Huber and Potter**  
30 **abstaining.**

31  
32 **Resolution No. 2012-14, Final 2013 Levy, Sharon Schwarze** – City Treasurer Schwarze advised the  
33 Truth in Taxation hearing was held earlier this evening. The Council again worked hard on the levy  
34 and budget. The final proposed levy is at a 2/8% increase from 2012.

35  
36 **Council member Huber moved to adopt Resolution No. 2012-14, as presented. Council**  
37 **Member Bohnen seconded the motion. Motion carried unanimously.**

38  
39 **Resolution No. 2012-15, Final 2013 Budget, Sharon Schwarze – Council Member Bohnen**  
40 **moved to adopt Resolution No. 2012-15, as presented. Council Member Fogelson seconded the**  
41 **motion. Motion carried unanimously.**

42  
43 **Resolution No. 2012-16, City of Grant Reserves Policy, Sharon Schwarze** – City Treasurer  
44 Schwarze advised the auditor has recommended the City adopt a reserves policy, basically to maintain

1 a working capital for emergencies. She reviewed the draft policy noting there the policy maintains  
2 reserves at approximately 50-75%.

3  
4 **Council Member potter moved to adopt Resolution No. 2012-15, as presented. Council Member  
5 Huber seconded the motion. Motion carried unanimously.**

6  
7 **Discussion of Investment Policy, Bob Mikkelsen** – City Investment Advisor Mikkelsen updated the  
8 Council relating to the City's investments, current interest rate, CD's, Wells Fargo Banking. He  
9 stated that per the City Auditor, the City does need an investment policy specific to Grant. He will  
10 work with the City Treasurer to develop an investment policy as well as look at alternate investment  
11 options.

12  
13 Council Member Huber suggested the City utilize different banks similar to the Cable Commission.  
14 He advised he would obtain the contact information for the Commisison's Finance Director.

15  
16 **Resolution No. 2012-17, Sawmill 2013 Liquor License – Council Member Potter moved to adopt  
17 Resolution No. 2012-17, as presented. Council Member Huber seconded the motion. Motion  
18 carried unanimously.**

19  
20 **Resolution No. 2012-18, Applewood Hills 2013 Liquor License – Council Member Potter moved  
21 to adopt Resolution No. 2012-18, as presented. Council Member Huber seconded the motion.  
22 Motion carried unanimously.**

23  
24 **Resolution No. 2012-19, Big T Windy Acres 2013 Liquor License – Council Member Potter  
25 moved to adopt Resolution No. 2012-19, as presented. Council Member Huber seconded the  
26 motion. Motion carried unanimously.**

27  
28 **Resolution No. 2012-20, Shone's Inc., Gausthaus Bavarian 2013 Liquor License – Council  
29 Member Potter moved to adopt Resolution No. 2012-20, as presented. Council Member Huber  
30 seconded the motion. Motion carried unanimously.**

31  
32 **Resolution No. 2012-21, MoGrow, Inc., Indian Hills 2013 Liquor License – Council Member  
33 Potter moved to adopt Resolution No. 2012-21, as presented. Council Member Huber seconded  
34 the motion. Motion carried unanimously.**

35  
36 **Schedule Joint City Council/Planning Commission Work Session** – A joint work session with the  
37 Planning Commission was schedule on Thursday, Januar 24, 2013, 7:00 p.m.

38  
39 **Clarification of City Clerk Attendance at Planning Commission Meetings** – Mayor Carr advised  
40 there has been some debate on the Clerk attending Planning Commission meetings. He requested  
41 clarification.

42  
43 Council Member Potter clarified that the intent of his previous motion was for the Clerk to be at  
44 Planning Commission meetings. If a meeting does not work for her schedule the Planning  
45 Commission should determine an alternate to take the meeting minutes.

1 Mr. Bob Tufty came forward and stated Commission Seikemeier will take minutes for the Clerk if  
2 there are no City applications on the agenda.

3

4 **OLD BUSINESS**

5

6 **Website Items** – Council Member Bohnen stated his City email is still not forwarded to another  
7 address.

8

9

10 **DISCUSSION ITEMS**

11

12 **Public Comment Inquires, Mayor Carr** – Council Member Fogelson advised he has no interest in  
13 being the Cable Commissioner.

14

15 **City Council Reports** – Council Member Fogelson advised that as the newsletter editor, he clarified  
16 that the City owned land that the ballfield and Town Hall are located on, was purchased by the City.  
17 The land was not donated to the City by Mr. Welander.

18

19 Mayor Carr advised an invitation has been sent to the City Council from the School District to tour  
20 the new school. He requested Council Member contact the Clerk regarding the scheduling of that  
21 tour.

22

23 Mayor Carr advised there is a proposal relating to the transit tax that would include the City of Grant.  
24 He asked that the Council be updated on the proposal and have time to provide input to that proposal.

25

26 Mayor Carr presented Council Member Potter an appreciation plaque and thanked him for his years of  
27 service on the City Council.

28

29 Council Member Potter thanked staff for their help his four years on the Council. He also thanked all  
30 the volunteers and the Council Members. He stated it was a good learning experience and although  
31 the Council did not always agree they were respectful. He added that he was proud to serve on the  
32 City Council for the City of Grant.

33

34 Council Member Huber read the Community Calendar noting the upcoming community meetings.

35

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

37

38

39 **COMMUNITY CALENDAR DECEMBER 5 THROUGH DECEMBER 31, 2012:**

40

41

42 **Stillwater School Board Meeting, Thursday, December 6, 2012 Stillwater City Hall, 7:15 p.m.**

43

44 **Mahtomedi School board Meeting, Thursday, December 13, 2012, District Education Center,**  
45 **7:00 p.m.**

46

1 **Washington County Commissioners Meeting, most Tuesdays, Washington County Government**  
2 **Center, 9:00 a.m. (Schedule not confirmed or posted yet)**

3  
4 **Planning Commission Meeting, Monday, December 17, 2012, Town Hall, 7:00 p.m.**

5  
6 **City Office Closed, Monday & Tuesday, December 24 & 25, 2012, Christmas Holiday**

7  
8 **ADJOURN**

9  
10 **There being no further business, Council Member Potter moved to adjourn at 10:30 p.m.**  
11 **Council Member Fogelson seconded the motion. Motion carried unanimously.**

12  
13  
14 These minutes were considered and approved at the regular Council Meeting January 8, 2013.

15  
16  
17  
18  
19 \_\_\_\_\_  
20 Kim Points, City Clerk

\_\_\_\_\_

Tom Carr, Mayor

City of Grant  
Special Council Meeting  
December 28, 2012

*A special meeting of the Grant City Council will be called to order at 9:00 a.m. on Friday, December 28, 2012 in the Grant City Office at 111 Wildwood road in Willernie for the purpose of conducting the business hereafter listed, and all accepted additions thereto,*

1. CALL TO ORDER

The meeting was called to order at 9:05 am, Council Members in attendance were Council Member Bohnen, Huber and Mayor Carr.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

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

4. CONSIDERATION OF SMITH MINOR SUBDIVISION, 11770 MCKUSICK ROAD AND 8614 MANNING AVENUE

Mayor Carr briefly reviewed the application noting it is a lot line readjustment that allows for an easement to the tennis court which is a private issue between the property owners.

