

**CITY OF MARINE ON ST. CROIX**  
**CITY COUNCIL MEETING**  
**THURSDAY, MARCH 14, 2019**  
**VILLAGE HALL 7:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. Citizens Considerations
  - . Robin Brooksbank – Folk School Foraging Event Proposal
  - . John Goodfellow – Urban Forest Update
4. Planning Commission
  - . No February Meeting
5. Council Committee Reports –
  - a) Fire and Rescue- Miller/Anderson
    - . Annual Report
    - . Spring Flooding
  - b) Roads –Pardun/ Roden
    - . Engineering Report
  - c) Personnel/Building Inspector – Pardun
  - d) Parks & Recreation- Miller/Anderson
  - e) Finance/LRP– Pardun
  - f) Cemetery – Mills
  - g) Wastewater and Water Systems –Mills/Pardun
6. Citizen Committee Reports
  - a) Village Center –Miller/Roden
  - b) MarLa – Miller
  - c) .Hall/Restoration – Mills
  - d) Stormwater/Watershed – Pardun
  - e) Millsite – Roden/Anderson
  - f) Green Step Cities – Roden
  - g) Holidays – Roden/Anderson
  - h) School Property – Pardun/Miller
  - i) Communication Infrastructure – Anderson
7. Consent Calendar
  - a) Minutes of 2/14/19
  - b) Treasurer’s Report 2/19
  - c) List of Bills to be paid for 3/14/19
  - d) Planning Commission Minutes - None
  - e) Zoning Administrator’s Report
  - f) Public Works Maintenance Report
8. Old/New Business
  - . Transparency Initiative Discussion
  - . Resolution to Authorize Submittal of Comprehensive Plan
  - . Board of Review Meeting Tuesday, April 9<sup>th</sup> 9am
  - .Long/Short Term Goals
9. Mayor Notes/Clerk’s Report
10. Adjournment



Marine on Saint Croix Fire and Rescue Department  
Marine on Saint Croix, Minnesota 55047

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# 2018 Annual Report



Marine on Saint Croix Fire and Rescue Department  
Marine on Saint Croix, Minnesota 55047

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The Marine on Saint Croix Fire and Rescue Department is a volunteer department serving the City of Marine on Saint Croix and portions of May Township. The department has one fire station in the City of Marine covering 4.2 square miles of the city along with approximately ten square miles of May Township. The department also provides auto aid to the city of Scandia and mutual aid to other fire departments in Washington County upon request.

### **Messages from the Fire Chief**

#### **Personnel**

The department finished the year with 32 members of those 15 people are cross-trained for fire and medical calls.

We continue to partner with Scandia Fire Department for response to events needing larger resources. The department provides auto aid response with the Scandia Fire Department for structure fires and daytime auto accidents. This arrangement benefits both communities.

The two public works employees for the city continue to assist on daytime calls as needed.

#### **Fire Hall**

The department members volunteered their time and labor by updating the meeting area of the fire hall. The walls were repainted and vinyl flooring was installed.

#### **Vehicles**

Department vehicles continue to be remained in good shape. 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 and yearly by an outside vendor. Department members continue to volunteer their time to make minor repairs.

In 2017, the fire engine manufactured in 1994 was identified for possible replacement. The conclusion of the committee in early 2018 was the vehicle is meeting the department needs for the near future.

#### **Equipment**

The department continues to evaluate its equipment that need replacing. The self-contained breathing apparatus (SCBA) used by the fire department is reaching the end of its useful life. The Scandia Fire Department replaced their equipment this year and donated their used equipment to the City of Marine. The



Marine on Saint Croix Fire and Rescue Department  
Marine on Saint Croix, Minnesota 55047

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donation will extend the useful life of our equipment to the year 2021.

### **Training**

The department continues to conduct two trainings a month, one focused for the fire fighting and the second for medical.

The department continues to train at the Stacy-Lent Fire tower twice a year 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 supplemented by our own in-house training.

### **Computer Aided Dispatch**

In the summer of 2018, the Washington County Sheriff's Department implemented their long-awaited new computer aided dispatch system. Computers with the software to communicate with the county system could have been mounted in fire trucks but the city could not come to a contractual agreement with the county. We still are receiving all the pertinent information through a cellphone application.

### **Events**

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

The year ended with the department participating in retired member Jack Warren's funeral.

### **Run Summary**

The department responded to 82 calls in 2018. The majority of calls were for medical emergencies at 51 runs, slightly above the average for last seven years of 48.

The departments second largest call type was "dispatched, cancelled enroute." We had eleven in 2018. The reasons varied, and no trend was observed.

The department responded to 43 calls in the City of Marine, 35 calls in May Township including a structural fire In November. Scandia Fire Department was called for assistance but was canceled enroute.



Marine on Saint Croix Fire and Rescue Department  
Marine on Saint Croix, Minnesota 55047

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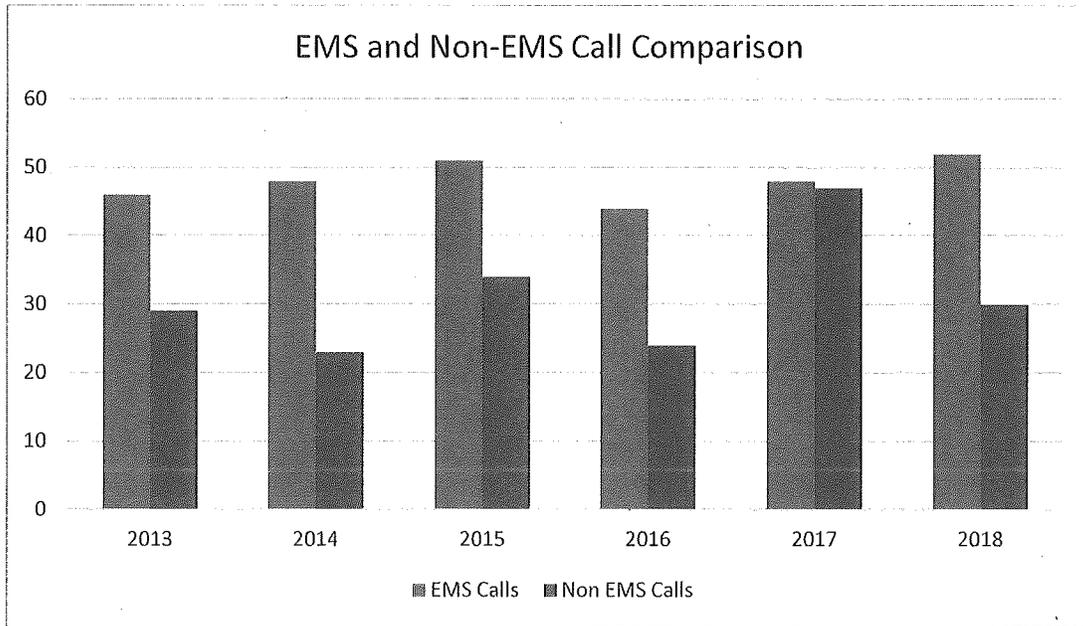
The department responded to four requests from outside agencies for assistance. We assisted Stillwater Fire Department on two building fires in May Township, and two grass/wildland fires for the Scandia Fire Department.

