

CITY OF MARINE ON ST. CROIX
CITY COUNCIL MEETING
THURSDAY, FEBRUARY 13, 2020
VILLAGE HALL 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Citizens Considerations
 - . Olivia Nienaber OWLS Request
 - . New Year's Eve Dance Update
 - . Marla Update
5. Planning Commission
 - . January Meeting Update
 - . Kennedy CUP
 - . STR Workshop – February 19th 6:00pm
6. Approval of Amended Committees/Assignments
7. Council Committee Reports –
 - a) Public Safety- Miller/Anderson
 - b) Roads –Pardun/ Roden
 - . Engineering Report - None
 - c) Personnel/Building Inspector – Pardun
 - d) Parks & Recreation- Miller/Anderson
 - . Millsite Update
 - . Urban Forest Update
 - . LymeGrinder Biking Event Request
 - e) Cemetery – Mills
 - f) Water Systems –Mills/Pardun
 - g) City Properties – Mills/Pardun
 - h) Holidays/Events – Roden/Anderson
 - i) EDA
8. Citizen Committee Reports
 - a) Green Step Cities – Roden
 - b) Communication Infrastructure – Anderson
 - . City Logo Update
9. Consent Calendar
 - a) Minutes of 1/9/19, 2/4/20
 - b) Treasurer's Report 1/20
 - c) List of Bills to be paid for 2/13/20
 - d) Planning Commission Minutes
 - e) Zoning Administrator's Report
 - f) Public Works Maintenance Report
10. Old/New Business
 - . Long/Short Term Goals
 - . Board of Review Meeting Tuesday, April 7 9-10am
11. Mayor Notes/Clerk's Report
12. Adjournment

CITY OF MARINE ON ST. CROIX
Long and Short Term Goals/Projects
February 2020

Public Safety

Recruitment and retention

Roads

Washington County CIP Hwy 4 –

Recreation

Gateway Trail

Urban Forestry Program (Tree City USA)

Finance/Budget

Hall/Restoration

Village Hall Improvements (Lights, Bathrooms, etc)

Cemetery

CIP -New land expansion

Village Center

Signage for businesses and services

Public Bathrooms

Stormwater/ Water Resources / Watershed

Third Street

Wastewater and Water Systems

I & I mitigation

Drain field expansion/ long term planning

Capital Improvement Plan

Communication Infrastructure

Telecom/ISP

Comprehensive Plan

Possible Amendments

December 26, 2019

Mayor Glen Mills
City of Marine on St. Croix
121 Judd Street
Marine on St. Croix, MN 55047

Dear Mayor Mills:

My name is Olivia Nienaber and I would like to ask the City of Marine on St. Croix to partner with me in a 4-H OWLS (Outdoor Wilderness Leadership & Service) project that I will be doing this Spring and Summer.

PROJECT PURPOSE

The purpose of this project is to improve the environment in the St. Croix River Valley for early-migrating birds due to climate change. There are many types of birds that are migrating earlier than in the past which is a challenge for them because trees and bushes that provide food in the early-Spring as well as insects are not available yet.

PROJECT COMPONENTS

There are two main components of this project:

- (1) Plant clusters of two trees and three bushes that have winter-retaining fruit or bloom in early-Spring in 15 locations throughout six communities in an Audubon High-Priority Global Important Bird Area (IBA) along the St. Croix River Valley. These trees and bushes will provide early-migrating birds with a diversity of food to eat and ensure they have a higher chance of survival in the unpredictable early-Spring weather.

The communities that are being asked to participate include: Marine on St. Croix, Scandia, Town of May, Lindstrom, Franconia, and Taylors Falls. These communities (with the exception of Lindstrom) are in a High-Priority Global Important Bird Area.

- (2) Offer a session in which up to 25 youth and adults will build two types of bird feeders that they can take home and put in their yards. An initial supply of bird seed and dried mealworms will be provided so the feeders can be put to immediate use. Thereafter, the stocking of birdseed and maintenance of the feeders would be each person's or family's responsibility.

At this event, a naturalist from William O'Brien and/or a Minnesota Naturalist will speak about birds (particularly how to feed early-Spring migratory birds) to add an educational component.

The participants also will receive a tree and bush (or two bushes if they do not have enough space in their yard). A Washington County Master Gardener and/or a Chisago County Master Gardener will be on hand at the event to answer questions about how to care for the tree and/or bush.

These items will be installed or planted throughout northern Washington County and southern Chisago County by individuals and families participating in the birdfeeder-building event. (Youth can be accompanied by an adult and work on the bird feeders together. The goal is to have 25 unique locations in northern Washington County and southern Chisago County.)

ENVIRONMENTAL ISSUE THIS PROJECT ADDRESSES

In Minnesota, there are 57 sites covering 12.5 million acres that have been designated as Important Bird Areas (IBAs) by Audubon Minnesota, in partnership with the Minnesota Department of Natural Resources Nongame Program. Of those 57 sites, 13 are High-Priority Global IBAs, including the St. Croix Bluffs IBA.

With climate change affecting the temperature throughout the United States, birds are making their migration north earlier each year. Without food sources that provide year-round food or bloom early in the season, these birds are at a greater risk of dying during their migration and/or inclement weather.

By planting trees and bushes as well as installing bird feeders throughout the St. Croix Bluffs IBA, this project will help protect and provide food for these early-migrating birds; and diversify and enhance the environment to benefit birds. This project also will hopefully inspire people beyond the project area to make changes in their backyards and communities.

WHAT ROLE THE CITY OF MARINE ON ST. CROIX COULD PLAY IN THIS PROJECT

I would like to see the City of Marine on St. Croix identify a potential place in the community and/or in the Important Bird Area where two trees and three bushes could be planted. (See attached maps for reference.) The trees would be between 6'-8' tall and the bushes would be either 1- or 2-gallons in size.

The City of Marine on St. Croix would call Gopher State One to ensure the area where digging would occur is safe. Sentence to Serve would then pre-dig holes and prepare the planting area.

I would encourage the City of Marine on St. Croix to promote this project and recruit volunteers to plant the trees and bushes. At the planting, which should take under one hour, there would be snacks and refreshments for the volunteers.

I am hoping that the City of Marine on St. Croix would provide a \$424 donation to fully fund the planting of trees and bushes at one location in your community. Additional funding would be used cover the costs of elementary schools participating in the project and/or for more plantings specifically in Marine on St. Croix.

OTHER WAYS TO HELP AND PARTICIPATE

I am looking for individuals to help in many different ways:

- Transport the wood for birdfeeders from Menards in Forest Lake to the homes of people who will be making the birdfeeder kits.
- Cut wood into pieces and pre-drill holes for 50 birdfeeder kits. This would be done at the volunteers' homes. They would need to have their own tools.
- Pick up and transport trees, bushes, compost, and mulch to various sites where the 15 plantings will take place as well as to the birdfeeder-building event.
- Help plant trees and bushes at one or more locations.
- Participate in the event; and install a tree, bush, and two birdfeeders at your home.
- Volunteer at the event to help participants (as needed) assemble the birdfeeders.

A Sign-up Genius form will be created in January 2020 once the planting sites have been identified. So, if you, or anyone you know, would like to volunteer in any way with this project and/or participate in the birdfeeder-building event you will be able to sign up online.

MY BACKGROUND

I am a 16-year old homeschooled student who enjoys doing service projects that improve the community. From April 2015-December 2016 (when I was 12-13 years old), I undertook the Washington County Barn Quilt Trail in which I created and implemented a community arts project that involved over 100 volunteers. Many of the barn quilts are located in Marine on St. Croix. (See washingtoncountybarnquilttrail.com for more information and to see the barn quilts.)

This environmental project that will help migratory birds will be much larger, have more components to it, cover a wider area, and involve more volunteers. I am ready and excited about this challenge!

I plan to take PSEO courses during my junior and senior years in high school to start earning college credits, and graduate in May 2022. My goal is to obtain a B.A. in Art with minors in Business/Entrepreneurship and Environmental Science by May 2026.

THANK YOU

Thank you for your consideration of my request. If you have any questions, please email me at oliviagnienaber@icloud.com or call me at 651-433-4358.