Council Member Bohnen moved to approve the Smith Minor Subdivision, as presented. Council Member Huber seconded the motion. Motion carried unanimously.

5. ADJOURNMENT

Council Member Fogelson moved to adjourn at 9:08 am. Council Member Bohnen seconded the motion. Motion carried unanimously.

**Resolution 2013-02**

**CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION OF THE CITY OF GRANT ADOPTING A DUST  
CONTROL POLICY**

WHEREAS, the City of Grant wishes to control and limit gravel loss from its gravel roads where high traffic conditions exist and reduce dust in these areas; and

WHEREAS, the City of Grant has been tracking its expenditures for gravel and maintenance on the roads, with and without dust control measures in the City of Grant, in order to determine the cost and benefits of dust control over the last year; and

WHEREAS, the cost benefit of dust control increases based upon the amount of traffic on a gravel road and the City benefits by not having to grade the road as often as it would have if the dust control had not been applied; and

WHEREAS, the City of Grant has determined that City participation in the cost of dust control along with the contributions of residents is a cost effective use of City road maintenance funds. The cost savings are a result of reduced grading costs and reduced loss of the fine particles, which bind the gravel together.

NOW THEREFORE BE IT RESOLVED that the City of Grant hereby adopts the Dust Control Policy:

- 1) Chloride will be applied based upon the budget, road volume and other conditions as determined by the Road Commissioner.
- 2) The City will contribute 50% of the cost for treatment of lower volume roads totaling approximately 10% of the Chloride budget.
  - a. Treatment must be coordinated and applied with the City treatment.
  - b. At least one half mile of road must be treated to qualify for City cost sharing unless the total road is less than one half mile or unless the road segment is part of a connecting road that is being treated.
  - c. Resident's co-pay must be made based on the following:
    - i.) one payment for each neighborhood,
    - ii.) submitted by February 11, 2013 and January 31 each year thereafter, and
    - iii.) selection of neighborhoods are made on a first come first serve basis upon payment in full.

---

Tom Carr, Mayor

ATTEST:

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Kim Points, Administrator/Clerk

## **AGENDA ITEM 8D**

**STAFF ORIGINATOR** Kim Points  
**MEETING DATE** January 8, 2013  
**TOPIC** 2013 Fee Schedule

### **BACKGROUND**

The City's fee schedule is adopted annually by ordinance and requires publication. No major fee changes are being recommended at this time.

Staff is recommending the addition of one already established fee.

- 1) Driveway Permit – Staff is recommending the standard driveway permit that is utilized be officially added to the fee schedule in the amount of \$50.00. The Building Inspector processes all driveway permits.

Staff is not recommending any other fee schedule changes at this time. Note the grading permit fee was revised in October, 2012.

### **OPTIONS**

1. Approve the 2013 Fee Schedule as presented
2. Approve the 2013 Fee Schedule with revisions





## Ordinance No. 2013-28 2013 FEE SCHEDULE FEES, CHARGES, AND ESCROW

### CITY OF GRANT

Mailing Address: P.O. Box 577  
Willernie, Minnesota 55090  
Town Hall: 111 Wildwood Road  
Phone: (651) 426-3383 Fax: (651) 429-1998  
E-mail: clerk@cityofgrant.com

*Make checks payable to City of Grant.*

Under State and local planning laws, any property owner may petition for rezoning and/or platting. The City, upon receipt of such a petition, will process the application in accordance with the procedures and provisions of the ordinances.

The City charges the petitioner a filing fee for this processing, as well as requiring that he/she pay all costs the City may incur in processing and "hearing" the application. An escrow amount will be required at the time application fees and the application is received by the City's Consultant.

<i>For Each Application</i>	<i>Application Fees</i>	<i>Escrow*</i>	<i>TOTAL</i>
Minor Subdivision	\$400	\$4,000	<b>\$400 plus \$4,000 escrow</b>
Major Subdivision	\$1,000 + \$25 per lot	\$7,000	<b>\$1,000 + \$25 per lot plus \$7,000 escrow</b>
Variance	\$400	\$3,000	<b>\$400 plus \$3,000 escrow</b>
Conditional Use Permit (CUP) (Amended and New)	\$400	\$3,000	<b>\$400 + \$3,000 escrow</b>
Conditional Use Permit (CUP) Annual Review Fee	\$100		<b>\$100</b>
All other Land Use Issues	\$100	\$1,000	<b>\$100 + \$1,000 escrow</b>
Certificate of Compliance (COC)	\$100	\$900**	<b>\$50 + \$950 escrow**</b>
COC Amendment	\$50	\$200	<b>\$50 + \$200 escrow</b>
Grading Permit Fees	\$150 >50 Cubic yards \$300 <100 Cubic Yards	No Escrow \$1000- \$3000 Escrow	<b>Dependent upon number of yards</b>

- \* Unused escrow amounts will be returned to the applicant.
- \* COC Escrow required only for issues that require City Planner analysis or review. Examples include:
  - Accessory buildings in front of the primary structure
  - Projects involving issues related to animal units per grazable acres
  - Buildings meeting the state definition of an "agricultural building"
  - Other complex zoning issues requiring Planner analysis or review
- \* For additional information, see also the Escrow Account Policies Form.
- Permits applied for after work has begun will be two times the standard fee.

Below are listed other permits required for various activities in the City of Grant.

<i>Other Permits</i>	<i>Permit Fees</i>
Sign Permit	\$50
Charitable Gambling Operations Permit	\$100

Demolition Permit	\$100
Mann Lake Parking Permit	\$10/resident OR \$50/non-resident
Burn Permits	\$10



## 2013 FEE SCHEDULE FEES, CHARGES, AND ESCROW

### CITY OF GRANT

Mailing Address: P.O. Box 577  
Willernie, Minnesota 55090  
Town Hall: 111 Wildwood Road  
Phone: (651) 426-3383 Fax: (651) 429-1998  
E-mail: [clerk@cityofgrant.com](mailto:clerk@cityofgrant.com)

*Make checks payable to City of Grant.*

Below are listed other fees associated with City services.