Respectfully submitted,

Chief Dan Malmgren  
March 11, 2019



Marine on Saint Croix Fire and Rescue Department  
 Marine on Saint Croix, Minnesota 55047



	2013	2014	2015	2016	2017	2018
EMS Calls	46	48	51	44	48	52
Non EMS Calls	29	23	34	24	47	30
Total Calls	75	71	85	68	95	82



Marine on Saint Croix Fire and Rescue Department  
Marine on Saint Croix, Minnesota 55047

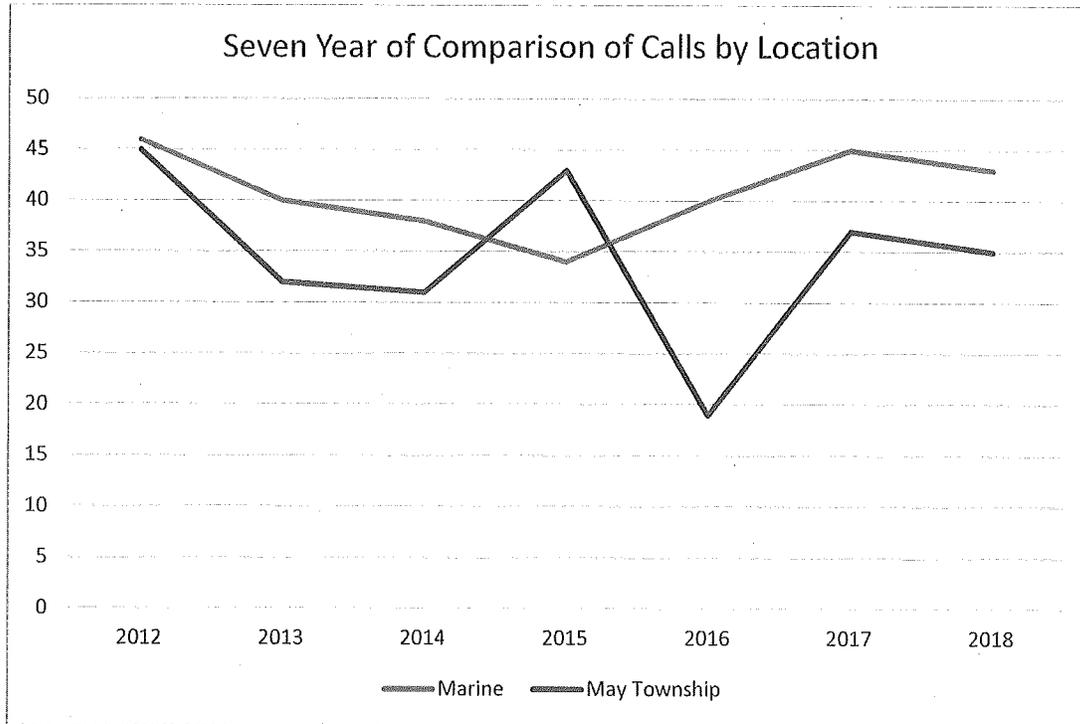
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Type of Calls Compared to Location for the Year 2018

	Marine on St Croix	May Township	Mutual Aid for Stillwater Fire	Mutual Aid for Scandia Fire	Grand Total
Dispatched and cancelled en route	6	5	0	0	11
Brush Fire	1	0	0	2	3
Building Fire	0	1	2	0	3
Dumpster Fire	1	0	0	0	1
False Alarm	2	2	0	0	4
Medical	27	25	0	0	52
Motor Vehicle Accident	2	0	0	0	2
Other Fire	1	0	0	0	1
Weather	3	2	0	0	5
<b>Grand Total</b>	<b>43</b>	<b>35</b>	<b>2</b>	<b>2</b>	<b>82</b>



Marine on Saint Croix Fire and Rescue Department  
 Marine on Saint Croix, Minnesota 55047



	2012	2013	2014	2015	2016	2017	2018
Marine	46	40	38	34	40	45	43
May Township	45	32	31	43	19	37	35

\*Note: This data excludes auto aid and mutual aid calls.



**BOLTON  
& MENK**

Real People. Real Solutions.

2035 County Road D East  
Maplewood, MN 55109-5314

Ph: (651) 704-9970  
Fax: (651) 704-9971  
Bolton-Menk.com

February 26, 2019

Honorable Mayor and City Council  
City of Marine on St Croix  
121 Judd Street  
Marine on St. Croix, MN 55047

RE: Wastewater System Study – Drainfield, Lift Stations, Forcemain

Dear Mayor and Council:

In response to your request, we have prepared a scope and fee estimate for the work to conduct a study including the tasks shown below to determine the existing capacity within the existing community drainfield, lift stations, and connected forcemains to determine if additional connections can be allowed to the system:

- Communicate with City and gather data necessary for WW system capacity analysis (incl. forcemains/lift stations and existing drainfield treatment system).
- Determine capacity of each lift station and forcemain in the system, compare with last few years of use.
- Reevaluate capacity of drainfield treatment system, compare with existing flows, and determine additional capacity.
- Draft report/memo summarizing results of study with recommendations on whether the users being considered could be connected to system without major modifications.

Information below would be requested from the City and obtained prior to starting the study:

- Recent lift station drawdown test results (to determine pump capacities).
- Information on lift stations:
  - Plans for existing stations and forcemains
  - Current pump models
  - Forcemain size, length, and material
  - Number of residences each station currently serves
- Current maintenance operations and records of work performed on the WW system.
- Documentation of any problems noticed with the treatment system.
- Total number and type of residences & businesses currently served by the treatment system.
- Total number and type of residences that are being considered for connection to the system, including which lift station they would flow through and parameters to estimate flows in relation to the school building.

Name: Wastewater System Study – Drainfield, Lift Stations, Forcemain

Date: February 26, 2019

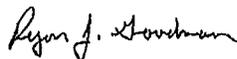
Page: 2

**Fees**

We estimate the cost to complete the above described work to be \$6,800.00. We propose to bill the City on an hourly basis with a not to exceed limit. This estimate does not include any on-site field investigation work to be performed at this time.

Thank you for the opportunity to submit this proposal, if you have any questions please feel free to contact me.

Sincerely,



Ryan J. Goodman, P.E.  
City Engineer



# The City of Marine on St. Croix

## Engineering Updates 3/14/2019



### **Engineering** *italics = old information*

- **CSAH 4 Activity**
  - *Project Engineer: Frank Ticknor, [frank.ticknor@co.washington.mn.us](mailto:frank.ticknor@co.washington.mn.us) or 651-430-4319*
  - *Meeting was held on October 3, 2018 at Washington County Public Works, that included the Watershed District, Washington County Staff, and City representatives to discuss the outstanding items. Some items will still be completed this season, additional items will be explored to review alternatives for potential solutions, and boulevard restoration will be revisited by the County in the spring with plans to redo areas as identified by the City.*
  - *Meeting is scheduled with Washington County, Watershed District, and City representatives for January 7, 2019 to continued discussion on outstanding project items.*
  
- **2018 Street Improvements**
  - Letter prepared by City Attorney was sent to Contractor.
  - Once weather clears, final walk-thru will be scheduled and final punch list work and restoration will be reviewed prior to project closeout.
  
- **Comprehensive Plan Discussion Meeting**
  - *Comprehensive Plan was submitted to affected communities on August 31, 2018.*
  - *Comments are due on March 1, 2019. When the comment period ends, we will compile responses and ask the City Council to adopt a resolution authorizing submittal to the Metropolitan Council.*
  - *Comments on the LSWMP have been received and incorporated into the final LSWMP.*
  - *To date, we have received one response from Scandia on the Comp Plan. (no comments).*
  - Once the comment period ends, we will compile responses and ask the City Council to adopt a resolution authorizing submittal to the Metropolitan Council. Tentatively scheduling this for March 14<sup>th</sup> City Council meeting.
  
- **Local Road Improvement Program (LRIP) – Village Center Revitalization Project**
  - *Majority of the preliminary survey has been completed, final survey work will occur when weather conditions allow.*
  - Will start reviewing project information gathered to date and start developing some preliminary concepts for first Project Management Team meeting.
  