Sincerely,

Olivia Nienaber
14363 Oren Road North
Scandia, MN 55073

Budget

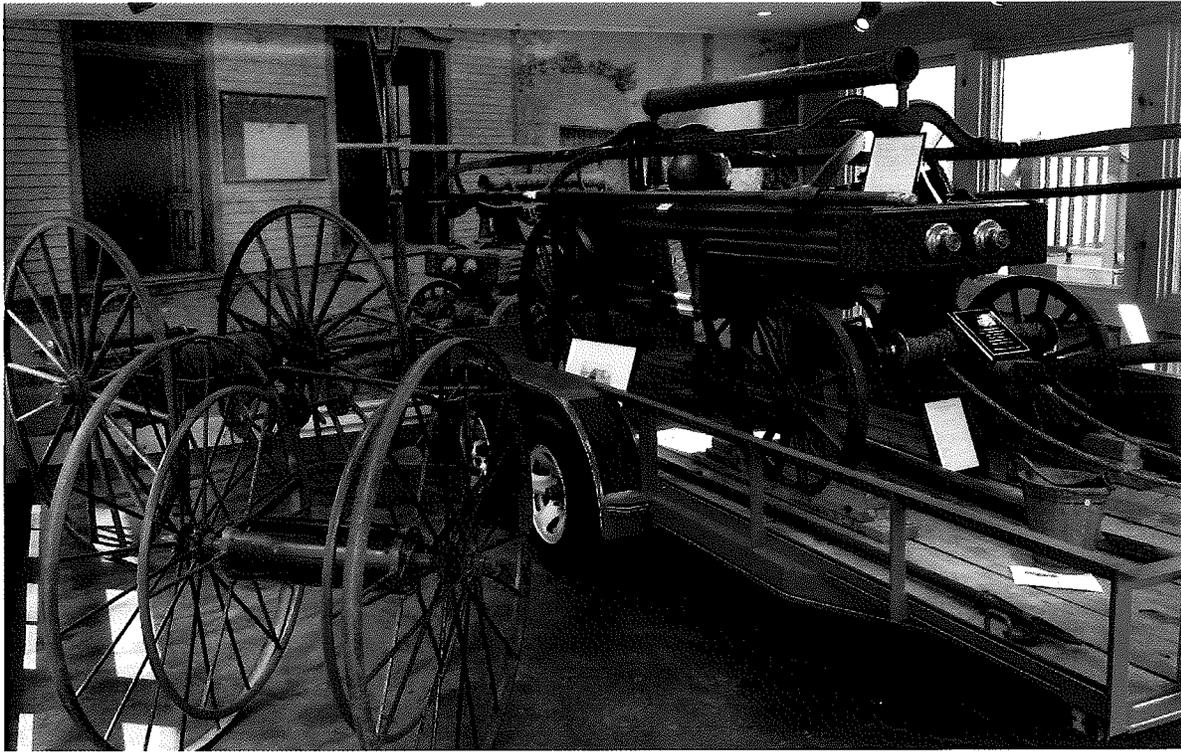
Projected Expenses

Expenses	Amount
15 plantings at cities/townships/towns, schools, and churches: <ul style="list-style-type: none"> - 30 6'-8' trees @ \$150 = \$4,500 - 45 bushes @ \$25 = \$1,125 - Bags of compost 105 (2 per tree; 1 per bush) @ \$3 = \$315 - Bags of mulch 105 (2 per tree; 1 per bush) @ \$4 = \$420 Per planting/location cost is \$424: <ul style="list-style-type: none"> - 2 trees @ \$300 - 3 bushes @ \$75 - 7 bags of compost \$21 - 7 bags of mulch \$28 	\$6,360
50 bird feeders <ul style="list-style-type: none"> - Wood for 50 feeders @ \$10 = \$500 - Screws and/or nails \$10 - Wood glue 5 @ \$5 = \$25 	\$535
Bushes and trees for participants in bird feeder-building event <ul style="list-style-type: none"> - 25 4'-5' trees @ \$75 = \$1,875 - 25 bushes @\$25 = \$625 	\$2,500
Bird seed and mealworms for participants in bird feeder-building event <ul style="list-style-type: none"> - 50 pounds of birdseed @ \$23 - 12.5 pounds (200 ounces) of mealworms 200 @ .56 oz = \$112 	\$135
Snacks and beverages for volunteers prepping and installing trees and bushes <ul style="list-style-type: none"> - 15 sites x 10 volunteers = 150 volunteers @ \$3 	\$450
Snacks and beverages for bird feeder-building event participants and volunteers <ul style="list-style-type: none"> - 70 people @ \$3 	\$210
Cups, plates, and napkins for 220 people for snacks and beverages <ul style="list-style-type: none"> - 220 x .25 	\$55
TOTAL	\$10,245

Projected Income

Anticipated Source	Anticipated Amount
Minnesota 4-H OWLS Program	\$250
Lions Clubs (Scandia-Marine, Chisago Lakes, Taylors Falls, and Almelund)	\$3,400
6 towns and cities (Town of May, Marine on St. Croix, Scandia, Lindstrom, Franconia, and Taylors Falls)	\$2,544
7 churches (Elim Lutheran Church, Christ Lutheran Church, Lakes Free Church, St. Bridget's Catholic Church, Taylors Falls United Methodist Church, First Baptist Church, St. Joseph Church)	\$2,968
Contributions from nurseries and environmentally-focused businesses	\$458
Bird feeder-building event fees <ul style="list-style-type: none"> - 25 participants @ \$25 = \$625 	\$625
TOTAL	\$10,245

Marine on Saint Croix Fire and Rescue Department



2019 Annual Report

Fire and Rescue Department History

The Marine on Saint Croix Fire and Rescue Department is one of the oldest departments in the state, being founded in 1886 with the purchase of its first hand pumper.

The department serves the City of Marine on Saint Croix and portions of May Township. The department has one fire station in the City of Marine covering the 4.2 square miles of the city along with approximately 11 square miles of May Township. The department also provides auto aid to the City of Scandia and mutual aid to other fire departments in the county upon request.

We are thankful for the support from the community, council and city staff who worked alongside us in 2019. We invite everyone to visit the department and meet the wonderful people who make it all happen.

Personnel

The members of the department are a proud professional team of volunteers that provide fire suppression and emergency medical first response until an ambulance arrival.

The department finished the year with 29 members trained for fire and medical calls. 2019 saw the retirement of both deputy chiefs. Gordon Skamser II retired at the beginning of the year with 18 years of service while Richard T. Johnson retired at the end of December after 41 years of proud service.

Members created a recruitment brochure which was mailed out in spring. The brochure has been incorporated into the "Welcome to the City Packet" provided to new residents.

Daytime responders remain an area of concern. The city's two public work's employees for the city continue to assist. We continue to partner with Scandia Fire Department for response to events needing larger resources. The departments continue to provide auto aid response for structure fires 24/7 and to daytime auto accidents. This arrangement benefits both communities.

Vehicles

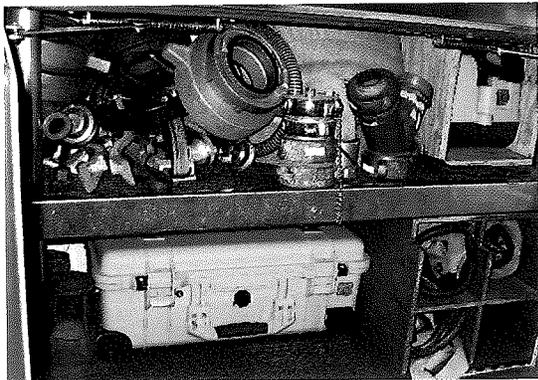
Department vehicles continue to be maintained in working order. The department maintains two fire engines, one tender, two grass/wildland vehicles and one medical first response unit. The vehicles are checked every month by department members whom continue to volunteer their time to make minor repairs. With the age of vehicles, it is anticipated that our vehicle maintenance costs will continue to increase.

The following is a list of vehicles and capabilities:

Vehicle	Year, Make, Model	Pump Capacity (gallons/minute)	Water Capacity	Personnel Carried
Brush One	2000 Ford/Custom, F-350 4WD	200	300	3
Brush Two	Polaris ATV	30	N/A	6
Engine One	2003 Spartan/Custom chassis	1500	1000	6
Engine Two	1993 Freightliner/Custom chassis *Carries Auto Extrication Equipment	1200	1000	5
Medical First Response	2012 Chevy 2500HD 4WD	N/A	N/A	5
Tender One	1998 Freightliner/Custom chassis	200	2000	3

Two members took the initiative to reorganize the equipment compartments on Engine Two. Mounts were installed providing greater room and organization.

Before



Equipment

The department continues to maximize the life of equipment as long as practical balancing needs and use with financial responsibility.

The self-contained breathing apparatus (SCBA) used by the fire department will reach its useful life in 2021 and planning has commenced for its replacement.

Training

The initial training for volunteers consists of 140 hours for firefighting and 40 hours for the first responder course. Traditionally both are completed by the new volunteer traveling to the metro area on weekly basis.

2019 was the first time a home study firefighter course with condensed hands-on training was offered in Minnesota. Central Lakes Community College offered an at home study course with two intensive three-day weekends at Camp Ripley. We had one volunteer with varying work schedule which did not allow them to attend the locally

offered course. Our volunteer successfully completed the course and we will use this as a tool in the future to recruit and train volunteers with non-traditional work schedules.

We have enrolled two of our personnel in an emergency first responder course which utilizes videos and text reading completed at home and a three-day classroom where the member practices their medical skills and tests out.

The department continues providing two trainings a month for members, one focused for the fire suppression and the second for medical emergencies.

The department traveled to the Stacy-Lent Fire tower in October giving members training under realistic conditions in search and rescue, forcible entry to buildings, and fire suppression.

Regions Hospital provides quarterly medical training to personnel to supplement our own in-house training.

ISO Survey

Every five years the fire department's equipment, training, and personnel are reviewed by the ISO (Insurance Services Office). The ISO is an organization that tracks property and casualty insurance risk and also evaluates and rates a community's ability to handle fires.

In the ISO rating scale, a lower number is better: One is the best possible rating, while a ten means the fire department did not meet the ISO's minimum requirements. The department has retained its rating of five.