<b>False Alarm Fees</b>	<b>Commercial</b>	<b>Residential</b>
False Fire Alarms (Alarms 1-2)	No Charge	No Charge
False Fire Alarms (Alarms 3+)	Actual cost of response Minimum charge: \$50 Maximum charge: \$400	Varies with actual cost

<b>Other False Alarms</b>	<b>Commercial</b>	<b>Residential</b>
Alarms 1-2	No Charge	No Charge
Alarms 3-6	\$60 each	\$50 each
Alarms 7+	\$100 each	\$75 each

<b>Permit/Escrow Fees</b>	<b>Application Fee</b>	<b>Escrow Fee</b>
Qwest	\$200	\$3,000
MediaOne	\$200	\$3,000
Comcast	\$200	\$3,000

<b>Liquor License Fees</b>	<b>Fee</b>
On-Sale Liquor	\$2,000
On-Sale Sunday	\$200
On-Sale Beer 3.2	\$200
Off-Sale Liquor	\$200

<b>Miscellaneous Fees</b>	<b>Fee</b>
Subdivision Ordinance-Copy	\$20
Zoning Ordinance-Copy	\$25
Comprehensive Plan-Copy	\$10
Special Assessment	\$20

Dishonored Check	\$40	
Copies	.25 per page	Over 100 Time Based
Notary Fee -- Non-resident	\$5.00	
Solicitor's License Fee	\$75	
Meeting DVD-Copy	\$10	
Wetland Review Specialist		
\$100/\$500 Escrow		
MLCCS Review Fee	\$75	

Driveway Permit	\$50
-----------------	------

**CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA**

**ORDINANCE 2013 - 28**

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR THE CITY OF  
GRANT, MINNESOTA**

THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA DOES HEREBY  
ORDAIN:

**SECTION 1. AUTHORITY.**

Minnesota Law and the Ordinances of the City of Grant allow the City to collect fees for processing applications and licenses for certain activities within the City of Grant. The City Staff reviewed the fees established for 2013 and the actual costs of processing applications and licenses in the City. The City Staff has recommended the approval of the 2013 Master Fee and Escrow Schedule to the Council.

**SECTION 2. ADOPTION OF FEE SCHEDULE.**

The 2013 Master Fee and Escrow Schedule which is attached and incorporated herein by reference as Exhibit A is hereby adopted.

**SECTION 3. ESCROW ACCOUNT.**

Applicants may be required to escrow money with the City of Grant in order to pay for the fees charged to the City of Grant by the City Attorney, Engineer or Planner for review of an application or license.

In those cases, where an escrow account is required, the Applicant shall be required to replenish the escrow account when the balance in the escrow account contains \$1,000 or less, unless the City Council by formal motion determines that the project is complete or this requirement is waived by formal action of the City Council.

Any project, application or request made to the City of Grant which has a negative escrow balance will not be further reviewed by the City until the escrow account is current or will be denied for failure to keep the escrow account current.

**SECTION 4. REPEAL OF INCONSISTENT ORDINANCE.**

Any Ordinances within the City of Grant which conflict with this Ordinance are hereby repealed and replaced by the conditions and terms contained herein.

**SECTION 5. SEVERABILITY.**

In the event that a 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 the judgment.

**SECTION 6. 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 Hinseth and seconded by Council member Fogelson, the following members upon roll call:

Voting AYE:

Voting NAY:

Whereupon said Ordinance was declared passed adopted this 8th day of January, 2013.

---

Thomas Carr, Mayor

---

Attest: Kim Points, City Clerk

**CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION NO. 2013-01**

**A RESOLUTION OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA,  
PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE NO. 2013-28, AN  
ORDINANCE ESTABLISHING A FEE SCHEDULE FOR THE CITY OF GRANT,  
MINNESOTA**

WHEREAS, On January 8, 2013, at a Regular Meeting of the Grant City Council, by majority vote, the City Council adopted Ordinance No. 2013-28 which establishes the fee schedule for 2013 for the City of Grant; 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. 2013-28 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. 2013-28 attached and incorporated herein as **Exhibit A**; and

WHEREAS, the City Council for the City of Grant has determined that the text of the summary clearly informs the public of the intent and effect of Ordinance No. 2013-28.

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

1. Approves the text of the summary of Ordinance No. 2013-28 attached as **Exhibit A**.
2. Directs the City Clerk to post a summary publication of Ordinance No. 2013-28 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 8th day of January, 2013.

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

ATTEST:

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

*Exhibit A*

**Ordinance Summary**

**Ordinance No. 2013-28**

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE  
FOR THE CITY OF GRANT, MINNESOTA**

On January 8, 2013, the City of Grant adopted an ordinance amending its annual fee schedule (the "Ordinance"). The Ordinance restated the fee schedule for 2013, with the addition of a driveway permit fee.

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.

## 2013 City of Grant Meeting Calendar

All meetings are at 7 PM @ the Town Hall (8380 Kimbro Ave.) unless otherwise noted.  
 Land Applications are due 6 weeks before the Planning Commission meetings. Please see the 2013  
 Planning Commission Schedule for further details.

Month	City Council Regular Meeting	City Council Workshop Meeting	Planning Commission Regular Meeting
January	01/08/13	01/24/13	01/22/13
February	02/05/13		02/19/13
March	03/05/13		03/18/13
April	04/02/13		04/15/13
May	05/02/13		05/20/13
June	06/04/13		06/17/13
July	07/02/13		07/15/13
August	08/06/13		08/19/13
September	09/03/13		09/16/13
October	10/01/13		10/21/13
November	11/05/13		11/18/13
December	12/03/13		12/16/13
January	01/07/14		01/21/14

\*\*Monday, January 21, MLK Jr. Day\*\*

\*\*Monday, February 18, Presidents Day\*\*

\*\*Thursday, May 2, Regular Council Meeting\*\*

\*\*\*Meeting Schedule Subject to Change\*\*\*\*



**CITY OF GRANT  
2012 APPOINTMENT LIST**

Schedule A

<b>City Council Member Appointments/ Per Council Members</b>	
<b>Liaison/ Appointments</b>	<b>Council Member</b>
Deputy Mayor	Dan Potter
Emergency Preparedness	Scott Fogelson
Metro Council	Dan Potter
Newsletter Editor	Scott Fogelson
Road Commissioner	Steve Bohnen
<b>Planning Commission Liaisons/Pe</b>	
Oak Wilt	Bill David
Weed Control	Terry Derosier
Browns Creek Watershed	Mark Wojcik
Valley Branch Watershed	Larry Lanoux
Rice Creek Watershed	Bob Tufty
Carnelian-Marine Watershed	Bob Tufty