- **Miscellaneous**
  - Proposal to study wastewater system including drainfield, lift stations, and forcemains presented as a separate agenda item.
  - Transportation Bills: Will provide verbal updates at City Council meeting.
  - Bill Requires Release of Retainage before Completion of City Construction Projects: See below

**TRANSPARENCY**

**+**

**ENGAGEMENT**

**=**

**TRUST**

## City Website

- Post minutes from month previous the week after they have been approved by council.
- The City Council agenda and packets are public documents, and should be available to all residents proactively. Recommendation to post council agenda and packets as a pdf documents the week prior to the council meeting. Since there are often changes and additions to the agenda and packet that occur up until the meeting date, include a disclaimer that states, "The Council Agenda is subject to change. Please contact the City Clerk to obtain the most recent documents."

## City Website, cont.

- In order to facilitate the least number of “clicks” to provide feedback or ask a question, recommend to provide a fillable contact form that can be submitted directly from the website rather than an email address link. Subject to cost.

# City Facebook Page – What It Would Be

- Way to proactively communicate government information in a timely manner.
- Created and categorized as Community Page / Government Organization / City Hall
- Facts, not opinions.
- A digital bulletin board for city government news and events.
- Based on policy.
- Regulated.
- 2-3 posts per week as necessary.
- City clerk and assistant city clerk would serve as admins, and would be the only people that would be able to post. Any specific requests would go through them, and would need to meet policy.

## City Facebook Page – What It Would NOT Be

- A discussion board.
- A place to solicit opinions.
- A place to advertise non-city government events and information  
(Booster page)

# Applicable Policy

- League of Minnesota Cities sample social media policy (packets)

<https://www.lmc.org/media/document/1/socialmediapolicy.docx>

- Impressum (Facebook)

Example: The City of Marine on St Croix's (MoSC) use of external social media web sites is provided as a public service. The City of MoSC disclaims liability for advertisements, videos, promoted content, and/or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the City of MoSC. Any comments on this page may be considered a public record which is subject to disclosure pursuant to Minnesota Statute 15.17. Comments posted to this page will be monitored and inappropriate content will be removed as soon as possible. Under the City of MoSC Social Media Policy, the City reserves the right to remove inappropriate content that is obscene, vulgar, threatening, contains profanities or shows the City or its residents in a negative manner.

# Example

**About**

This is the official Facebook page for the City of Stillwater, Minnesota.

**Impressum**

The City of Stillwater's use of external social media web sites is provided as a Public service. The City of Stillwater disclaims liability for ads, videos, promoted content or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the City of Stillwater. The City reserves the right to delete any postings that are obscene, vulgar, threatening, contain profanities or show the City or its residents in a negative manner.

**General Information**

Located along the St. Croix scenic byway - Hwy 95  
 Situated on a National Scenic Riverway - St. Croix River  
 On the Minnesota/Wisconsin border

# Posts

- Agendas and council packets for meetings
- Newsletter link
- Calendar items (e.g. Planning Commission, committee meetings, etc.)
- Public hearings information
- Information affecting business hours
- Ordinance reminders (snow, hunting, burning, mooring, trails, parking, etc.)
- Updates (rink, compost, tree pickup, garbage/utility, etc.)
- Announcements (elections, other government, job openings, holiday closings, etc.)
- Public Works (road work, plowing, projects, etc.)
- Public Safety (weather, natural hazards, 911 outage, accident-related road closures, etc.)

# Post Examples



**City of Oak Park Heights**  
October 31, 2018 · 🌐

The City of Oak Park Heights is seeking applicants for w positions. If you are interested, please visit [www.cityofoz](http://www.cityofoz) for details and an application form.

👤 1

3 Shares

👍 Like    💬 Comment    ➦ Share



**City of Scandia, Minnesota**  
March 8 at 12:55 PM · 🌐

The Minnesota Department of Natural Resources and th Scandia, in partnership with Scandia City Engineer Boito will hold an open house to update the community on the Trail Extension in the vicinity of Scandia. Representative conceptual trail plans for the segment between Oakhill R Fire Hall available for the public to view, and look forward and questions regarding the status of and next steps for:



**City of Scandia, Minnesota**  
March 7 at 1:08 PM · 🌐

Scandia Seeking Volunteers to Serve on Capital Improv The City Council is seeking two (2) volunteers to serve Improvement Committee. The Committee meets bienniz the development of the Capital Improvement Program ( period of 2020 through 2024.

A capital improvement plan (CIP) is a multi-year plan id projects to be funded during the planning period. The C proposed cap... See More

👍 Like    💬 Comment    ➦ Share

👤 2



**City of Oak Park Heights**  
September 11, 2018 · 🌐

Fall clean up is Saturday, September 29. Visit the City's website and click on Events for details.

👤 1

3 Shares

👍 Like    💬 Comment    ➦ Share



**City of Oak Park Heights**  
August 9, 2018 · 🌐

The Primary Election is August 14. City Hall will be open for voting 7 am - 8 pm. If you would like to vote early, you can do so at the Washington County Government Center prior to August 14. Hours are as follows: today and tomorrow 8 am - 4:30 pm, Saturday 8 am - 3 pm, and Monday 8 am - 5 pm.

👤 2

👍 Like    💬 Comment    ➦ Share

👤 2



**City of Oak Park Heights**  
July 3, 2018 · 🌐

City Hall will be closed Wednesday, July 4 for the holiday. Garbage and recycling pickup will be delayed one day this week! pickup will be on Friday. Stay safe and have fun!

👍 Like    💬 Comment    ➦ Share

👤 2

## Posts



**City of Oak Park Heights**  
March 4 at 2:07 PM · 🌐

CITY OF OAK PARK HEIGHTS  
WEDNESDAY, MARCH 6, 2019  
CITY COUNCIL MEETING AGENDA  
6:30 PM AT CITY HALL, or following conclusion of preceding work session – whichever is later... See More

👤 1

👍 Like    💬 Comment    ➦ Share



Write a comment...

😊 📷 📺 🗨️



**City of Oak Park Heights**  
February 28 at 2:58 PM · 🌐

Tennis Sanitation missed garbage pickup on Newgate Circle North today. They will be out on that street right away tomorrow morning.

👤 1

👍 Like    💬 Comment    ➦ Share

See All

## Posts



**City of Oak Park Heights** shared a post.  
February 25 at 1:26 PM · 🌐

Please clear snow from around the fire hydrants in your neighborhood. Check out this video by the Oshkosh, Wisconsin Fire Department showing why it is so important.



**CITY OF MARINE ON ST. CROIX  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION NO. 20190314-01**

**A RESOLUTION OF THE CITY OF MARINE ON ST. CROIX, WASHINGTON COUNTY, MINNESOTA,  
AUTHORIZING SUBMITTAL OF THE COMPREHENSIVE PLAN UPDATE TO THE METROPOLITAN  
COUNCIL**

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their "decennial" reviews by December 31, 2018; and

WHEREAS, the City has prepared a proposed Comprehensive Plan intended to meet the requirements of the Metropolitan Land Planning Act and Metropolitan Council guidelines and procedures; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on August 31, 2018, and the statutory six-month review and comment period has elapsed; and

WHEREAS, the City conducted a public hearing on May 29, 2018, relative to the adoption of the proposed Comprehensive Plan; and

WHEREAS, the Planning Commission has considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendations to the City Council; and

WHEREAS, the City Council has reviewed the proposed Comprehensive Plan and those recommendations, public comments, and comments from adjacent jurisdictions and affected districts; and

WHEREAS, Minnesota Statutes section 473.858 requires a local governmental unit to submit its proposed comprehensive plan to the Metropolitan Council following recommendation by the planning commission and after consideration but before final approval by the governing body of the local governmental unit; and

WHEREAS, based on its review of the proposed Comprehensive Plan and Planning Commission recommendations, the City Council is ready to submit its proposed plan to the Metropolitan Council for review pursuant to Minnesota Statutes section 473.864; and

NOW THERE, BE IT RESOLVED BY THE CITY COUNCIL OF MARINE ON ST. CROIX MINNESOTA, that the City Clerk is directed to distribute said Comprehensive Plan to the Metropolitan Council by March 22, 2019, pursuant to Minnesota Statutes section 473.864.