Events

The department hosted several events for the year. Fundraising events included the annual street dance and art fair. The department participated in fire prevention week activities with visits and lessons to Red Bridge Pre-School and River Grove Elementary. The department also hosted an open house for the public.

Significant Incidents

In September of this year, part of the City of Scandia was hit by a tornado. Marine on St. Croix Fire Department was called to assist in searching the area for anyone injured, determine areas of damage and clearing roads for emergency vehicles. We also sent a crew to the Scandia Fire hall to standby to assist in answering any emergency calls not related to the tornado for the remaining part of the city. The department logged three calls during this period.

Run Summary

2019 was a busy and productive year for the department. Members responded to 93 calls for service in 2019. This statistic is much more than a number to us. It represents the many times when someone experienced a situation that led them to call for our assistance. We understand the loss and pain that is often associated with an incident that requires our service and it is my hope that we provided, along with the professional response necessary to mitigate these emergencies and the appropriate level of compassion to support the individuals involved in these situations.

There were 45 medical emergencies which was slightly below the average for last seven years of 48. The department responded to 15 mutual aid and auto aid calls including Stillwater Fire Department on three structure fires, Scandia Fire for calls ranging from the tornado incident previously mentioned, a building fire and brush fire.

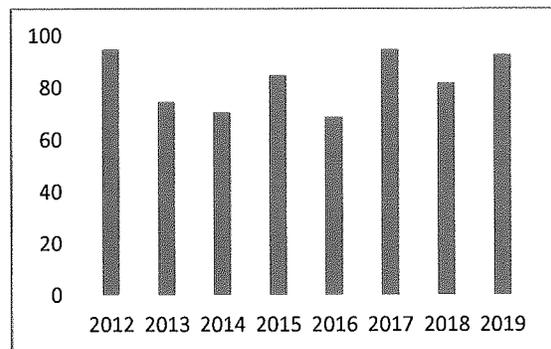
Excluding mutual aid and auto aid calls, the department responded to 37 calls in May Township while 41 were in the city of Marine on Saint Croix.

The following charts provide visualization of the type of calls by year and trends:

Yearly Run Comparison

The statistical information below compares the total count of runs by the department in the previous years.

Year	Runs
2012	95
2013	75
2014	71
2015	85
2016	69
2017	95
2018	82
2019	93



2019 Incidents by Type and Location

The statistical information below shows the breakdown of incidents responded to by the department by type and location.

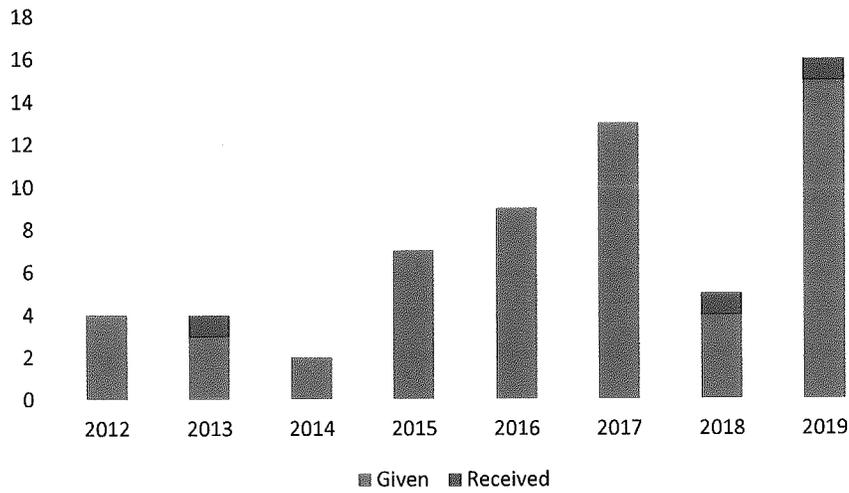
Type of Call	Marine on Saint Croix	May Township	Auto Aid/Mutual Aid for Scandia Fire	Mutual Aid for Stillwater Fire	Total
Alarm (including CO)	5	5	0	0	10
Arcing, electrical, power line down	5	3	0	0	8
Brush or brush-and-grass mixture fire	2	1*	1	0	4
Building Fire	0	0	1	3	4
Dispatched and cancelled en route	1	4	4	1	10
Medical	26	18	1	0	45
Motor vehicle accident with injuries	2	3	0	0	5
Search for person on land	0	1	0	0	1
Smoke, odor, gas leak	0	2	0	0	2
Standby at Fire Hall	0	0	2	0	2
Wind storm, tornado/hurricane assessment	0	0	2	0	2
Total	41	37	11	4	93

*Auto Aid received from Scandia Fire

Yearly Analysis of Mutual Aid / Auto Aid Calls

The statistical information below display the number of aid calls for the department in an eight year period.

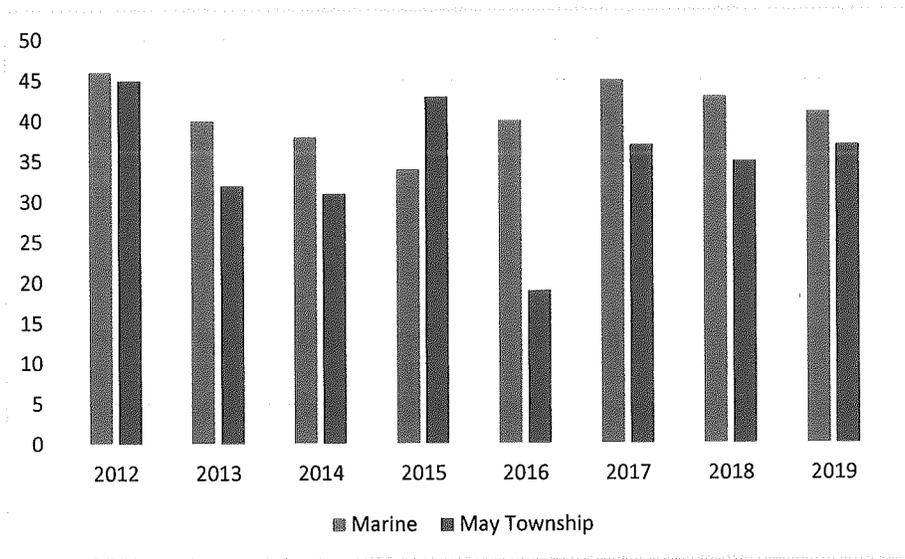
	2012	2013	2014	2015	2016	2017	2018	2019	Grand Total
Given	4	3	2	7	9	13	4	15	57
Received	0	1	0	0	0	0	1	1	3
Grand Total	4	4	2	7	9	13	5	16	60



Location of Incident Over the Years

The statics and graph show the break down of calls to the City of Marine on Saint Croix as compared to May Township for the year. This data excludes auto aid and mutual aid calls.

	2012	2013	2014	2015	2016	2017	2018	2019
Marine	46	40	38	34	40	45	43	41
May Township	45	32	31	43	19	37	35	37
Total	91	72	69	77	59	82	78	78



Respectfully submitted,

Dan Malmgren
Fire Chief
February 11th, 2020

Marine on St. Croix Forest Advisory Committee Workplan and Budget for 2020

Committee Members: Peter Foster, Chair, Leslie MacKenzie, John Goodfellow, Kirsten Vadheim, Tammy Newcomb, Felicia Cochran

Work Plan

The Forest Advisory Committee has identified three primary areas of focus for its work in 2020. These focus areas were chosen to meet the following goals:

- Enhance the health and resilience of our urban forest
- Proactively address the coming challenge of emerald ash borer and the loss of ash trees
- Engage and educate the community about trees and maintain our Tree City USA status

1) Increase canopy cover by filling open planting spaces, replace dead trees and increase the diversity of tree species in the Marine urban forest by buying and growing out small trees in one or two **gravel beds**. This is a continuation of last year's successful tree planting project. We will re-assemble the existing gravel bed (including the used gravel, if possible). If we can find grant funding, we would like to build a second gravel bed to double the number of available trees.

2) Prepare the community and the town Council for the arrival of emerald ash borer (EAB) by:

- a) Developing an EAB mitigation plan to address the pending loss of ash (*Fraxinus* spp) in Marine's urban forest.
- b) Conducting an awareness raising campaign that includes educational materials and a tree-ribboning campaign (in conjunction with Arbor Day) so residents become aware of which trees and how many trees are at risk from emerald ash borer.
- c) Hosting a community conversation to gauge the community's interest in preservation (or removal) of ash trees in the city center.
- d) Providing the community with information on ash tree options – removal or treatment.
- e) Expanding the existing tree inventory to include identification of public and private ash trees, if assistance can be secured.

There are 11 large, publicly owned ash trees in the green spaces within the Village Center. The committee intends to bring a recommendation to the Council on which trees it suggests should be treated and which might be removed and replaced.

There are approximately 100 other ash trees on publicly owned and privately landscaped sites in Marine's urban forest area. The committee proposes to provide the Council with cost estimates for future treatment and/or removal of trees so the Council can make a

decision and incorporate those expenses into future budgets. The committee will seek to identify sources of funding assistance.

3) Increase community interest and engagement with public and private trees.