<b>Staff and Consultant Appointment/Per Council Members</b>	
<b>Service Providers</b>	
Attorney	Nick Vivian, ELBWV
Clerk	Kim Points
Engineer	Phil Olson, WSB
Inspector	Jack Kramer
Planner	Breanne Rothstein, WSB
Treasurer	Sharon Schwarze
Animal Removal	SRAC
City Assessor	Todd Smith
City Auditor	LarsonAllen
Brushing	Mike Perron/T.H.E. Company
Depository	Wells Fargo
Fire Marshall (Co-Marshalls)	Joyce Welander/ Bob Tufty
Roadside Mowing	T.H.E. Company/Ken Johnson
Newspaper	White Bear/St. Croix Valley Press
Recycling	Waste Management
Road Grading	Kline Brothers
Roadside Trash	Maroney
Septic Permits	Washington County
Snow Plowing	Ken Johnson
Tree Service	T.H.E. Company/Ken Johnson
Video Technician	Ken Ronnan
Animal Control Liaison	Loren Sederstrom
Webmaster	Glenn Larson
Investment Advisor	Robert Mikkelsen
<b>Volunteer Appointments</b>	
Ballfield	City Clerk
Cable Commissioner	Loren Sederstrom / Jeff Huber (alternate)
Heritage Preservation	Joyce Welander
Roadside Cleanup Day	GRP-Larry Lanoux / Bill David

*City of Grant, Minnesota  
111 Wildwood Road  
Willernie, MN 55090*

*Fax: 651-429-1998*

*Attn: Ms. Kim Points, Administrator/Clerk*

*Subject: City of Grant 2013 Newsletter Editor Appointment List.*

*Ms. Points,*

*Please place our request found on page 2 in the council packet for their regularly scheduled meeting in January 2013.*

*Thank you for your attention in this matter.*

*Lisa Paddock  
John D. Smith*

Honorable City Council  
City of Grant, Minnesota 55090  
P.O. Box 577  
(111 Wildwood Road)  
Willernie, MN 55090

Fax: 651-429-1998

December 18, 2012

Subject: 2013 Grant Newsletter Editor Appointment(s)

To the Honorable City Council,

As long time residents of Grant having good familiarity with the community's interests as well as the workings of the City Council and Planning Commission we would like to place our names in line for appointment to co-editors of the 2013 Grant Newsletter.

We believe the newsletter provides a unique opportunity to enlighten residents of council and planning commission actions as well as other civic activities that take place in the community.

Also, it can be a vehicle to increase awareness of local merchants and commercial enterprises as well as effects of actions and activities of surrounding communities and governmental agencies.

We feel that a quarterly newsletter would be well received by our residents.

With respect,

Lisa Paddock  
10025 Keswick  
Ph: 426-0846

John D. Smith  
10244 67<sup>th</sup> Lane, N  
Ph: 770-8258

Honorable City Council  
City of Grant, Minnesota 55090  
P.O. Box 577  
[111 Wildwood Road ]  
Willernie, Mn 55090

December 28 2012

Subject: Emergency Preparedness Coordinator Appointment  
Comcast Cable Commissioner Appointment

To the Honorable City Council

I feel that the appointment list should first be filled by citizen volunteers . This practice has the greatest opportunity to build citizen participation and pride in our city ,without casting doubt on elected city councilman and their political agendas or personal gains . Then after properly advertising for these positions in our city website and newspaper the remaining positions could be filled by paid personnel ,or elected officials as the task requires.

First position that I am volunteering for is Emergency Preparedness Coordinator . It was under the last two elected councilman that held that position the cities only dry hydrant failed and grant monies awarded to the city were lost . As a citizen volunteer I proposed and procured bids for purchase of our first Emergency Siren. With the support of Washington County Emergency Operations Center, and Washington County Land Surveyor along with the information requested and received from our surrounding cities showing their siren locations and coverage, I determined the best location for our cities first siren . Then worked with our resident Robert Engelhart to properly locate siren on his property.

Second position that I am volunteering for Alternate Comcast Cable Commissioner . As a electrical contractor specializing in municipal work I installed all power supplies for Group W Cable in all cities from St Anthony Village east to Hudson Wisc. From Burnsville -Eagan on the south to Anoka Ramsey to the north and all cities in-between. Group W

Cable which originally built our cable system was sold and is now currently owned by Comcast Cable . As a planning commissioner I inquired about streaming Council and Planning meetings throughout our city to gain access to all our residents of Grant . I was impressed by the immediate research and response of our current cable commissioner Loren Sederstrom to my knowledge he is the only cable commissioner in our cities history to give updated cable reports and produce a cable show promoting our city and residents achievements.

I believe that any appointed position that receives compensation or benefits should not be held by an elected official, thus eliminating the appearance of graft or corruption.

I would appreciate your consideration to these positions and will understand if your decision to fill these positions are filled by other applicants that have applied and are more experienced or qualified.

Please forward this request to all City Council, Planning Commissioners  
And staff members

Thank You

Larry Lanoux

## Grant City Clerk

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**From:** BOB <RGE2@hotmail.com>  
**Sent:** Friday, December 28, 2012 2:20 PM  
**To:** clerk@cityofgrant.com  
**Subject:** Alternate cable commissioner position

Honorable Mayor Tom Carr  
City of Grant  
Grant, Minnesota 55082

111 Wildwood Road  
Willerine, Minnesota 55090

Subject: Ramsey County/Washington County Commission  
Alternate Commissioner Position

Dear Honorable Mayor,

Please accept this letter as my application for the position of Alternate Cable Commissioner.

With the new Council appointments and various other appointments that are made in January, I would like to be considered for the position mentioned above.

I believe ALL citizens are proud of Grant and would come forward to fill these positions, if given the opportunity.

I, also, believe that the Council members are needed to fill these position when no one is interested in the position.

Please forward this letter to all council members, planning members, and staff members.

Thanking you in advance,

Robert Engelhart  
9280 Joliet Ave N.  
Grant, mn. 55082

Sent from my iPad

**\*\*\*NOTE: NO CUP'S WERE REVIEWED IN 2011/2012\*\*\***

## **City of Grant Conditional Use Permits**

1. Airtouch Communications – May 19, 1998 - 6667 Keats Avenue North: Antenna array at top of private water tower
2. American Polywater Corporation – May 2, 2000 – 11222 North 60<sup>th</sup> Street: Additional building space for warehousing
3. Craig and Marcia Dewolf & American Tower, L.P. – December 24, 2001 – 11564 Manning Trail: Aerial Tower for PCS Communication services **(Reviewed 2010)**
4. Apt Minneapolis, Inc. - August 5, 1997 – 6077 Lake Elmo Avenue North: Personal communication service monopole and antenna array
5. Axdahl Garden & Farm – July 13, 2005 – 7452 Manning Avenue North: Temporary Greenhouse **( Reviewed 2008)**
6. Pine Shores, Inc./ Cedar Ridge – April 1, 1997 – 11400 Julianne Avenue North: Chemical dependency treatment facility **(Reviewed 2008 & 2010)**
7. Sprint PCS – November 12, 1997 – 11400 Julianne Avenue North: Personal communication service monopole
8. Cingular Wireless – June 28, 2005 – 8380 Kimbro Avenue North: Six antennas on 3 antenna arrays **(Reviewed 2010)**
9. Costa Farms – February 5, 2002 – 9411 Dellwood Road: Engage in business seasonable by selling plants, produce and their derivatives wholesale or to the public **(Reviewed 2009)**
10. ISD #832 – August 15, 2006 – 8678 75<sup>th</sup> Street North: Expansion of athletic fields
11. Item Products, Inc. – May 1, 1996 – 11170 60<sup>th</sup> Street North: Design and fabricate aluminum structure elements
12. Kenneth & Ardis Johnson – December 16, 1997 – 11591 McKusick Road: Bed and Breakfast
13. Lutheran Church of the Risen Christ – June 1, 1999 – 9050 60<sup>th</sup> Street North: Operation of a Daycare