Dated this 14<sup>th</sup> day of March, 2019

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Glen Mills, Mayor

ATTEST:

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Lynette Peterson, Clerk

CITY OF MARINE ON ST. CROIX

TREASURER'S REPORT

CHECKING	342,107.67
FIRE & RESCUE-DEDICATED	254,379.02
FIRE & RESCUE-VEHICLE REPLCMNT	208,056.03
FIRE & RESCUE- EQUIPMENT	51,621.12
FIRE & RESCUE- VILLAGE WATER	16,488.62
FIRE & RESCUE-800MHZ RADIOS	10,424.12
GEN-CITY OFFICE/RECORDS	10,199.72
GEN - LAND ACQUISITION	39,910.03
GEN-STORMWATER	87,023.53
WASTEWATER-RESERVE	237092.99
JM WATER - RESERVE	16,967.08
JM-WELLHEAD PRTCTN	5,169.64
ROADS-EQUIPMENT	39,173.38
ROADS-ALLEYS/STREETS	718,432.51
ROADS-PICKUP RPLCMNT	15,142.07
HLL- VILLAGE HALL	106,346.60
PARKS & REC-RED BRIDGE	29,655.05
PARKS & REC- VC SIGNAGE	15,584.12
PARKS & REC-BLDG MAINTENANCE	17,151.31
PARKS & REC-BIKE TRAIL	89,608.66
CEM-PERPETUAL CARE	90,000.00
CEM-PERPETUAL CARE-SAVINGS	74,422.68
CEM-IMPROVEMENTS	12,323.62
P&R - COMMUNITY EVENTS	20,437.30
CITATION CABLE-SECURITY	2,500.00
BALANCE 2/28 /19	<u>2,510,216.87</u>

DEPOSITS

CEM - Interest	26.46
G&R - Garbage	4072.46
G&R - Compost	430.80
G&R - County Tax	1376.81
G&R - Commercial Tax	23.81
G&R - Residential tax	381.40
G&R - Recycling	2210.70
GEN - Bldg Fees	84.75
G&R - Cable	
GEN - Interest	64.50
RDS - Transit Tax	9.99
WTR - Billing	622.76
WTR - LC	
WWT - Sewer	11248.19
WWT - LC	76.18
WWT - Interest	72.73
HLL -Rent	300.00
CEM - Lot Purchase	
CEM - Perpetual Care	
P&R -Interest	52.90
PS - Interest	87.92
RDS - Interest	237.04
HLL - Interest	8.16
WTR - Interest	6.79
WTR - Lots	950.00
Total	22344.35

Report by Lynette Peterson,

## Social Media, LMC Model Policy

*League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in Information Memo "Computer and Network Loss Control."*



**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

### City of \_\_\_\_\_, Minnesota Social Media Policy

#### **Purpose**

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of \_\_\_\_\_'s social media sites by its representatives.

The City of \_\_\_\_\_ wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

#### **Policy**

The City of \_\_\_\_\_ will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of \_\_\_\_\_ social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of \_\_\_\_\_, including a link to the City's official web site.

## Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of \_\_\_\_\_. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the \_\_\_\_\_.



*Insert the appropriate staff member, such as City Administrator, Communications Director, etc.*

## Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as “user-generated content” or “consumer-generated media.”

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, Nextdoor, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

## Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to [*the City Administrator/Manager/Council/ or other designee*] in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of \_\_\_\_\_ site and will be linked with the official City website (www. \_\_\_\_\_). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact \_\_\_\_\_.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of \_\_\_\_\_ as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of \_\_\_\_\_'s staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

## Personal Social Media Use

The City of \_\_\_\_\_ respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of \_\_\_\_\_, its personnel, its operation or its property. Employees, agents, and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of \_\_\_\_\_ employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the City.”

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact \_\_\_\_\_.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with \_\_\_\_\_



*Insert the appropriate person for your city, e.g. your supervisor, the HR manager, the City Administrator or another position you may name.*

## Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of \_\_\_\_\_ also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

**Policy Violations**

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

CITY OF MARINE ON ST. CROIX CITY COUNCIL MEETING  
Thursday, February 14, 2019

The meeting was called to order by Mayor Mills at 7:00pm. Miller, Pardun, and Roden present. Anderson present remotely via FaceTime audio and video stream.

Citizens Present: Joel Anez (Landmark Surveying), Jason Crotty, Ryan Goodman (Bolton and Menk), Jennifer Henry, John Goodfellow, Kitsi Vadheim, Larry Roden, Gail and Gary Balego, Mike Hermes (Edina Realty), Suzanne Lindgren (Country Messenger), Wendy Ward, Jim Maher, Larry Martin, Robin Brooksbank, Michael Tibbetts

Citizens Considerations-

Billy McLaughlin-Hall Rental Fee/Temporary Liquor License Request-Billy McLaughlin was not present, but is requesting a hall rental reduction for a Neil Young tribute concert he has planned for May 3-5. He is requesting to pay the non-resident rate the first night, and the resident rate the following two nights. He received a similar rate reduction from the Council for his concert in December of 2018. Mr. McLaughlin is also requesting a temporary liquor license for the three days of the concert. Resident Jim Maher commented that following the December concert, the library experienced some issues with the lighting upstairs, and would like staff to remind McLaughlin to ensure the hall is in the condition it was before the concerts.

*Miller moved and Roden seconded to approve the hall rental fee and temporary liquor license request for Billy McLaughlin for May 3, 4, and 5. **Motion passed unanimously.***

Planning Commission-

Minor Subdivision Request – Gary/Gail Balego -Applicants Gary and Gail Balego were present to request a three-lot minor subdivision for the approximately 16 ½ acres they own along Highway 95. They received a recommendation of approval from the Planning Commission in January. There is a conservation easement as required by the Zoning Code, which is designed to protect open space. The proposed subdivision would also continue the existing development pattern in the area of 5 acre-minimum lots with single family residences. City Attorney Dave Snyder was also present as he has worked with the applicant's attorney on finalizing the Easement Agreement, as well as a Development Agreement to ensure details such as erosion control, engineering requirements, and payment for costs incurred by the City. Mrs. Balego informed the Council that they have no intention of developing the property themselves and that the subdivision is intended to make the lots more financially feasible for potential buyers. Snyder stated that there will be one amendment to the Easement Agreement to indicate no access by neighbors to other parts of the easement. Anderson expressed concern that the three lots would still be for upper income families and would discourage multi-generational housing.

*Miller moved and Pardun seconded to approve Planning Case 012919-01, a Minor Subdivision request by Gary and Gail Balego as recommended by the Planning Commission, with the amendment to the Conservation Easement Agreement to remove shared access to the designated open space areas. **Motion passed unanimously.***

New Member Appointments -Roden introduced the Council to the two candidates recommended by the Planning Commission to fill the two current vacancies. Jennifer Malmberg Henry lives on 2<sup>nd</sup> Street and hopes to use her project management background to serve the Marine community. Ed Sanderson lives on 3<sup>rd</sup> Street but is in the process of buying a home on Rose Street. He recently

moved from Boston and has a planning and engineering background, currently working with MNDOT on bus transit projects.

*Miller moved and Roden seconded to approve Jennifer Henry and Ed Sanderson to the two vacancies on the Planning Commission. **Motion passed unanimously.***

Fire and Rescue- Chief Dan Malmgren was not present, but Miller and Anderson recently met with him to provide his updates and discuss upcoming goals. Malmgren met with the ISO auditor in January, and the report will be available in a couple of months. A Mutual Aid Agreement between the City, Washington County, and Fire Departments of St. Croix County Wisconsin is up for approval, as it is discussed every five years. There have not been any significant changes from the last agreement, except there will now be mutual aid available to the City on hazardous materials.