- a) As a Tree City USA city, we are obligated to host an **Arbor Day event**. The committee will provide educational materials and engage the community in ash-tree ribboning. We may bring in a guest speaker and offer children’s activities.
- b) If there is enough time and interest, the committee proposes to do additional tree education:
 - i) Provide tree identification education as part of the summer youth program
 - ii) Create a tree geocache activity for families
 - iii) Use social media to share educational information about tree care and tree diseases
 - iv) Provide tree pruning training

While not specifically in the work plan for the year, the committee has discussed these additional activities:

- a) Community engagement in EAB surveillance
- b) Establishing a buckthorn busting brigade

Proposed Budget

Tree Replacement			
Item	Cost	Replant Existing Bed	Build New Bed¹
30 small trees	\$30/ea.	\$900	\$900
Lumber for new gravel bed	2x10x12 AC2 (8) @ \$21, 4x4x8 (2) @\$9	n/a	\$162
Hardware for gravel bed	\$10	n/a	\$10
Gravel	\$450	\$0-\$450 ²	\$450
Irrigation equipment	\$45	n/a	\$45
Tree tube protectors	\$1.75/ea. X 30	\$52.50	\$52.50
Stakes (30) 2" x 8'	\$1.50 x 30	\$45	\$45
FlexStrap tree tie, 50'	\$30	\$30	\$30
Gator bag for watering (30)	\$18/ea	\$540 ³	\$540
	TOTAL	\$1,567.50- 2,017.50	\$2,234.50
Emerald Ash Borer Education			

¹ If sufficient grant funds can be found, we suggest building and operating a second gravel bed.

² If the gravel bed in 2019 is available and usable in 2020, there would be no additional cost.

³ FAC is exploring a source for used Gator bags.

Item	Cost	2020 Budget	
Pre-printed tree ribbon	\$50/roll of marked tape	\$50	
Arbor Day Celebration			
Item	Cost	2020 Budget	
Arbor day materials to give away, purchased from the Arbor Day Foundation	\$100	\$100	
Print Arbor Day materials specifically for MoSC	\$100	\$100	

Total Proposed Budget: \$1,817.50 - \$4,502

GreenStep Core Team Proposal

The GreenStep Cities program is expansive, with best practices and community engagement activities that encompass many areas of community life, including: reducing energy use, protecting clean water and air, ensuring walkability, bikability and overall community livability, promoting local food, business vitality, social connections, community preparedness, and more.

To attempt to make progress on even a tiny fraction of these best practices will take a team effort. Fortunately, there is great interest within the community, particularly among people who are fairly new residents. They want to get involved and meet new neighbors. The GreenStep mailing list now includes 17 people, all of whom want to be active participants.

Rather than turn away this energy and goodwill, the Marine GreenStep Cities coordinator would like to propose the following to the Marine Town Council:

1. In order to fulfill the administrative, reporting and organizing duties of the committee, a Core Team be formed and listed as the official committee on the City website. The job proposed duties and membership are listed below. These volunteers have committed to serve and have their names made public.
2. The Core Team membership may expand to allow for new members with specific expertise (for example, in public safety, energy, etc.)
3. As community interest and volunteer availability allow, additional subcommittees may be formed to work on a specified area of the GreenStep program. The subcommittee will establish its own workplan, which will be submitted to the Core Team and forwarded to the Town Council for approval. Subcommittees will provide minutes of their meetings to the Core Team.
4. Membership on subcommittees is fluid and new members are welcome. Members will not be listed on the city website. The GreenStep coordinator will help people get connected to a subcommittee.
5. Once formed and with workplans in place, the Core Team and subcommittees will meet at least quarterly as a large group.
6. Subcommittees will meet as needed to complete work on their project(s).
7. The Core Team will meet as needed, with much of the work of the Team being done by the assigned party.
8. The GreenStep facilitator is responsible for ensuring reporting to the Town Council and sending minutes to the webmaster.

GreenStep Core Team

Members: Leslie MacKenzie (official GreenStep coordinator), Anne Reich, Liz Kelly, Peter Foster
Council Representative: Gwen Roden

This group, or members of this group, will:

- Report to the MPCA GreenStep Cities program (Leslie, Anne)

- Attend GreenStep meetings and seek resources and technical assistance from experts offered through this program (Leslie, Anne)
- Report to the Town Council (Leslie/Gwen, or others as needed)
- Work with city staff (Leslie, Anne)
- Advertise GreenStep Cities meetings (Liz & Peter, and subcommittee chairs)
- Recruit new volunteers (Liz & Peter)
- Coordinate communications between committees (Leslie)
- Schedule large group meetings (Liz & Peter)
- Gather, store and forward committee minutes and, as necessary, update the City GreenStep web page (Leslie)
- Oversee the work of the whole

2020 Projects for the Core Team

1. **Secure GreenStep Signage** (3 signs)
2. **WorkPlans:** Gather workplans from the subcommittees and turn them into a proposal for review by the Town Council
3. **Budgets:** If workplans require funds, prepare a budget request. In June/July, submit a budget request for GreenStep activities to the Town Council to be included in the next budget cycle
4. **Work to Bring Marine GreenStep to a Level 4 City**
 - a. Research reporting requirements and technical needs
 - b. Talk to city staff about documentation needs and assistance required
 - c. Implement reporting technology, gather and enter data*
5. **Ordinance/Policy Review***
 - a. Become familiar with example policies and ordinances on the GreenStep website
 - b. Review existing city ordinances and policies in the areas applicable to GreenStep Cities
 - c. Research ordinances and policies of other GreenStep communities
 - d. Propose ordinance and policy changes that are relevant to a community of our size and needed to further progress toward GreenStep goals in Marine.

* The committee is researching the feasibility of securing part-time assistance from a GreenCorp intern, through a shared application with Scandia (another Step 3 city) to assist our community with technology implementation, data gathering and reporting, and policy/ordinance review.

MARINE
ON ST CROIX
LOGO

ONE COLOR LOGO



COLOR OPTION 1



COLOR OPTION 2



COLOR OPTION 3

STATE OF MINNESOTA CITY COUNCIL
COUNTY OF WASHINGTON CONDITIONAL USE PERMIT REQUEST
CITY OF MARINE ON ST. CROIX

In the Matter of Planning Case No. 200128-01
760 Judd Street

REQUESTED BY: Jane Kennedy

The above matter came on to be heard before the Marine on St. Croix City Council the 13th day of February, 2020, a request for a Conditional Use Permit at 760 Judd Street, Marine on St. Croix.

Summary:

Jane Kennedy has applied for a conditional use permit (CUP) to install a bathroom in an existing accessory building on the property. On November 10, 2019, Planning Commission members Scott Spisak and Kristina Smitten met on site with Ms. Kennedy to review the plans and existing site conditions.

Because there was not a scheduled Planning Commission meeting in December, the Applicant granted a 60-day extension for the review of the request. A Public Hearing was set by the Planning Commission on November 26, 2019 for January 28, 2020 for the CUP request for a bathroom in an accessory building located at 760 Judd. The DNR was noticed on December 23, 2019 and provided no comment.

The property consists of an approximate 892 square foot house and a 420 square foot bunkhouse. A small shed about 112 square feet also exists on the property. The bathroom is proposed in the bunkhouse. The bunkhouse structure was moved prior to the current property owner owning the property and may have been moved to its current location prior to the adoption of the Ordinance. As the bunkhouse is located within the sideyard setback it is deemed a substandard structure per Code. It is also a nonconforming structure as it has a timber floor on a floating foundation. The Applicant requests to install an 8' x 6' bathroom within the existing footprint which will not increase the nonconformity.

The septic is connected to City sewer. The connection to the tank and lift station will need to meet plumbing code, and is otherwise adequate to support the additional bathroom.

The applicant requests the following:

- 1. A conditional use permit under Section 308 for the construction of a bathroom in an accessory building under Section 505.5(6).*

Findings:

Per the Zoning Ordinance 308.2 Criteria for Granting Conditional Use Permits

1. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities and utilities which serve or are proposed to serve the area.
 - a. *The applicant intends to use it as an extension of their principal structure.*

2. The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
 - a. *The addition of the bathroom is to the interior of an existing structure*
3. The structure and site shall have an appearance or operation that will not have an adverse effect upon adjacent residential properties.
 - a. *The addition of the bathroom is to the interior of an existing structure.*
4. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use.
 - a. *The addition of a bathroom to an accessory building is reasonable for the use of the existing property.*
5. The use is consistent with the purposes and performance standards of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.
 - a. *The addition of a bathroom to an accessory building is consistent with building modifications on other properties in the City and orderly residential development.*
6. The use is consistent with the policies and provisions of the Comprehensive Plan.
 - a. *The addition of a bathroom to an existing accessory building is consistent with building modifications that result in improved properties in the City.*
7. The use will not cause traffic hazard or congestion.
 - a. *The addition of the bathroom does not result in a separate residential unit and will be use by the primary occupants of the property, thereby not increasing traffic.*
8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.
 - a. *The existing utilities appear adequate on the property and the addition of the bathroom will not warrant changes to these facilities.*

Section 505.5(6) provides for use of an accessory structure for residential purposes where there is a sewer hook-up provided that:

- a. The facility is used by the occupants of the principal structure as an extension of their residential use of that structure;
- b. The facility does not contain both bathroom and kitchen facilities;
- c. The facility is located in a permanent structure; and
- d. The facility is not sold or rented separately from the principal structure.