14. Nextel West Corp. – August 22, 2005 – 8380 Kimbro Avenue North: Twelve antennas and 15 cables on the monopole aerial tower and additional equipment shelter
15. Park Nursery – August 7, 1990 – 8400 60<sup>th</sup> Street North: Commerical Greenhouse and Nursery (**in progress**)
16. Loren Sederstrom – January 12, 2004 – 9330 107<sup>th</sup> Street North : Commercial Boarding Stable (**Reviewed 2008**)
17. Sawmill Golf Club & Company – June 27, 2003 – 1177 North McKusick Road: Operation of a Golf Course (**Reviewed 2009**)
18. Spring PCS – December 2, 1997 – 8930 60<sup>th</sup> Street North: Personal communication service monopole (**Reviewed 2010**)
19. Brian & Carla Sweeney- November 1, 1994 – 11520 110<sup>th</sup> Street North: Pre-school/daycare and ballet studio
20. Tenere, Inc. – September 1, 2001 – 10860 North 60<sup>th</sup> Street: Light Manufacturing
21. Voice Stream Minneapolis – December 9, 2005 – 8380 Kimbro Avenue North: Nine antennas on existing monopole tower
22. Tristar Communications – August 7, 2001 – 8380 Kimbro Avenue North: Construction and use of aerial tower
23. US West (Qwest) – November 15, 2000 – 9411 Dellwood Road North (Trunk Hwy 96): Personal communication service monopole – **N/A 4/30/08**
24. Harry Miller – April 22, 1993 – 9250 Dellwood Road North (Victoria Station): Horse boarding stable plus indoor riding arena (**Reviewed 2008**)
25. Seivert Riding Stable – September 7, 1969 – 9390 75<sup>th</sup> Street N: Operate Riding Stable – **N/A 4/30/08**
26. Cartieva Auto Sales – September 7, 1969 – 11020 60<sup>th</sup> Street N: Operation of a gas service station (**Reviewed 2008**)
- 27 Helvetia Stables – January 5, 1971 – 11490 Julianne Avenue N: Indoor Training Arena and Stable (**Reviewed 2008**)
28. Floyds (Right-A-Way Auto Salvage) – April 6, 1971 – 7559 Jamaca Ave N: Repairables and Auto Sales (**Completed 2010**)
29. Goldwood Kennels – September 5, 1971 – 9500 Dellwood Road N: Dog Kennel



30. Min Tech – July 12, 1972 – 6077 Lake Elmo Avenue
31. Stillwater Veterinary Clinic – June 4, 1974 – 9550 N 60<sup>th</sup> Street
32. Needham Distributing Co – November 4, 1975 – 6080 Lake Elmo Avenue N
33. Izaak Walton League – December 2, 1975 – S1/2 of NW1/4 Sect 6
34. Lee Schneider Kennel – December 7, 1976 – 10838 60<sup>th</sup> Street North  
N/A 4-30-08
35. Gasthuas Bavarian Hunter – April 5, 1977 – 8390 Lofton Avenue North
  
36. Indian Hills Golf Club – September 6, 1977 – 6667 Keats Avenue North  
(Reviewed 2009)
37. Valley Custom Mold – July 11, 1978 – 11020 60<sup>th</sup> Street North (Reviewed 2009)
38. Advance Self Storage – July 11, 1978 – 11140 (?) 60<sup>th</sup> Street North
39. Kunz Storage (Stillwater Ranches) – October 3, 1978 – Leeward Avenue North
40. Cory & Tracy Grandstrand – April 3, 1979 – Julianne & 110<sup>th</sup>: Horse Boarding  
– 11130 Julianne Ave N (Reviewed 2008)
41. Ron Resch – September 4, 1979 – 8540 Kimbro Avenue N: Horse Boarding,  
Training & Lessons
42. Franklin Enfield Orchard – November 6, 1979 – 8400 Manning Avenue N: Storage  
Building
43. Anthony Rohr – July 1, 1980 – 8144 89<sup>th</sup> Street North – Private Dog Kennel – (N/A  
4-30-08)
44. Dan Potter – May 5, 1981 - 8220 105<sup>th</sup> Street N
45. Van Giffen – September 1, 1981 – Location (?): Private Dog Kennel
46. Kokkeler Horse Boarding – April 6, 1982 – 8255 7<sup>5th</sup> Street North (Reviewed 2008)
47. Ellington Summer Day School – July 3, 1984 – 10670 75<sup>th</sup> Street North
48. Pine Tree Orchard Ski Trails – August 6, 1985 – (in Grant by Orchard)

49. Walter Jones – August 6, 1985 – 80<sup>th</sup> Street: Private Dog Kennel (N/A 4-30-08)
50. Century Feeds – October 1, 1985 – 10010 60<sup>th</sup> Street N (**Reviewed 2008 – completed 2009**)
51. Latter Rain Mission Church – December 2, 1986 – 9348 75<sup>th</sup> Street N
52. Aamodts Apple Orchard – 6428 Manning Avenue (**Reviewed 2008**)
53. Fritz Auto Salvage – Cnty Road 17 between Hwy 36 & Cnty Road 12
54. Brothers Manufacturing
55. American Polywater Amended CUP
56. Waste Busters
57. City Center Plaza, LLC
58. DNR CUP at 10855 Manning Trail
59. Mahtomedi School District/Athletic Fields
60. Axdahl Farms Haunted Trail
61. AT&T Monopole, Cell Tower at Kimbro Avenue
62. Christina and Jessyca Flug, 75<sup>th</sup> Street
63. Sprint Cell Tower at Manning Ave