*Miller moved and Anderson seconded to approve the Mutual Aid Agreement between the City of Marine, Washington County, and Fire Departments of St. Croix County, Wisconsin as presented. **Motion passed unanimously.***

Roads – City Engineer Ryan Goodman reviewed recent actions involving the 2018 Street and Trail Improvements. In November, the City sent a letter to the contractor, T.A. Schifsky, indicating the plan to pursue \$6,000 in liquidated damages for work completed past the substantial completion date of October 1<sup>st</sup>. The contractor was unwilling to accept the liquidated damages provision, stating that the City has not suffered any financial losses as a result of the project. The City has since held payment, but due to the cost of pursuing legal action, the decision was made to prepare one more letter to the contractor and then evaluate the quality of the work in the Spring. It was noted that even with the next payment, the City would be retaining \$26,000. Pardun commented that this situation will change how the City conducts its bidding process, looking not only at price, but at the proposed schedule. Snyder said he would be willing to review the letter to ensure there is nothing limiting City action. Resident Mike Tibbetts expressed that recent City road projects have been over-engineered and too expensive.

Goodman then explained the two items up for Council review tonight. First is Change Order #2, which is a result of the elimination of the storm sewer provided from Change Order #1. As a result, steps were installed at 280 Rose Street to match changed road grade elevations, earth berms were installed at 281 and 251 Rose Street to contain runoff, and turf restoration will be reviewed in the spring. There is also a contractor's request for Payment No. 5 in the amount of \$69,832.47.

*Pardun moved and Roden seconded to approve Change Order #2 by TA Schifsky as recommended by Bolton and Menk. **Motion passed unanimously.***

*Pardun moved and Roden seconded to approve the contractor pay request to TA Schifsky in the amount of \$69,832.47. **Motion passed unanimously.***

Personnel/Building Inspector- No report.

Parks & Recreation-Miller updated the Council that there will be a meeting in March regarding the Park and Gateway Trail. There is also a possible project in the very early stages regarding the Anson property, potentially using it for mountain biking in the summer and skiing in the winter. Miller then noted how resident Andy Powell has been grooming the Jackson Meadow trails, and asked other residents to be aware that there is both a traditional track and the ski track for respective uses.

Finance/LRP –Pardun shared the proposed 2018 Reserve Funds, or funds that did not use all of their budgeted monies in 2018, totaling \$63,415,000.

*Pardun moved and Miller seconded to approve the proposed 2018 Reserve Funds as presented.  
Motion passed unanimously.*

Cemetery- No staff report. Tibbetts asked if it was too late to reconsider a land exchange with the Park for cemetery use, rather than the already staked addition across from his property. Mills said he could ask the Park Manager but did not expect the Park to be in favor.

Wastewater and Water Systems-Pardun shared that there was a preliminary meeting today to have Bolton and Menk look at the City's sewer system, since many people were bypassed during the sewer project in the late 1980's and have had to re-do their septic. Bolton and Menk would perform studies of the flow to determine the capacity of the system and estimated costs. Goodman said Phase 1 would be simply analyzing existing data as well as potential inflow and infiltration issues. There is plenty of time to conduct these studies because the existing drainfield has multiple cells that are consistently being rotated.

#### Citizen Committee Reports

Village Center Task Force-No report.

MarLa-Maher provided an update of the library's activities. The last documentary of the season took place last week and was well attended like the others despite the poor weather. Oscar Night will be on Saturday, February 23<sup>rd</sup> and is sold out. There are also new art displays in the library for visitors to enjoy. Family Game Night last week was also a success, and a registration for this summer's children's programming opened last week. The library plans to approve the Council approved Memorandum of Agreement at their next meeting on Monday February 18<sup>th</sup>.

Hall/Restoration-Public Works Lead Jason Crotty reviewed that the compressor downstairs failed last month, and explained that the new compressor revealed leaks in the sprinkler system. The Fire Department responded and the system was restored. The system is now functioning properly except for the accelerator, which speeds up the water. Crotty will continue to monitor and take care of the situation.

Stormwater/Watershed -A meeting was held last night regarding Marine's Stormwater Phase 2 involving the ravine. Citizens from Pine Cone Trail were present asking questions, and the project is currently at 60% progress. Plans have been sent to MNDOT and bids will be going out in April or May.

Millsite-No report.

Green Step Cities-No report.

Holidays-Anderson will be working closely with Chief Malmgren on barrier and traffic control for future events.

#### School Property-

Approval of Bond-Bond Attorney Andy Pratt was present and provided information to the Council regarding the planned March 1<sup>st</sup> closing of the school. The purchase will be made through a lease revenue bond and not general obligation. On March 1, the School District will transfer the title to the Economic Development Authority (EDA), and the City will have a contractual obligation to pay the

EDA debt service (\$950,000 over 30 years), or rent. Miller said this approach gives the City more options moving forward.

There is a resolution to be approved which would authorize the City's execution of the closing documents. One of these documents is an Assignment of Purchase Agreement to be signed between the City and the EDA, which is currently comprised of the Council members.

*Pardun moved and Miller seconded to adopt the Resolution Authorizing the Execution and Delivery of a Ground Lease, Lease-Purchase Agreement, and Other Documents, Related to the Issuance and Sale of the Economic Development Authority of the City of Marine on St. Croix, Minnesota \$950,000 Lease-Revenue Bond (Marine Elementary School), Series 2019. Motion passed unanimously.*

Mills recessed the City Council meeting at 8:10 pm.

EDA-Mills opened the EDA meeting at 8:11 pm.

There is a resolution to be approved which would authorize the EDA's execution of the closing documents for the purchase of Marine Elementary School. The Lease Agreement to the City of Marine is not yet finalized but the resolution authorizing the closing documents covers it.

*Miller moved and Pardun seconded to adopt the Resolution Authorizing the Execution and Delivery of a Ground Lease, Lease-Purchase Agreement, and Other Documents, and the Issuance and Sale of the Economic Development Authority of the City of Marine on St. Croix, Minnesota \$950,000 Lease-Revenue Bond (Marine Elementary School), Series 2019. Motion passed unanimously.*

*Miller moved and Anderson seconded to adjourn the EDA meeting at 8:13 pm. Motion passed unanimously.*

Mills reopened the City Council meeting at 8:14 pm.

Consent Calendar – *Pardun moved and Roden seconded to approve the Minutes of 1/10/2019, Treasurer's Report 1/19, List of Bills to be paid for 2/14/2019, Planning Commission Minutes, Zoning Administrator's Report, and Public Works Maintenance Report. Motion passed unanimously.*

Old/New Business-

Communication Infrastructure Proposal

Anderson presented a proposal to form a Communication Infrastructure Committee, as he has received a lot of concerns from residents related to it and there is a lack of quality options. Anderson has met with some very qualified residents he feels should be part of the Committee. The Committee's goals would include: researching current cell and internet coverage, reviewing the City's current Franchise Agreement with Midcontinent in cooperation with the City Attorney, exploring potential partnering opportunities with other communities such as Scandia, and looking into grant opportunities. The Committee would then make a recommendation of options to the City Council within a one-year time frame. The Committee would meet once a month or as needed, reporting to the Council, and engage with service vendors and providers. The Committee would then disband once the work is completed. Anderson would also like to add Telecom and ISP to the City's long-term goals.

*Anderson moved and Roden seconded to approve the creation of a Communications Infrastructure committee, with the following as committee members.*

*Charlie Anderson (Liason)*  
*Paul Anderson*  
*Kelli Carlson*  
*Andy Lapos*  
*Kim Creager*

***Motion passed unanimously.***

Citizen of the Year/Life Time Achievement Award Nominations- There were no nominations from the Council. Miller said that since no one stood out to the Council as particularly deserving, they could skip it this year. The Council was in agreement.

Long/Short Term Goals-There was an addition of Telecom and ISP to the long-term goals.

Mayor Notes/Clerk's Report- No report.