Recommendation:

The Planning Commission recommends the City Council approve the application of Jane Kennedy for the requested conditional use permit for the proposed construction of a bathroom in an existing accessory building at 760 Judd as presented, with the following conditions:

- a) The accessory building shall not contain both a bathroom and kitchen facilities.
- b) The accessory building shall be used by occupants of the principal structure and not rented separately from the principal structure.
- c) The bathroom shall be constructed per the plans submitted with the Application.

CITY OF MARINE ON ST. CROIX

PLANNING COMMISSION

REGULAR MEETING

Tuesday, January 28, 2020 – 7:30 pm

121 Judd Street – Village Hall

The City of Marine on St. Croix Planning Commission regular meeting of January 28, 2020, was called to order at 7:34 pm. Mrosla, Spisak, Smitten, Brenner and Henry present. Sanderson and Hagstrom absent.

Citizens present: Larry Martin, Dennis Reynolds, John Goodfellow, John Waugh, Larry Roden, Gwen Roden, Nick Judkins (All Energy Solar), Jane Kennedy, Patte Kraske, Mark Kraske, Juli Hagstrom, Gayle Knutson, Jim Maher, Ann Barkley, Doris Petrie, Michael Tibbetts, Phil Anderson, Liz Kelly, Wendy Ward, Nancy Cosgriff.

Public Hearing – Jane Kennedy – Conditional Use Permit Request

Chair Mrosla opened the public hearing at 7:34 pm.

Jane Kennedy, 760 Judd Street, was in attendance regarding her request for a CUP to install a bathroom in an accessory structure used as a bunk house.

Commissioner Smitten reported that she and Commissioner Spisak had visited the site November 10, 2029. The accessory structure is very close to the road, as it was moved to the property before the current setback was established. However, the 8x6-foot bathroom in the existing footprint would not expand the nonconformity. Public Works Lead Jason Crotty had reviewed the site for potential septic concerns and hadn't found any. However, the owners will need a plumbing permit.

City code allows for bathrooms in accessory structures, provided it is used as an extension of the primary residence. The structure cannot have a kitchen and cannot be leased for rent. Kennedy plans to use the bunk house for visitors.

Commissioner Spisak noted that the main structure has only one bathroom, and that it was evident during the site visit that the building has been used as a bunk house for some time. The city lift station is within feet of the accessory building, so infrastructure is existing to support the additional bathroom.

Reviewing the findings, Commissioner Brenner noted they all seemed to support approval of the permit.

Mrosla asked whether the public wished to comment. No one spoke.

Mrosla closed the public hearing at 7:46 pm.

Brenner moved to recommend approval of the conditional use permit request based on findings one through eight, and subject to conditions A through C. Henry seconded. Motion to recommend approval passed unanimously.

February Planning Commission meeting date

Chair Mroska noted that the regular date for the February would not work because of political party caucuses. A short discussion ensued regarding scheduling.

Spisak moved to set the date for Monday, February 24, 7:30 pm. Brenner seconded. Motion approved unanimously.

Larry Whitaker – 625 Pine Cone Trail – Set public hearing: solar panel variance

Nick Judkins of All Energy Solar was in attendance representing the applicant. Commissioner Smitten reported that she and Commissioner Henry visited the site, meeting with Mr. Whitaker and a representative of All Energy Solar regarding a ground-mounted array. Smitten and Henry deemed the application complete, noting they do have questions about the size of eight trees that might be removed. They plan to reach out to Mr. Whitaker before the public hearing.

Spisak moved to set the hearing for 7:30pm February 24. Brenner seconded. Mroska asked whether there were any points for further discussion.

Discussion: Smitten noted that the city code doesn't specifically address solar panels, so they are following the process for an accessory structure.

Mroska called for a vote and the motion was approved unanimously.

Planned Unit Development Proposal – 980 Rosabell

John Goodfellow and Dennis Reynolds presented evolving concept plans and to-scale sketches for a PUD, the Mill Stream Cottages, near Rosabell Street. The vision is for up to 28 clustered homes with common greenspace, encouraging a sense of community and protecting wetlands on the property. The group hopes to create housing options for households earning \$50,000 - \$80,000 per year, known as the Missing Middle.

They posed questions for the commission regarding:

- application fees and escrow costs,
- expectations for the application and outline development plan,
- whether duplexes might be allowed,
- whether civil infrastructure could be transferred to the city as was done with Jackson Meadow,
- and expectations for information sessions with neighbors.

Costs: According to Brenner, the city's application fees would not be nearly as much as attorney and engineering fees, but the group would have to provide an escrow for costs to the city associated with the project.

Application: After the current sketch phase, the next step is to submit a final plan in conjunction with a preliminary plat. Goodfellow noted that they are looking for any “fatal flaws” before they start investing more seriously in plans and studies.

Duplexes: Brenner noted that relying on multi-family units might be a fatal flaw. There was general consensus among commissioners to hear the opinion of the city attorney before exploring the idea as a commission.

Civil Infrastructure: Commissioners advised that specifics such as transfer of infrastructure management to the city would be part of the negotiation process and development agreement. Goodfellow emphasized that the group is not looking to make money from the development, and is exploring the idea of working with a nonprofit developer. They are holding out hope that the development might be considered for city sewer. Smitten advised talking with the city council for some of those answers.

Community Conversations: Goodfellow and commissioners discussed community conversations to bring the public into the discussion before formal plans are drawn. Such meetings should be noticed publicly for a potential quorum of planning commission members.

The commission voiced general support for the project, noting that it is consistent with the comprehensive plan, but pointed out that the group doesn't own the land yet and is not currently working with a developer for financing. Questions remain about market feasibility. Do people in the missing middle want to live in a development like this?

Marine resident Nancy Cosgriff voiced support for the project, noting that the group could look to Jackson Meadow as a model, learning from mistakes made in addition to things done right.

Old/New Business

Short-Term Rentals – Joint workshop with council set for February 19, 6 pm

Cell Tower: Chair Mrosla briefed the commission on this new assignment from city council, noting that short-term rentals and zoning code updates should come first and that the commission probably won't address this for a few months. However, to make a timely recommendation the commission might break work into different “buckets:” safety; variance or code changes, records of agreements and contracts, etc. Mrosla said he wanted to review the Telecommunications Act of 1996.

Spisak offered to create a list of issues the commission might need to address. Smitten offered to help.

Smitten also requested that anything that comes in from residents be forwarded to Assistant Clerk Suzanne Dammann, who will distribute it to all commissioners.

2020 Project Planning: Chair Mrosla noted that the group has several big projects on its list this year: short-term rentals, updating the zoning code, the cell tower and planned unit development.

STRs: The moratorium ends June 30. Ideally they can set the public hearing for March.

Codes: Spisak offered to create a spreadsheet listing items that need correction. As long as it would not violate open meeting laws, the assistant clerk will distribute this via Google Docs so others can add to it.

PLANNING COMMISSION TERMS – Ron Brenner, Scott Spisak, Ed Sanderson – 12/31/2020; Gerry Mrosla, Kristina Smitten – 12/31/2021; Anna Hagstrom, Jennifer Henry – 12/31/2022

The commission will look at the cell tower after these projects wrap up. Work on the Mill Pond Cottages PUD will continue as needed with Brenner as point person for the group.

Approval of November 2019 minutes

Smitten moved to approve the November 26 planning commission minutes, with a date correction at the top of the page. Spisak seconded. Passed unanimously.

Adjournment

Brenner moved and Smitten seconded to adjourn at 9:11 pm. Motion passed unanimously.

Minutes by Suzanne Dammann, Assistant City Clerk

CITY OF MARINE ON ST. CROIX CITY COUNCIL MEETING

Thursday, January 9, 2020

The meeting was called to order by Mayor Mills at 7:00pm. Pardun, Anderson (remotely), Roden, Miller and Mills present.

Citizens Present:. John Goodfellow, Kitz Vadheim, Mary Burke, Paul Anderson, Sarah Rottunda, Larry Roden, Peter Foster, Larry Martin, Leslie McKenzie, Liz Kelly, Dan Willenbring, Bob/Nancy Lindblom, Kay Hempel, Nancy Cosgriff, Jeff Roach, Kristina Smitten, Juli Hagstrom, Mark Kraske, Ginny Averill, Wendy Ward

Approval of Agenda – Miller requested moving the Communications Infrastructure committee report to the end of Citizen Consideration.

Miller moved and Roden seconded to accept the agenda as amended.

Designate Official Depository – *Miller moved and Roden seconded to designate Bill Miller as acting Mayor, that the monthly meeting date be the second Thursday of the month at 7:00pm, that the County Messenger be the official newspaper, that the Security State Bank of Marine be the official depository, that Johnson and Turner be the official legal firm, that Bolton Menk be the City Engineer and that Robert Rules of Order, revised, be the official rules of the meeting. Motion passed unanimously.*

Citizen Considerations –

Jeff Roach – Watershed District Board Request – Mr. Roach is interested in applying for the last open board position on the Carnelian Marine Watershed District and is requesting a recommendation from the City Council. The Council reviewed Mr. Roach's resume and thought he would make a good addition to the Watershed Board.