Active	Category Description	Applicant (Owner(s))	Address	Date Issued	Description/Name
Y	Business	American Polyester Corporation	11222 North 60th St	2/14/1983 rev. 5/22/2000	An office/laboratory facility. Two additions/improvements since original CUP was issued.
Y	Business	Richard Hubert	8211 Lake Elmo Ave		Excavating business and Firewood business
Y	Business	City Center Plaza	10990 69th St N	4/29/2009	General manufacturing, warehousing and wholesale business
Y	Business	Century Feeds	10010 60th St N	10/11/1985 rev. 6/23/1995	Fence storage, general warehousing
Y	Business	Doral Job and William Curtis (Curtis)	11220 60th St N	12/31/1991	Used car sales
Y	Business	Pine Shores, Inc./Cedar Ridge	11550 Jasmine Tr N	11/5/1992	Adult electrical dependency facility
	Business	Campanoni Foundation	1400 Dulann Ave N	3/11/1988 Amended 11/9/1971 Rev. 6/27/1992	Residential day care center (facility 1400)
Y	Business	Hidden Pines Ranch (Claire Spleseth)	10670 75th St N	5/7/1985	Day camp for children ages kindergarten through 6th grade
Y	Business	ISD #432	8000 & 8678 75th St N	6/16/2005 4/21/2011	Expansion of athletic fields for a total of nine fields at the school. 2011 Stadium Improvements and addition of fields
Y	Business	ISD #432	8678 75th St N	6/7/2011	Construction of new elementary school
Y	Business	Item Products, Inc.	11170 80th St N	5/1/1996	design and fabricate aluminum structure elements for machinery, enclosures, and work stations
Y	Business	Kenneth and Ardis Johnson	11581 Makusick Rd	12/16/1987	operate a bed & breakfast facility
Y	Business	Lutheran Church of the Risen Christ	9050 60th St N	7/6/1982 rev. 9/7/1982 rev. 6/1/1996	New church facility
Y	Business	North Lakes Community Church	8900 Manning Ave N	2/2/1999	Operate a church, Sunday school, pre-school and ancillary uses
Y	Business	Brian and Kara Sweeney	11520 110th St N	11/1/1994	Pre-school/daycare, and ballet studio
Y	Business	Tenree, Inc.	10860 60th St N	3/4/2003	light manufacturing facility in two buildings, one existing one new construction.
Y	Business	Highway 38 Auto Center (Fogarty Auto Sales)	11020 80th St N	10/7/1988	Initial approval for operation of a gasoline services station only; further study required to the used car sales. In 1975 Fogarty Auto Sales was active.
	Business	Local Outlets Sports and Club	4400 McKernan Ave N	10/7/1985	Amateur sports center
Y	Business	Carl T. Schuerman, Jr.	6450 117th St N	8/4/1970	Originally to operate a light industrial facility, revised to allow printing and warehousing
Y	Business	Rite-A-Way Auto Salvage (Foyd's Reparatables & Auto Sales)	7559 Jamaica Ave N	4/6/1971	Auto Salvage and repair
Y	Business	Frank L. Hillon (Goddard Kennels)	9500 Dellwood Rd N	10/5/1971	Dog kennel
Y	Business	Shafter Contracting Co.	9321 Ideal Ave N	5/2/1972	Mine fill dirt from Gian Tubbs property
Y	Business	Donald Schnoor dba Highland Marine	10900 60th St N	6/8/1972 rev. 5/6/1980	boat sales operation

Y	Business	Ed Larson dba Suburban Lighting	6077 Lake Elmo Ave N	7/12/1972 rev. 9/27/1974	
Y	Business	Victor S. Myers, Jr. (Sikwelder Veterinary Clinic)	9550 N 60th St	7/21/1974 rev. 4/8/1979	Veterinary Clinic
Y	Business	Countryside Wood Products (located in Suburban Lighting)	6045 Lake Elmo Ave N	1/7/1975	Cabinet making business housed within Suburban Lighting
Y	Business	Fogarty Auto Exchange	11020 60th St N	11/4/1975 rev. 9/5/1978 rev. 7/7/1983	Auto sales
Y	Business	Needham Distributing Co.	6080 Lake Elmo Ave N	11/4/1975 rev. 5/27/1981	warehousing? Automotive related uses
Y	Business	Debra Van Giffen	10838 60th St N	12/7/1978	dog kennel
Y	Business	Lee Schneider Kennel	10860 60th St N	5/5/1976 rev. 4/4/1978	fight manufacturing/warehousing
Y	Business	Hansmann Industries	8390 Loton Ave N	4/7/1977 rev. 12/27/1980 rev. 12/4/1984	restaurant
Y	Business	Gaselius Bayvelen Hunter		Originally 1981 rev. 10/4/1977 rev. 2/1/1978 rev. 9/27/1982	Landfill, anteveter
Business		Bellevue Sanitation			
Y	Business	Valley Custom Mold	11020 60th St N	7/11/1978	Mold shop in the rear of the Fogarty building
Y	Business	Advance Self Storage	11440 60th St N	2/6/1979	Mini-storage facility
Business		Kurt Storage (Suburban Ranches)	11460 70th Ave N	03/19/78	Storage facility (landed on edge of lots etc)
Y	Business	Anthony Rahr	8144 89th St N	7/11/1980	Private dog kennel, for up to 4 show dogs
Y	Business	Delson Foods	11170 80th St N	8/7/1984	Wholesale foods sales
Y	Business	Pine Tree Orchard S&B Trails - Art Jacobsen (part of site Delwood)	XXX	9/6/1985	Cross country ski trails
Y	Business	Walker Jones	80th St (bet C of Deer sidd.)	9/6/1985	Private dog kennel, for up to 10 show dogs
Y	Business	Leiter Rain Mission Church	9348 79th St N	11/10/1986	Church
Y	Business	Metlin Auto Body Shop	11020 60th St N	12/21/1986	Collision repair facility
Y	Business	Mogana, Inc., dba Indian Hills Golf Course	6697 Keats Ave N	5/19/1988	Antenna array at the top of a private water tower
Y	Communication Tower	American Tower, LP (Q&W/J)	11567 Manning Trail	12/24/2001	Construction and use of Aerial Tower
Y	Communication Tower	APT Minneapolis, Inc. (Suburban Lighting, Inc.)	6077 Lake Elmo Ave N	8/5/1997	Personal communication services monopole and antenna array
Y	Communication Tower	Sprint PCS (Cedar Ridge)	11440 Juliana Ave N	11/12/1987	personal communication services monopole
Y	Communication Tower	AT&T/New Crigular Wireless PCS (City of Grant)	8380 Kimbro Ave N	4/1/2003 Amended 8/28/2005 Amended 7/7/2011	Six antennas to be mounted on three antenna arrays on existing monopole; 3 additional antennas mounted in 2011
Y	Communication Tower	Primeada Towers Acquisitions LLC (City of Grant)	8380 Kimbro Ave N	8/22/2005	12 antennas and 15 cables on the existing monopole and additional equipment shelter within the fenced area
Y	Communication Tower	Sprint PCS (Lorne and Edward Springfield, Patricia Connolly)	8930 80th St N	12/27/1997	personal communication services monopole
Y	Communication Tower	Primeada Towers Acquisitions LLC (City of Grant)	8380 Kimbro Ave N	12/8/2005	nine antennas on the existing monopole aerial tower as well as equipment cabinets
Y	Communication Tower	Ttstar Communications, LLC (City of Grant)	8380 Kimbro Ave N	3/4/2003	construction and use of Aerial Tower in a 7' by 50' Area in a Preferred Area
Y	Communication Tower	US West, Quest (Ronald and Karin Cassa)	9411 Delwood Rd. N	11/15/2000	personal communication services monopole
Y	Communication Tower	US West (Suburban Lighting, Inc.)	6077 Lake Elmo Ave N	3/10/1998	personal communication services monopole
Y	Farms, Nurseries, Garden Centers	Arden's Garden Farm	7452 Manning Ave N	7/13/2005	Temporary greenhouse to sell existing product line