Adjournment- *Pardun moved and Miller seconded to adjourn the meeting at 8:24 pm. **Motion passed unanimously.***

	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	FUND NAME
1								
2								
3								
4								
5								-0.0509%
6								LEVY INCREASE ^^^^^^^^^^^
7								FUND NAME
8								GENERAL INCOME
9								
10								
11	836,556.68	829,441.19	885,785.96	463,072.95	885,334.92	11,411.91	-0.05%	LEVY(FIRE CNTRACT ADDED BACK)
12								
13	465.00	465.00	465.00	232.50	465.00		0.00%	PERA-AID
14	1,750.00	3,400.00	1,750.00	50.00	1,750.00		0.00%	LICENSE, BEER, CIG
15	5,500.00	2,785.20	5,500.00		5,500.00	60.00	0.00%	ASSMNT SEARCHES/INSURANCE DIV
16	200.00	634.00	300.00	22.00	100.00		-100.00%	ANIMAL
17	1,400.00	1,739.87	1,400.00	126.65	1,000.00		-28.57%	FINES - Washington County
18	500.00	3,918.48	750.00	298.25	750.00	137.02	0.00%	INTEREST-GENERAL
19	6,500.00	7,594.49	6,500.00	3,874.85	6,000.00	630.59	-7.69%	CABLE FRANCHISE
20	15,000.00	8,033.74	18,000.00	18,952.53	18,000.00		0.00%	FISCAL DISPARITY
21	15,000.00	31,305.67	15,000.00	21,437.22	15,000.00	1,169.44	0.00%	BUILDING INSPECTION FEE
22								ELECTION REIMBURSEMENT
23	1,500.00	1,605.00	1,500.00	1,850.00	1,800.00		20.00%	PERMITS (MUSIC/BOAT)
24		94.02						MISCELLANEOUS
25	884,371.68	891,016.66	936,950.96	517,061.92	935,699.92	13,408.96	-0.14%	TOTAL INCOME

	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	FUND NAME
1								
2								
3								
4								
5								-0.0509%
6								LEVY INCREASE ^^^^^^^^^^^
7								
8								
26								
27								<u>GENERAL EXPENSES</u>
28	200.00	90.00	200.00	361.81	1,200.00	200.00	500.00%	ANIMAL CONTROL
29	5,500.00	5,400.00	5,400.00	5,400.00	5,400.00	5,220.00	0.00%	ASSESSOR
30	6,900.00	7,300.00	7,300.00		7,300.00		0.00%	AUDITOR
31	1,000.00	1,000.00	1,000.00		1,000.00		0.00%	ZONING ADMINISTRATION
32	2,000.00	1,061.29	2,000.00	967.20	2,000.00		0.00%	MUNICIPAL CLERK'S INSTITUTE & CONFERENCE
33	2,600.00	2,501.15	2,600.00	1,623.15	2,600.00	60.00	0.00%	DUES
34	1,000.00	830.00	1,000.00	830.00	1,000.00	830.00	0.00%	ELECTIONS-LEASE
35	6,000.00	8,225.50	3,000.00	2,783.50	3,000.00	588.00	0.00%	ENG SERVICES
36	17,000.00	14,718.33	17,000.00	13,284.91	17,000.00	250.00	0.00%	INSURANCE
37	13,000.00	13,507.00	15,000.00	13,859.68	15,000.00		0.00%	WORKER'S COMP
38	4,000.00	50,953.40	10,000.00	10,757.50	10,000.00	2,847.50	0.00%	LEGAL SERVICES
39	2,300.00	2,225.53	2,300.00	141.90	500.00	185.01	-78.26%	MEETING EXPENSE/APPRECIATION DINNER
40	200.00	391.75	200.00	210.00	250.00	139.00	25.00%	PBLSHNG & ADVRTSNG
41	321,690.23	284,567.87	327,709.80	172,085.70	337,541.09	52,790.93	3.06%	EMPLOYEE WAGES/BENEFITS /INSURANCE
42	15,000.00	16,284.83	15,000.00	22,376.06	15,000.00		0.00%	BUILDING INSPECTOR
43	300.00	1,192.71	400.00	864.08	600.00	173.57	66.67%	BUILDING FEES-STATE SURCHARGE FEES
44	4,600.00	4,007.32	5,000.00	4,189.36	5,000.00	1,523.08	0.00%	GEN-SERVICES
45	4,700.00	3,755.75	3,500.00	1,461.66	3,500.00	463.21	0.00%	SERVICES-COPIER,ETC.
46	3,000.00	28,823.27	20,000.00	19,283.50	3,000.00		-566.67%	PLANNING - COMP. PLAN
47	3,500.00	3,534.40	3,500.00	1,998.82	3,500.00	610.47	0.00%	MATERIALS AND SUPPLIES
48	1,900.00	2,261.60	4,200.00	2,330.76	4,200.00	982.80	0.00%	TELEPHONE/BROADBAND
49	2,400.00	1,513.83	2,400.00	1,444.91	2,400.00		0.00%	OFFICE-EQUIP
50	300.00		100.00	190.82	100.00		0.00%	MISCELLANEOUS
51	1,000.00	1,593.61	1,500.00	869.00	1,500.00	200.00	0.00%	WEB SITE - LMC
52	1,000.00	1,000.00	1,000.00		1,000.00		0.00%	MILLSTREAM ASSOCIATION
53						11,830.21		MARINE ELEMENTARY
54	421,090.23	456,739.14	451,309.80	277,314.32	443,591.09	78,893.78	-1.83%	EXPENSES TOTAL

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1								
2								
3								
4								
5	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	-0.0509%
6								LEVY INCREASE ^^^^^^^^^^^
7								FUND NAME
8								
55								
56								
57								
58								<u>FIRE AND RESCUE INCOME</u>
59								
60								<u>RUN CALLS</u>
61		1,450.00				900.00		MISCELLANEOUS (COUNTY GRANT)
62	12,000.00	13,976.90	15,000.00	2,434.06	15,000.00		0.00%	2% STATE AID-FIREMAN'S RELIEF
63	31,460.38	31,460.38	32,404.19		33,376.31		3.09%	MAY FIRE CONTRACT-PS-STREET DANCE
64								PSF-FUNDRAISER PROCEEDS
65								REIMBURSEMENT
66		5,570.87		3,865.00		900.00		BURN PERMITS
67	150.00	290.00	200.00	160.00	200.00		0.00%	INTEREST
68	300.00	1,038.41	350.00	309.24	350.00	185.23	0.00%	RELIEF FUNDS
69		1,000.00						DONATIONS
70		200.00				3,210.00		DEDICATED
71		17,300.00		30,264.43		1,900.00		SAFETY INCOME TOTAL
72	43,910.38	72,286.56	47,954.19	37,032.73	48,926.31	6,195.23	2.21%	
73								
74								<u>FIRE AND RESCUE EXPENSE</u>
75								
76								
77	6,000.00	3,185.00	6,000.00	3,031.95	6,000.00	900.00	0.00%	TRAINING EXPENSE
78	3,000.00	2,702.13	3,000.00	1,738.01	3,000.00	580.91	0.00%	ELECTRICITY & HEAT
79	2,000.00	1,136.52	1,700.00	508.46	1,200.00	153.01	-25.00%	FUEL-VEHICLES
80	2,800.00	2,473.01	900.00	482.64	900.00	170.38	0.00%	TELEPHONE
81	3,300.00	2,031.00	2,500.00		2,500.00		0.00%	PHYSICAL EXAMS & HEPATITIS
82	200.00	879.80	500.00		500.00		0.00%	MEETING EXPENSE
83	32,757.30	36,289.34	33,312.44	2,434.06	34,311.44		3.05%	FIREMAN'S RELIEF
84	12,000.00	12,000.00	15,000.00		15,000.00		0.00%	2% STATE AID - FIREMAN'S RELIEF
85	10,000.00	8,133.10	10,000.00	4,201.20	10,000.00	2,000.40	0.00%	800 MHZ RADIOS
86	3,500.00	5,132.23	3,620.00	5,130.23	3,500.00	150.16	-3.43%	REPAIRS/MAINTENANCE-BLDG/EQUIPMENT
87	8,000.00	9,397.73	8,000.00	241.28	8,000.00	171.10	0.00%	VEHICLE REPAIRS
88	7,500.00	8,818.69	7,500.00	1,231.98	8,000.00	673.20	6.67%	MATERIALS AND SUPPLIES
89		452.47	0.00	45.81				STREET DANCE
90	50.00		50.00		50.00		0.00%	NOTICES IN PAPER
91	11,000.00	7,915.79	11,000.00	2,234.96	11,000.00	5,245.97	0.00%	NEW EQUIPMENT