Miller moved and Anderson seconded to recommend Jeff Roach as a board member to the Carnelian Marine Watershed District. Motion passed unanimously.

Kristina Smitten – Ms. Smitten has become aware of a grant opportunity for open space work restoration that will encompass both Jackson Meadow and City of Marine property. The deadline is the end of January for this round, and again in the fall. Ms. Smitten is requesting the City approve moving forward with the grant and be the official applicant. The area that would be restored is the Warth property and area by 1201 Broadway. The grant is a 10% match for which Jackson Meadow would cover. Pardun believes it would make sense to go for the grant now and if they do not get it, apply again in September.

Pardun moved and Miller seconded to accept the Jackson Meadow Natural Resource plan grant request. Motion passed unanimously.

Paul Anderson/Sarah Rottunda – Sarah Rottunda reported that two proposal were received from vendors requesting to put up a tower in the City. The infrastructure committee invited both cell tower representatives to come and present their proposals. The current preferred location would be at the City owned compost site, which seems to provide the best coverage and the proposed height of the tower would be 180 ft. The proposed lease term would be for 35 years with the total revenue to the City at approximately \$400,000. Ms. Rottunda explained that no questions would be taken from the audience at this time, and if the Council decided to move forward with pursuing this issue, there will be plenty of opportunity for public comment and input.

Pardun would like to see this proposal sent to the Planning Commission, but also would like to note that the Commission is also working on Short Term Rentals and ordinance review and those tasks should be wrapped up prior to beginning this issue. Anderson thanked the committee for their hard work on this issue and the residents for their continued input and feedback.

Pardun moved and Roden seconded to send this proposal to the Planning Commission for further review. Motion passed unanimously.

Planning Commission - No December meeting.

Committee Assignments –

Fire and Rescue – The 2019 report will be coming. Richard Johnson has retired after 41 years on the department and the Council thanked him for his service. Chief Malmgren would like to recommend Andy Lapos as Deputy Chief to replace Richard Johnson.

Miller moved and Anderson seconded to approve Andy Lapos as deputy Chief. Motion passed unanimously.

Roads - Ryan Goodman reviewed his engineering report. There is an architectural review being conducted by SHPO for the Village Center project. This could take 6-9 months to complete. Xcel will be relocating power poles as part of the project and the City should be aware that this could happen at any time and with very little notice. Wendy Ward questioned what concerns were raised by SHPO. Goodman stated the review was triggered because the downtown area is in a designated historical district and they are looking at what, if any, impacts the project changes may have on.

The City was also awarded a \$40,000 grant from the Washington County CDA to help with project costs.

Personnel/Building Inspector - No Report.

Recreation – Miller reported that Planning Commission member Ed Sanderson is a member of the Gateway Trail board. The board is working on the Gateway Trail connection to Scandia and they are looking for a letter of support from the City of Marine. Miller would like to see the

Council move forward with the letter and believes Scandia would then do the same for Marine when the time comes for the trail to finally connect to the City of Marine section.

Miller moved and Anderson seconded to draft a letter of support for the Scandia and William O'Brien State Park Gateway Trail connection. Motion passed unanimously.

Finance – No report .

Cemetery – No Report.

Wastewater and Water Systems- No additional Report. Miller commended the public works department for the plowing during the last storm.

Citizen Committee Reports

Village Center - No Report

MarLa - Mary Burke reported on the library events. There are game nights the second Friday of each month. Next week is the annual birthday party and the Oscar party is February 8th.

Hall/Restoration – Elise Bourne has taken the spot of Linda Tibbetts on the museum/civic club committee.

Stormwater/Watershed – No Report.

Millsite – Roden reported that an email was submitted by Tom Omdahl with a proposal to build steps connecting the lower deck by the falls to the deck on the Village Hall. Approval has been given by the Minnesota Historical Society. Anderson is the person who received the email and does not understand the lack of process from the Mill Site volunteers. He would like to see the project sent back to Mr. Omdahl and request they go through the proper channels. Miller doesn't understand how this project has been funded and approved by the Historical Society by someone who spoke on behalf of the City when the Council knew nothing about it.

Miller moved and Anderson seconded to deny the project proposal requested by Mr. Omdahl. Miller, Anderson and Pardun for, Roden against. Motion passed.

Green Step Cities - Leslie McKenzie reported on the Green Step committee. The hope is to create subcommittees and a work proposal. Ms. McKenzie attended a 10th anniversary party for the Green Step Cities in St. Paul and people spoke of their interest in last years gravel bed project. The committee would like to order a sign to be placed at the entrance of town.

Urban Forest Committee – Peter Foster, resident, reported on the urban forest committee. Mr. Foster has just joined the group and has assumed the chair position. The group has put together a plan and budget for this upcoming year. The group would like to address the Emerald Ash borer

and work on educating the community. One event the committee would like to participate in would be tree ribboning, which is wrapping all of the ash trees with green tape to help residents identify the ash trees. There is also a grant opportunity they would like to apply for that is a 10% match that would be used for a second gravel bed.

Holidays – The contract was received from Hollywood Pyrotechnics for the 2020 show. Roden reported the stakes from the Christmas trees in the park are frozen in the ground and most likely will not be removed until spring.

School Property – The Folk school submitted a waiver for their open gym night. The City Attorney reviewed and noted that if someone were to challenge the language in the waiver, it would not hold up however he also stated that sometimes just having the waiver is enough of a deterrent. After further discussion, the Council would like to have the City Attorney re-draft the waiver.

Miller reported that the committee that is working on the new charter school will be hosting a public meeting at the Village Hall on Saturday, January 25th at 10:30am.

Communications Infrastructure -

Consent Calendar – *Miller moved and Pardun seconded to approve the Minutes of 12/12/19, Treasurer's Report of 12/19, List of Bills for 1/9/20, Zoning Administrators Report, Public Works Maintenance Report and Planning Commission Minutes. Motion passed unanimously.*

Old/New Business –

City Logo – Anderson presented the four logos proposed by Studio 2 and would like the Council to review and let Clerk Peterson know their top picks, understanding that these logos can be changed as needed.

Election Judge Approval – *Miller moved and Pardun seconded to accept Mary Skamser, Joel Stedman, June Eagleton and Gail Coolidge. Motion passed unanimously.*

Long/Short Term Goals – No changes .

Mayor Notes/Clerk's Report – .

Adjournment . Miller moved and Pardun seconded to adjourn at 9:02pm.

Minutes taken by Lynette Peterson, City Clerk

CITY OF MARINE ON ST. CROIX CITY COUNCIL WORKSHOP
Tuesday, February 4th 2020

The meeting was called to order by Mayor Mills at 6:00pm. Pardun, Anderson Miller, Roden and Mills present.

Citizens Present: None

Mayor Mills called the workshop to order at 6:02pm for the purpose of reviewing the citizen committees.

Pardun reviewed the reason for this workshop is to review the current citizen committees and review the resolution laying out the guidelines for how the committees are supposed to be structured. Pardun would also like to see the committees have regular meetings with Minutes taken at each meeting.

Miller would also like to see the meetings posted and located in a public place. He would like to have the Council liason also be the committee chair.

Anderson believes many of the committees are actually focus groups, and questioned how they could be combined with another committee group to reduce the overall number.

Discussion was held on the Village Center committee. The consensus was that the original charge of that committee has been complete and there is no need for the committee to continue.

Fire and Rescue was changed to Public Safety.

Finance and LRP was eliminated as any report on finance can be given under the Clerk's report and LRP is covered by Long and Short term goals.

Watershed, Stormwater, Wastewater and Water were all combined into just Water Systems-
.Pardun/Mills

Marla will be added as a permanent spot under Citizens Considerations

Hall/Restoration is renamed to City Properties and placed under Council Committees –
Pardun/Mills

Millsite should be combined with Parks & Recreation

Green Step will remain open and the Council will evaluate down the road if the remaining goal is realistic.

Urban Forest will be a sub committee of Parks and Recreation.

Holidays will be expanded to Holidays/Events and moved to Council committee.

EDA/School Property will change to just EDA and moved to Council committee. Discussion was held as to expanding the EDA however that would change the structure of the current EDA.

All citizen committee Minutes will be obtained by the City Council chair and then sent to the City Clerk for review and posting to the website.

All committees must meet at least quarterly and the clerk will send a reminder to each committee if no meeting.

Miller moved and Pardun seconded to adjourn at 7:30pm. Motion passed unanimously.