Y	Farms, Nurseries, Garden Centers	Costa Farms	9411 Delwood Rd. N	1/7/1991 Amended 2/6/2002 Amended 9/18/2006	seasonal business selling plants, produce and their derivatives wholesale or to the public
Y	Farms, Nurseries, Garden Centers	Park Nursery	9400 60th St N	4/2/1974 rev. 8/7/1990	Conditions as defined in original SUP
Y	Farms, Nurseries, Garden Centers	Edward Reid (Park Nurseries)	8400 N 60th St	4/2/1974	Nursery
Y	Farms, Nurseries, Garden Centers	Frank Walton League	117th St	12/2/1975	Nature study area
	Farms, Nurseries, Garden Centers	Greenland Company	13170 N 60th St	12/2/1975 rev. 4/17/1988 rev. 4/15/1987	Tree in shell house and planing business expansion and CUP amendments 8805
Y	Farms, Nurseries, Garden Centers	Aarnoff's Apple Farm	6428 Manning Ave N	3/2/1978 rev. 7/9/1984	Apple orchard and associated buildings
Y	Farms, Nurseries, Garden Centers	Aarnoff's Apple Farm	6428 Manning Ave N	6/5/1984	Allow for cross country stiling and rentals
Y	Farms, Nurseries, Garden Centers	Franklin Emfield	8400 Manning Ave N	11/6/1979	Orchard storage building
Y	Farms, Nurseries, Garden Centers	Diane Kendrick	10629 Jamaica Ave N	8/6/1985	Tree nursery, tree and bush sales
Y	Golf Course	Ken Wilson (Applewood Golf Course)	11840 60th St N	2/1/1994	Applewood Golf Course - 18 hole golf course with clubhouse and driving range
Y	Golf Course	Sawmill Golf Club and Company (Barbara and Bruce Ramsden)	11850 80th St N	12/7/2004 Amended 8/8/2007	Amended CUP addresses the clubhouse at an 18-hole golf course
Y	Golf Course	Ronald Goulette (Sawmill Golf Course - Birch and Pines)	11177 Mackosick Rd N	11/4/1975	Golf Course
Y	Golf Course	Inaiah Hills Golf Club & Sandtrision	8667 Keats Ave N	12/2/1975 rev. 1/5/1982	Golf Course and residential subdivision
Y	Horse Boarding, Stables	Chris's MP, Inc.	8324 60th St N	4/4/2000	Construct private riding stables, in conjunction to a Commercial Greenhouse (under separate CUP)
Y	Horse Boarding, Stables	Helvetic Stables (Pamela Magdalene)	11450 Julianne Ave N	7/7/1983 rev. 1/8/1989	horse boarding and training facility, dog kennel permit, dog training and sheep herding staks, duck herding trials, and for five-in apartments
Y	Horse Boarding, Stables	Loren Sedstrom	9330 107th St N	12/1/2003	Operate a commercial boarding stable
Y	Horse Boarding, Stables	Joseph Twitchell and Beverly Twitchell (Twitchell Horse Arena)	8220 109th St N	5/5/1981 rev. 10/19/1994	private riding stable and horse arena
Y	Horse Boarding, Stables	Edward and Jaemelle McCauley Harry Miller (?)	9250 Delwood Rd N	4/22/1983	equestrian facility and construction of a new indoor riding arena
Y	Horse Boarding, Stables	Chester Severt	9390 75th St N	10/7/1989	Riding stable, no more than 30 horses
Y	Horse Boarding, Stables	Hans Stern (Helvetic Stables)	11498 Julianne Ave N	1/5/1971	Indoor training arena and stable for horses
Y	Horse Boarding, Stables	Victoria Station Farms (Cal Garley)	9250 Delwood Rd N	7/1/1970	Indoor riding arena, horse boarding facility
Y	Horse Boarding, Stables	Shibold Boarding Stable (Robert Shibold)	9887 83rd St. N	9/1/1981	boarding stable
Y	Horse Boarding, Stables	Cory & Tracy Grandstand (Robert Little - original lap)	11130 Julianne Ave N	4/3/1979	Horse boarding, indoor arena and horse barn
Y	Horse Boarding, Stables	Ron Ruesch	8840 Kimbro Ave N	9/4/1979	Horse boarding, training, and lessons
Y	Horse Boarding, Stables	Kokkeier Horse Boarding	8255 75th St N	4/6/1992	Horse boarding
Y	Horse Boarding, Stables	Thomas Irvine	10495 Hadley Ave N	7/6/1992	Horse boarding
Y	Horse Boarding, Stables	Charles Wildensauer	7324 Manning Ave N	9/6/1983	Arena and Horse Boarding

# ADMINISTRATOR/CLERK

## City of Grant

01/08/2013

### General Definition of Work

Performs professional and administrative work managing local government operations and activities; ensuring adopted ordinances, resolutions and policies are implemented and consistently applied; maintaining official records; and performing related work as required. Work is performed under general supervision of the local elected governing body. Supervision is exercised over all staff/consultants/volunteers/appointees.

### Essential Functions of the Position:

#### *Administrator Duties*

- Facilitates agenda and minute preparation for governing board agendas and minutes and for appointed boards and commissions; staffs meetings and directs staff to ensure implementation of adopted policies and direction.
- Works with the governing body to coordinate the establishment and implementation of strategic and long-range plans.
- Helps with preparation and submittal of a proposed budget to the governing body and various boards and commissions.
- Reviews and prepares written reports and recommendations for the governing body and various boards and commissions.
- Meets with various citizen groups or individual citizens; responds to requests for information; handles complaints using policy guidelines.
- Provides recommendations to the governing body on the employment, direction and removal/replacement of consultants/contractors/volunteers/appointees.
- Supervises consultants/contractors/volunteers/appointees; establishes and communicates performance expectations; coaches and develops staff; and regularly evaluates staff performance to ensure accountability.
- Supervises and serves as liaison to the City Council for all boards and commissions established under Council guidance and City policies.
- Develops and implements administrative rules, policies and procedures, for review and if approved, adoption by Council.
- Coordinates and manages consultant service agreements for contracted functions and special projects.

- Responds to all questions from residents, applicants and developers regarding zoning, land use applications and all permitting requirements, referring cases to appropriate consultants as legal, planning and engineering issues warrant.
- Oversee maintenance of office equipment and replacement of office equipment, City real estate and related administrative assets in conjunction with appropriate vendors as directed by Council.
- Oversee the City's recycling program
  - a. Participate in negotiations for contract renewal with recycling vendor.
  - b. Submit required recycling and grant reports to Washington County
  - c. Responds to resident questions and complaints.
  - d. Continue to promote the City's recycling grant program.
- Performs related tasks as required and directed by the City Council.