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1								
2								
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5	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	-0.0509%
6								LEVY INCREASE ^^^^^^^^^^^
7								FUND NAME
8								
122								CEMETERY INCOME
123								
124	3,000.00	1,900.00	2,000.00	1,250.00	2,000.00	100.00	0.00%	BURIALS
125	500.00	340.94	450.00	263.83	350.00	109.30	-20.00%	INTEREST INCOME
126	2,000.00	1,500.00	2,000.00	1,450.00	2,000.00	50.00	0.00%	CEM LOT PURCHASE
127	2,000.00	1,100.00	2,000.00	1,450.00	2,000.00	50.00	0.00%	PERPETUAL CARE PURCHASE
128								MISC.
129								
130	7,500.00	4,840.94	6,450.00	4,413.83	6,350.00	309.30	-1.33%	INCOME TOTAL
131								
132								CEMETERY EXPENSES
133	150.00	137.60	150.00	85.28	150.00	23.89	0.00%	ELECTRICITY (HAND PUMP)
134	450.00	250.17	450.00	200.45	350.00		-22.22%	FUEL VEHICLES
135	200.00	60.90	200.00	133.71	200.00		0.00%	REPAIR-NOT VEHICLES
136	100.00	0.00	100.00		100.00		0.00%	REPAIRS-VEHICLES
137	2,500.00	2,700.00	2,500.00		2,500.00		0.00%	TREE MAINTENANCE
138	400.00	725.78	500.00	292.04	500.00		0.00%	MATERIALS & SUPPLIES
139	150.00	92.98	150.00	100.00	150.00		0.00%	TOOLS & EQUIPMENT
140	3,000.00	1,850.00	3,000.00	1,300.00	3,000.00		0.00%	GRAVE OPENING
141	500.00	445.07	500.00	143.29	500.00		0.00%	POTTIES
142				800.00				MISCELLANEOUS (LOT BUY BACK)
143	7,450.00	6,262.50	7,550.00	3,054.77	7,450.00	23.89	-1.34%	EXPENSE TOTAL
144								

	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	FUND NAME
1								
2								
3								
4								
5	Proposed Budget	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	-0.0509% LEVY INCREASE ^^^^^^^^^^
6	600.00	865.47	600.00	235.11	600.00		0.00%	PARKS, ARTS, & RECREATION
145								FIREWORK DONATIONS
146	600.00	865.47	600.00	235.11	600.00		0.00%	175th CELEBRATION
147		1,500.00						MILLSITE GRANT
148	5,000.00	5,400.00	5,000.00		5,000.00		0.00%	RENTAL FEES
149		300.00		100.00				FEES (MUSEUM INTERN REIMBURSEMENT)
150	1,500.00		0.00				0.00%	URBAN FOREST GRANT
151			1,500.00					INTEREST
152	400.00	742.26	700.00	711.35	800.00	205.86	25.00%	PARKS & REC TOTAL
153	7,500.00	8,807.73	7,800.00	1,046.46	6,400.00	205.86	-18.67%	
154								
155								PARKS, ARTS, & RECREATION
156								
157	1,200.00	1,079.03	1,200.00	720.67	1,200.00	270.34	0.00%	ELECTRICITY
158	11,000.00	13,097.22	12,000.00	12,346.95	12,500.00	29.97	4.55%	HOLIDAYS-FIREWORKS-4th of July
159	1,000.00	605.77	1,000.00	93.57	1,000.00		0.00%	REPAIRS
160	2,200.00	2,200.00	2,200.00	617.80	2,500.00		13.64%	SERVICES-TREE MAINTENANCE
161	1,700.00	671.14	1,700.00	870.46	1,200.00		-29.41%	MATERIALS & SUPPLIES
162	300.00	8,711.29	300.00		300.00		0.00%	LOG CABIN MAINTENANCE
163	450.00	439.08	450.00	222.24	450.00	111.12	0.00%	ALARM CONTRACT-MUSEUM
164	4,200.00	660.61	4,200.00	1,612.85	3,500.00	167.53	-16.67%	ICERINK/WARMING HSE LABOR & TEL
165	2,500.00	2,672.82	2,500.00	2,419.87	2,800.00	411.22	12.00%	P&R - POTTIES
166	1,000.00	205.90	1,000.00		1,000.00		0.00%	TRAIL MAINTENANCE
167	5,000.00	4,352.51	5,000.00	1,553.23	5,000.00		0.00%	MILLSITE GRANT
168	500.00	569.27	500.00	219.49	500.00	9.35	0.00%	FUEL-VEHICLE
169								175th CELEBRATION
170		641.89	2,000.00	153.71				URBAN FOREST TASK FORCE
171	1,500.00		0.00				0.00%	MUSEUM INTERN
172	32,550.00	35,906.53	34,050.00	20,830.84	31,950.00	999.53	-6.45%	TOTAL EXPENSES

	Proposed Budget 2017	Actual 2017	Proposed Budget 2018	Actual 2018	Proposed Budget 2019	Actual 2019	% Change From 2018 to 2019	FUND NAME
	thru 12/31/17	thru 12/31/17	2018	thru 7/31/18	2019	thru 2/28/19		
1								
2								
3								
4								
5	Proposed Budget	Actual 2017	Proposed Budget 2018	Actual 2018	Proposed Budget 2019	Actual 2019	% Change From 2018 to 2019	-0.0509%
6	2017	thru 12/31/17	2018	thru 7/31/18	2019	thru 2/28/19		LEVY INCREASE ^^^^^^^^^^^
7								FUND NAME
8								
173								
174								ROADS INCOME
175	1,600.00	2,685.42	800.00		2,700.00	499.39	118.75%	INTEREST
176		10,816.00						MISCELLANEOUS
177								SALE OF PICK UP TRUCK
178	1,600.00	13,501.42	800.00	0.00	2,700.00	499.39	118.75%	ROADS INCOME TOTAL
179								
180								ROADS EXPENSES
181	12,000.00	11,292.20	11,000.00	7,367.47	11,500.00	2,449.49	4.17%	ELECTRICITY-STREETLIGHTS
182	5,000.00	2,380.57	4,000.00	3,305.70	4,000.00	495.24	0.00%	FUEL VEHICLES
183	4,000.00	3,915.30	3,500.00	2,498.21	3,500.00	11.95	0.00%	REPAIRS-VEHICLE & EQUIPMENT
184	200.00		200.00		200.00	111.38	0.00%	SERVICES-LEGAL
185	2,500.00	2,776.36	2,500.00		2,500.00		0.00%	SERVICES-TREE MAINTENANCE
186	1,350.00	3,306.97	2,500.00	1,789.22	3,500.00	504.81	74.07%	TELEPHONE/BROADBAND
187	1,500.00	1,279.81	1,500.00	409.38	1,500.00	191.23	0.00%	UNIFORM SUPPLIER
188	6,000.00	2,611.98	6,000.00	2,973.55	6,000.00	376.89	0.00%	MATERIALS & SUPPLIES-SIGNS INCLUDED
189	3,500.00	4,860.06	3,500.00	2,741.35	4,000.00		14.29%	ROAD REPAIR MATERIAL
190	1,500.00	1,331.40	1,500.00	1,215.32	1,500.00		0.00%	TOOLS & EQUIPMENT
191	750.00	273.71	750.00	162.91	750.00	140.00	0.00%	MISC.EXPENSE-LICENSE
192	5,000.00	540.00	2,500.00	2,835.00	4,000.00		30.00%	SWEEPING
193	5,000.00	3,507.79	5,000.00	3,859.81	5,000.00	2,987.89	0.00%	SALT AND SAND
194	5,000.00	3,797.75	5,000.00	3,342.14	5,000.00	774.00	0.00%	SERVICES - ENGINEERING
195	2,000.00	2,446.28	2,000.00	651.07	2,000.00	69.90	0.00%	REPAIRS-BLDG-MAINT-/ALARM
196			2,500.00		2,500.00			EXTRA SHERIFF PATROL
197	55,300.00	44,320.18	53,950.00	33,151.13	57,450.00	8,112.78	6.33%	ROADS EXPENSE TOTAL
198								