ZONING ADMINISTRATOR'S REPORT

012/19 – 1/20

PERMITS ISSUED

Josh Corrigan	751 Judd Street	Wood Burning Stove
Fred Remund	7 Butternut Falls	Drain tile system

LJP, ZA

1	Actual	Actual	Budget	Actual	From 2019	6.2650%
2	Budget	2019	2020	2020	to 2020	LEVY INCREASE ^^^^^^^^^
3	2019	thru 10/31/19	thru 1/31/20	thru 1/31/20	FUND NAME	
4						
5	Actual	Actual	Budget	Actual		
6	Budget	2019	2020	2020		
7	2019	thru 10/31/19	2020	thru 1/31/20		
8						
26					0.00%	
27					0.00%	GENERAL EXPENSES
28	1,200.00	1,004.06	1,200.00	200.00	0.00%	ANIMAL CONTROL
29	5,400.00	5,220.00	5,400.00	5,200.00	0.00%	ASSESSOR
30	7,300.00	4,000.00	11,500.00	1,500.00	57.53%	AUDITOR
31	1,000.00	1,000.00	1,000.00		0.00%	ZONING ADMINISTRATION
32	2,000.00	1,115.48	2,000.00		0.00%	MUNICIPAL CLERK'S INSTITUTE & CONFERENCE
33	2,600.00	2,999.30	2,600.00		0.00%	DUES
34	1,000.00	830.00	2,500.00		150.00%	ELECTIONS-LEASE
35	3,000.00	1,750.50	3,000.00	86.00	0.00%	ENG SERVICES
36	17,000.00	17,532.00	17,500.00		2.94%	INSURANCE
37	15,000.00	23,580.16	17,000.00		13.33%	WORKER'S COMP
38	10,000.00	15,751.25	10,000.00	687.50	0.00%	LEGAL SERVICES
39	500.00	1,566.30	2,000.00		300.00%	MEETING EXPENSE/APPRECIATION DINNER
40	250.00	272.75	300.00		20.00%	PBLSHNG & ADVRTSNG
41	337,541.09	253,209.98	347,667.23	32,297.84	3.00%	EMPLOYEE WAGES/BENEFITS /INSURANCE
42	15,000.00	27,315.03	15,000.00		0.00%	BUILDING INSPECTOR
43	600.00	173.57	600.00		0.00%	BUILDING FEES-STATE SURCHARGE FEES
44	5,000.00	8,616.93	8,000.00	264.49	60.00%	GEN-SERVICES
45	3,500.00	2,004.84	3,500.00	347.18	0.00%	SERVICES-COPIER,ETC.
46	3,000.00		0.00		-100.00%	PLANNING - COMP. PLAN
47	3,500.00	2,358.93	3,500.00	412.21	0.00%	MATERIALS AND SUPPLIES
48	4,200.00	6,233.99	5,000.00	497.08	19.05%	TELEPHONE/BROADBAND
49	2,400.00		2,400.00		0.00%	OFFICE-EQUIP
50	100.00		100.00		0.00%	MISCELLANEOUS
51	1,500.00	707.00	4,500.00	1,647.00	200.00%	WEB SITE - (3 YEAR UPGRADE)
52	1,000.00		1,000.00		0.00%	MILLSTREAM ASSOCIATION
53		53,716.48				MARINE SCHOOL
54	443,591.09	429,958.55	467,267.23	43,139.30	5.34%	EXPENSES TOTAL

	Actual Budget 2019	Actual 2019 thru 10/31/19	Budget 2020	Actual 2020 thru 1/31/20	From 2019 to 2020	FUND NAME
1						
2						
3						
4						
5	Actual Budget 2019	Actual 2019 thru 10/31/19	Budget 2020	Actual 2020 thru 1/31/20		6.2650%
6	15,000.00		15,000.00		0.00%	LEVY INCREASE ^^^^^^^^^
7	33,376.31	34,377.60	34,377.60		3.00%	
8					0.00%	
55					0.00%	FIRE AND RESCUE INCOME
56						
57						
58						
59						
60						RUN CALLS
61						MISCELLANEOUS (COUNTY GRANT)
62	15,000.00	15,000.00	15,000.00		0.00%	2% STATE AID-FIREMAN'S RELIEF
63	33,376.31	34,377.60	34,377.60		3.00%	MAY FIRE CONTRACT-
64					0.00%	PS-STREET DANCE
65					0.00%	PSF-FUNDRAISER PROCEEDS
66		5,293.02		2,020.00	0.00%	REIMBURSEMENT
67	200.00	125.00	200.00		0.00%	BURN PERMITS
68	350.00	867.59	1,100.00	103.98	214.29%	INTEREST
69					0.00%	RELIEF FUNDS
70		4,153.00			0.00%	DONATIONS
71		1,900.00		750.00	0.00%	DEDICATED
72	48,926.31	12,338.61	50,677.60	2,873.98	3.58%	SAFETY INCOME TOTAL
73						
74						
75						FIRE AND RESCUE EXPENSE
76						
77	6,000.00	2,985.00	6,000.00	2,152.00	0.00%	TRAINING EXPENSE
78	3,000.00	2,025.29	3,000.00	235.93	0.00%	ELECTRICITY & HEAT
79	1,200.00	815.01	1,200.00	75.58	0.00%	FUEL-VEHICLES
80	900.00	743.58	900.00	73.66	0.00%	TELEPHONE
81	2,500.00		2,500.00		0.00%	PHYSICAL EXAMS & HEPATITIS
82	500.00		500.00		0.00%	MEETING EXPENSE
83	34,311.44		35,169.22		2.50%	FIREMEN'S RELIEF
84	15,000.00		15,000.00		0.00%	2% STATE AID - FIREMAN'S RELIEF
85	10,000.00	6,061.20	10,000.00	2,000.40	0.00%	800 MHZ RADIOS
86	3,500.00	3,090.35	3,500.00		0.00%	REPAIRS/MAINTENANCE-BLDG/EQUIPMENT
87	8,000.00	4,814.12	8,000.00	5,848.25	0.00%	VEHICLE REPAIRS
88	8,000.00	7,166.66	8,000.00	555.57	0.00%	MATERIALS AND SUPPLIES
89		1,170.20			0.00%	STREET DANCE
90	50.00		50.00		0.00%	NOTICES IN PAPER
91	11,000.00	6,853.52	11,000.00		0.00%	NEW EQUIPMENT

	Actual Budget 2019	Actual 2019 thru 10/31/19	Budget 2020	Actual 2020 thru 1/31/20	From 2019 to 2020	FUND NAME
1						
2						
3						
4						
5	Actual Budget 2019	Actual 2019 thru 10/31/19	Budget 2020	Actual 2020 thru 1/31/20		6.2650%
6						LEVY INCREASE ^^^^^^^^^
7						
8						
171						ROADS INCOME
172						INTEREST
173	2,700.00	1,770.67	2,700.00	132.42	0.00%	TRANSIT TAX
174		519.07			0.00%	MISCELLANEOUS
175					0.00%	ROADS INCOME TOTAL
176	2,700.00	2,289.74	2,700.00	132.42	0.00%	
177						
178						ROADS EXPENSES
179	11,500.00	10,395.44	13,000.00	957.38	13.04%	ELECTRICITY-STREETLIGHTS
180	4,000.00	4,580.08	4,500.00	763.14	12.50%	FUEL VEHICLES
181	3,500.00	3,272.89	3,500.00		0.00%	REPAIRS-VEHICLE & EQUIPMENT
182	200.00	344.36	200.00		0.00%	SERVICES-LEGAL
183	2,500.00		2,500.00		0.00%	SERVICES-TREE MAINTENANCE
184	3,500.00	2,641.47	3,500.00	235.20	0.00%	TELEPHONE/BROADBAND
185	1,500.00	714.25	1,200.00		-20.00%	UNIFORM SUPPLIER
186	6,000.00	2,011.95	6,000.00	165.10	0.00%	MATERIALS & SUPPLIES-SIGNS INCLUDED
187	4,000.00	9,893.85	5,000.00		25.00%	ROAD REPAIR MATERIAL
188	1,500.00	606.26	1,500.00		0.00%	TOOLS & EQUIPMENT
189	750.00	140.00	200.00	100.25	-73.33%	MISC.EXPENSE-LICENSE
190	4,000.00	1,687.50	4,000.00		0.00%	SWEEPING
191	5,000.00	6,079.05	5,000.00	2,473.25	0.00%	SALT AND SAND
192	5,000.00	2,698.58	5,000.00	342.06	0.00%	SERVICES - ENGINEERING
193	2,000.00	883.66	2,000.00		0.00%	REPAIRS-BLDG-MAINT./ALARM
194	2,500.00		2,500.00		0.00%	EXTRA SHERIFF PATROL
195	57,450.00	45,949.34	59,600.00	5,036.38	3.74%	ROADS EXPENSE TOTAL
196						
197						MARINE SCHOOL INCOME
198				1,466.92		RENTAL FEES
199						MISC/REIMBURSEMENT
200				1,466.92		MARINE SCHOOL INCOME TOTAL
201						
202						MARINE SCHOOL EXPENSES
203				2,569.05	0.00%	ELECTRICITY
204						MOWING
205						BUILDING REPAIRS
206				71.99	0.00%	MATERIALS/SUPPLIES
207				1,784.03		SERVICES

1										
2										
3										
4										
5	Actual	Actual	Actual	Actual					6.2650%	
6	Budget	2019	Budget	2020	From 2019	LEVY INCREASE ^^^^^^^^^				
7	2019	thru 10/31/19	2020	thru 1/31/20	to 2020	FUND NAME				
8										
208						ALARM				
209						EQUIPMENT REPAIR				
210						PHONE/INTERNET				
211										
212				4,425.07		MARINE SCHOOL EXPENSES TOTAL				
213										