### *Clerk Duties*

- Provides for recordings and filings of all official proceedings and noticing regular and special meetings and public hearings.
- Supervise all elections according to state statutes.
  - a. Publications of all legal notices
  - b. Administer candidate filing and campaign financial reporting.
  - c. Certify candidates, ballot questions and election results to Washington County.
  - d. Recruit and train election judges; recommend for appointment by City Council.
  - e. Conduct diagnostic testing and coordinate maintenance, programming and operation of voting equipment.
  - f. Organize and prepare the precinct(s) and polling places.
  - g. Work with Washington County to manage absentee ballot process and voter registration files.
  - h. Responsible for all election supplies.
  - i. Supervise all election day procedures and activities
  - j. Prepare, submit and administer budget for Elections and City Clerk election activities.
- Oversees the maintenance of financial books and recording of funds; receipting of payments; preparation of vendor claims.

### *Specific Clerk Duties*

- Receive all correspondence and mail for the city and sort and distribute mail to City Council, Mayor and City consultants as appropriate.
- Receive citizens, City Council Member and consultant inquires and responds to said inquires in a timely manner. Route calls when appropriate to proper City resources, i.e. Attorney, Building Inspector, Planner or Engineer.
- Prepare City Council, all board and commission agendas and packets.

- Prepare, post and publish meeting notices for the City Council, various boards and commissions.
- Prepare with direction from the City Council, if necessary, responses to Washington County or any other state or federal agency inquiries utilizing City consultant resources where necessary.
- Maintain all applicable license, process applications and forward information to the appropriate governmental entity. Maintaining a history and payment schedule for same.
- Gather and prepare information to be sent to the web master for placement on the official City website and update the cable television programming on a timely basis per City policy. Post appropriate data and information to the City website as directed by the Council.
- Maintain in the Clerk's office a true record of all proceedings, including the taking of minutes at City Council, board and commission meetings.
- Maintain and process applications for land use requests, certificates of compliance and any permitting required by the City. Maintain a record of escrows taken for all purposes including land use applications.
- Maintain a record of all ordinances passed by the City Council in an ordinance book and coordinate with the City Planner or appropriate consultation to maintain codified ordinances.
- Maintain a master file of Conditional use Permits issued by the City.
- Record all book keeping transactions of the City in a timely manner.
  - a. Process and post all vendor invoices, supervise/instruct consultants and vendors in correction billing and City record keeping requirements.
  - b. Prepare a monthly disbursements list for review by the City Council.
  - c. Process and post all payroll and direct disbursements.
  - d. Prepare checks and distribute to vendors and contractors.
  - e. Receive and safely keep all money belonging to the City that is processed through the City office.
  - f. Deposit all money received in the City's official depository.
  - g. Receive fees, miscellaneous revenue and other payments due to the City and provide a receipt for all cash transactions.
- Maintain and take custody of the seal, records, books, papers, backup computers systems of the City and file and safely keep all papers required by law to be filed in the Clerk's office. Work cooperatively with the City Treasurer and Investment Advisor on financial data. Sign all official papers as required.
- Facilitate the annual audit and work cooperatively with the City's official Audit firm.
- Deliver on demand all books, records and property belonging to the Clerk's office and all money in the Clerk's possession to a qualified successor or the Mayor.
- Take and certify acknowledgments and administer oaths.
- Notary, to be used to notarize official City documents.

***Knowledge, Skills and Abilities***



- Customer Service
  - Knowledge of principles and practices of customer relations to be able to provide a high level of customer services by responding to verbal and written inquiries
  - Ability to communicate policies and procedures and provide records information to the public and other agencies as requested.
  - Knowledge of City programs, functions, and services in order to efficiently respond to public inquiries.
- Administrative Skills
  - Knowledge of election laws and procedures; ability to train and supervise election judges.
  - Knowledge of City licensing ordinances, including liquor, business, CUP's and COC's.
  - Ability to organize and manage files and records in written and electronic form; knowledge of records retention practices and mandates. Ability to maintain integrity of City records, databases and information pursuant to federal, state and local statutes and policies.
  - Ability to gather data, assemble, analyze, formulate and prepare correspondence and reports.
  - Ability to maintain confidentiality.
  - Knowledge of modern office procedures, practices, and systems such as word processing. Ability to operate various types of equipment.
- Communication
  - Ability to deal tactfully and effectively with the general public, citizens, contract personnel, contractors, appointees, volunteers and outside agencies within boundaries of accepted professional standards.
  - Ability to establish and maintain working relationships with others.
  - Ability to communicate clearly and effectively, both orally and in writing.
  - Skill in property grammar, sentence structure, paragraphing, punctuation and spelling.
- Work Management
  - Ability to establish specific goals and plans to prioritize, organize and accomplish assigned duties with minimal supervision.
  - Ability to analyze facts and exercise sound judgment in arriving at conclusions.
  - Ability to produce quality, accurate work. Must be able to detect and correct errors.
  - Ability to meet deadlines.
- Supervisory Skills
  - Ability to analyze, coordinate, prioritize, schedule, assign and supervise workloads and projects.
  - Ability to measure and promote performance improvement of consultants and contractors through effective management and leadership.
  - Ability to recommend the hire and discipline of consultants and contractors through accepted practices.

- Ability to enforce rules and procedures for efficient management and safe and acceptable work performance.

### ***Education and Experience***

Graduation from an accredited college or university with major coursework in public or business administration or equivalent combination of education and experience, and considerable experience in local government operations rendering a major portion of working experience.

### ***Physical Requirements***

Sedentary work requiring the exertion of 10-30 pounds to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications.

### ***Special Requirements***

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of a driver's license valid in the State of Minnesota.

## **AGENDA ITEM 8K**

**STAFF ORIGINATOR** Kim Points  
**MEETING DATE** January 8, 2013  
**TOPIC** Cable Technician Pay Increase Request  
**VOTE REQUIRED** Simple Majority

### **BACKGROUND**

Mr. Ken Ronnan is currently the City's Cable Technician at a wage of \$19.00 per hour. Mr. Ronnan replaced the previous cable technician in 2011. Mr. Ronnan has been very dependable and has committed a minimum of two nights per month for both City Council and Planning Commission meetings.

The Administrator/Clerk is requesting a pay increase in the amount of \$1.00 per hour, for a wage of \$20.00 per hour.

The Council needs to be aware that the City does get reimbursed for these charges from the Ramsey/Washington Suburban Cable Commission for up to four meetings per month.

In addition, the City is reimbursed by the Cable Commission at a maximum amount of \$2,000.00 for annual wages. The City paid the technician approximately \$1,450.00 last year.

### **OPTIONS**

1. Approve the requested pay increase to \$20.00 per hour
2. Deny the requested pay increase