	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	FUND NAME
1								
2								
3								
4								
5								
6								
7								
8								
255								
256	11,787.12	10,491.60	12,140.73	6,322.12	12,747.00	2,222.13	5.14%	JACKSON MEADOW WATER INCOME
257	2,311.32	2,225.00	2,380.00		2,499.00	950.00	5.15%	OPERATION & MAINT.- HOMEOWNERS
258	200.00	230.14	200.00	2.42	250.00	14.31	25.00%	OPERATION & MAINT. - EMPTY LOTS
259	100.00	120.11	100.00	70.46	100.00		0.00%	INTEREST
260							0.00%	LATE CHARGE
261				1,000.00			0.00%	JM HOA CONTRIBUTION
262	14,398.44	13,066.85	14,820.73	7,395.00	15,596.00	3,186.44	5.38%	REBATE (INS. PMT)
263								WATER TOTAL INCOME
264								
265								
266	3,000.00	3,140.79	3,000.00	2,207.68	3,200.00	733.27	6.67%	JACKSON MEADOW WATER EXPENSES
267	200.00	275.00	200.00		200.00		0.00%	ELECTRICITY
268	400.00	0.00	400.00	424.63	400.00		0.00%	FUEL-VEHICLE
269	500.00	500.00	250.00	2,500.00	250.00		0.00%	SERVICES - LEGAL AND OTHER
270	500.00	500.00	510.00		525.00		3.00%	REPAIRS-BLDG
271	1,500.00	308.01	1,200.00	169.18	1,200.00		0.00%	ADMINISTRATIVE LABOR (LJP)
272	1,000.00	844.07	1,000.00	125.00	1,000.00	158.75	0.00%	EQUIP. REPAIR (MAINTENANCE)
273	500.00		500.00		500.00		0.00%	MATERIALS & SUPPLIES - CHEMICALS
274	50.00		50.00	46.00	50.00	149.72	0.00%	NEW EQUIPMENT
275			2,000.00		2,000.00		0.00%	LICENSE/PERMITS
276			500.00		500.00		0.00%	GENERATOR (GOAL \$20,000)
277	2,000.00	2,000.00	2,040.00		2,101.00		0.00%	TRAINING
278	4,700.00	6,000.00	3,100.00		3,600.00		3.05%	PW SUPERVISOR AND PART TIME
279							10.64%	RESERVE FUND
280	14,350.00	13,067.87	14,750.00	5,472.49	15,526.00	1,041.74	0.00%	RESERVE FOR WELLHEAD PROTECTION PLAN
281							5.41%	WATER EXPENSES
282								

	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 2/28/19	% Change From 2018 to 2019	FUND NAME
1								
2								
3								
4								
5								
6								
7								
8								
283								REPLACE/CAPITAL FUND
284								
285	0.00		0.00		DONE			RDS - ENGINEERING
286	0.00	44,984.59	0.00	56,358.29	DONE			RDS - COUNTY ROAD 4
287	5,000.00	5,000.00	5,000.00				-100.00%	GEN-DOWNTOWN IMPROVEMENT - Moved to RDS/ALLEYS
288	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00		0.00%	P&R-RED BRIDGE - GOAL 35000 (10-15yr)
289	1,000.00	1,000.00	1,000.00	24,362.35	45,000.00		4400.00%	GEN - LAND/BLDG ACQUISITION (\$10,000 VILLAGE CENTER)
290	25,000.00	240.00	25,000.00	35,182.89	25,000.00		0.00%	GEN-STORMWATER (Raingardens, dredging, ditch maintenance, e
291	0.00		0.00	0.00	5,000.00		0.00%	P&R - BUILDING MAINTENANCE
292	0.00	7,726.56	0.00	590.42	DONE			RDS - HISTORIC BRIDGE
293	140,000.00	201,699.31	150,000.00	116,421.97	150,000.00	2,064.00	0.00%	ROADS AND ALLEYS
294	0.00	1,202.74	0.00	6,901.28	DONE			GEN-CITY OFFICE IMPROV/RECORDS MGMNT - Moved to HLL - VIL
295	0.00		5,000.00	2,500.00	DONE			HLL - SOUND EQUIPMENT UPGRADE
296	32,500.00	7,387.12	40,000.00	19,200.00	25,000.00		-46.15%	HLL - VILLAGE HALL RESTORATION
297	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		0.00%	ROADS-PICKUP (GOAL \$30000 - Year 3 of 6)
298	20,000.00	20,200.00	20,000.00	1,530.00	21,000.00		5.00%	ROADS-DUMP TRUCK (PMT 2 of 5)
299	2,000.00	3,720.50	2,000.00		2,000.00		0.00%	ROADS - SKIDSTEER
300					5,000.00		0.00%	ROADS - EQUIPMENT
301					5,000.00		0.00%	CEM - IMPROVEMENTS
302	40,000.00	40,000.00	10,000.00		10,000.00		0.00%	PS-TRUCK REPLACEMENT (Year 4 \$400,000 GOAL 5 YRS)
303	0.00		0.00		DONE		0.00%	PS - TURN-OUT GEAR
304	6,000.00		0.00		DONE		0.00%	PS - AED
305			5,000.00		5,000.00		0.00%	SAND/SALT SHED (GOAL \$20,000)
306	279,000.00	340,660.82	270,500.00	263,047.20	305,500.00	2,064.00	12.54%	TOTAL REPLACEMENT FUND
307								
308								
309	884,371.68	891,016.66	936,950.96	517,061.92	935,699.92	13,408.96	-0.14%	GENERAL
310	8,210.00	11,754.96	8,910.00	7,725.00	10,510.00	667.19	19.49%	HALL
311	43,910.38	72,286.56	47,954.19	37,032.73	48,926.31	6,195.23	2.21%	PUBLIC SAFETY
312	1,600.00	13,586.58	800.00	33,151.13	2,700.00	499.39	118.75%	ROADS
313	7,500.00	4,840.94	6,450.00	4,413.83	6,350.00	309.30	-1.33%	CEMETERY
314	107,975.00	102,420.05	107,975.00	57,019.30	108,045.00	20,214.21	0.06%	GARBAGE & REFUSE
315	7,500.00	8,807.73	7,800.00	1,046.46	6,400.00	205.86	-18.67%	PARKS & RECREATION
316	140,690.47	153,077.67	132,206.18	69,688.78	147,241.30	27,445.20	10.69%	WASTEWATER
317	14,398.44	13,066.85	14,820.73	7,395.00	15,596.00	3,186.44	5.38%	JM WATER
318				0.20				ADJUSTMENT
319	1,216,155.97	1,270,858.00	1,263,867.06	701,383.22	1,281,468.53	72,131.78	1.45%	TOTAL FUND INCOMES