CITY OF MARINE ON ST. CROIX

TREASURER'S REPORT

CHECKING	883,877.44
FIRE & RESCUE-DEDICATED	277,323.00
FIRE & RESCUE-VEHICLE REPLCMNT	208,830.28
FIRE & RESCUE- EQUIPMENT	51,813.22
FIRE & RESCUE- VILLAGE WATER	16,549.97
FIRE & RESCUE-800MHZ RADIOS	10,462.92
GEN-CITY OFFICE/RECORDS	4,205.12
GEN - LAND ACQUISITION	40,058.55
GEN-STORMWATER	77,320.05
WASTEWATER-RESERVE	237975.29
JM WATER - RESERVE	17,030.23
JM-WELLHEAD PRTCTN	5,188.88
ROADS-EQUIPMENT	31,096.76
ROADS-ALLEYS/STREETS	320,013.24
ROADS-PICKUP RPLCMNT	15,198.42
HLL- VILLAGE HALL	23,388.77
PARKS & REC-RED BRIDGE	29,765.40
PARKS & REC- VC SIGNAGE	15,642.12
PARKS & REC-BLDG MAINTENANCE	17,215.13
PARKS & REC-BIKE TRAIL	0.00
CEM-PERPETUAL CARE	90,000.00
CEM-PERPETUAL CARE-SAVINGS	76,422.68
CEM-IMPROVEMENTS	12,369.48
P&R - COMMUNITY EVENTS	21,278.96
CITATION CABLE-SECURITY	2,500.00
BALANCE 1/31/20	<u>2,485,525.91</u>

DEPOSITS

HLL - Rent	400.00
G&R - Garbage	6041.60
G&R - Compost	558.33
G&R - County Tax	1919.46
G&R - Commercial Tax	167.11
G&R - Residential tax	435.32
G&R - Recycling	3063.88
GEN - Bldg Fees	212.65
G&R - Cable	591.79
CEM - Burial	1650.00
GEN - Interest	97.55
RDS - Transit Tax	13.40
GEN -Levy	8636.49
WTR - Billing	1263.36
GEN - Licenses	1400.00
WWT - Sewer	13949.36
WWT - LC	231.97
WWT - Interest	86.03
CEM - Interest	4.47
WTR - Interest	8.04
HLL - Interest	2.11
P&R -Interest	30.32
PS - Interest	103.98
RDS - Interest	132.42
PS - Dedicated	750.00
GEN - School Rent	1466.92
PS - Grant Reimb	2020.00
Total	45236.56

Report by Lynette Peterson,
Clerk/Treasurer

February 2020 List of Bills

Payable To	Total Check	Breakdown	
		Code	Amount
Lynette Peterson	\$4,556.27	GEN	
Tyler Peterson	\$685.69	P&R	
Tom Boesel	\$2,512.81	GEN	
Tom Boesel	\$2,252.61	GEN	
Jason Crotty	\$2,277.42	GEN	
Jason Crotty	\$2,048.38	GEN	
Suzanne Dammann	\$1,085.65	GEN	
Suzanne Dammann	\$1,085.65	GEN	
Edward Jones	\$100.00	GEN	
Security State Bank	\$5,592.42	GEN	
Minnesota Revenue	\$949.03	GEN	
PERA	\$2,024.68	GEN	
PERA	\$1,067.46	GEN	
Advanced Auto Parts	\$18.38	RDS	
Advanced Disposal	\$9,518.34	G&R	
All Hands on Deck	\$455.00	HLL	\$240.00
		PS	\$215.00
Bolton & Menk	\$30,386.00	RDS	
Bradley Vollmer	\$120.00	PS	
Capital One	\$1,647.86	HLL	\$90.71
		GEN	\$199.00
		PS	\$171.46
		GEN	\$33.30
		SCHOOL	\$86.00
		GEN	\$135.21
		P&R	\$104.45
		GEN	\$120.00
		RDS	\$114.60
		PS	\$115.57
		PS	\$108.57
		RDS	\$368.99
CliftonLarsonAllen	\$2,100.00	GEN	
Companion Animal Control	\$225.03	GEN	
Country Messenger	\$10.00	GEN	
Custom Fire Apparatus	\$1,302.18	PS	
David Schlenker	\$240.00	PS	
Federated Co-Ops	\$517.36	RDS	\$287.86
		WWT	\$229.50
Frontier Ag & Turf	\$4.90	RDS	
Frontier Communications	\$748.34	GEN	\$304.25
		WWT	\$90.78
		RDS	\$81.40
		PS	\$72.43
		SCHOOL	\$199.48

Gopher State One Call	\$97.25	GEN	
GovOffice	\$200.00	GEN	
Guardian Pest Solutions	\$127.48	HLL	\$35.35
		RDS	\$40.71
		SCHOOL	\$51.42
Grainger	\$49.30	SCHOOL	
Helke's Tree Service	\$1,200.00	RDS	
H & L Mesabi Company	\$724.17	RDS	
Hydraulic Plus	\$391.50	RDS	
Johnson Controls	\$1,030.21	HLL	
Johnson/Turner Legal	\$6,344.60	GEN	\$5,827.10
		SCHOOL	\$517.50
Kopper Door LLC	\$5,150.00	CAP	
Lincoln National Life Insurance	\$149.15	GEN	
Marine General Store	\$50.53	WWT	\$2.49
		GEN	\$9.69
		PS	\$6.92
		HLL	\$4.99
		RDS	\$18.37
		GEN	\$8.07
Menards-Stillwater	\$136.39	CAP	\$40.50
		RDS	\$8.97
		HLL	\$59.94
		WWT	\$10.99
		P&R	\$15.99
Metro Cities	\$365.00	GEN	
Metropolitan Area Management Assoc.	\$45.00	GEN	
Midcontinent		GEN	\$190.00
		RDS	\$100.00
MN Dept. of Employment & Econ. Dev.	\$26.93	GEN	
MN Dept. of Labor & Industry	\$8.21	GEN	
MPCA	\$390.00	WWT	
My Alarm Center	\$117.42	P&R	
NCPERS	\$48.00	GEN	
New Richmond Computers	\$165.00	RDS	
On Site Sanitation	\$236.37	P&R	
Pace Analytical	\$140.00	WWT	
Patrick Myers	\$750.00	CEM	
Pitney Bowes	\$37.98	GEN	
Premium Waters Inc	\$77.73	HLL	\$42.74
		RDS	\$34.99
Ristow & Sons	\$734.00	PS	
Sentry Systems Inc	\$88.85	RDS	\$34.95
		GEN	\$53.90
Streamline Associates	\$13,045.80	RDS	
T-Mobile	\$54.36	RDS	
US Bank	\$125.00	GEN	
Vital Systems	\$342.30	GEN	
Washington County Sheriff	\$54.15	PS	

Washington County Prop. Records	\$830.00	GEN	
Winnick Supply	\$18.48	RDS	
Xcel Energy	\$5,616.18	HLL	\$787.83
		PS	\$287.58
		P&R	\$172.05
		RDS	\$475.77
		WWT	\$562.71
		WAT	\$317.83
		CEM	\$11.86
		SCHOOL	\$3,000.55
Xcel Energy	\$656.65	RDS	
TOTAL	\$113,155.45		

2/13/2020

February Salary	71396
Rink Attendant	71397
02/01/2020 - 02/15/2020	71398
02/16/2020 - 02/29/2020	71401
02/01/2020 - 02/15/2020	71399
02/16/2020 - 02/29/2020	71402
02/01/2020 - 02/29/2020	71400
02/16/2020 - 02/29/2020	71403
Employee IRA Contribution	71395
Federal Withholding	EFT
MN Withholding	EFT
02/01/2020 - 02/15/2020	
02/16/2020 - 02/29/2020	
Fuel	
January Service	
Cleaning	
Cleaning	
Capital	
Training - Reimbursement	
Materials/Supplies	
Dues	
Materials/Supplies	
Materials/Supplies	
Materials/Supplies	
Elections	
Materials/Supplies	
Services	
Services	
Fuel	
Materials/Supplies	
Fuel	
Auditor	
Animal	
Ads	
Vehicle Repairs	
Training - Reimbursement	
Fuel	
Fuel	
Equipment Repair	
Telephone	

Services
Website (email accounts)
Services
Services
Services
Materials/Supplies
Tree Removal
Materials/Supplies
Equipment Repair
Services
Legal
Legal
Roads (garage doors)
Employee Insurance
Materials/Supplies
Election Training
Roads (garage doors)
Materials/Supplies
Materials/Supplies
Materials/Supplies
Ice Rink
Dues
Dues
Internet
Internet
Services-Unemployment
Building Surcharge
Training
Museum Alarm
Employee Insurance
Services
Porta Potties
Tests
Burial
Services
Materials/Supplies
Materials/Supplies
Vehicle Repairs
Alarm
School - Alarm
Capital
Cell Phones
Copier
Services
Services/Code Red

Wait for invoice

Elections
Materials/Supplies
Electricity and Gas
"
"
"
"
"
"
"
Street Lights

See Xcel Spread
Sheet for
breakdown