

CITY OF MARINE ON ST. CROIX
CITY COUNCIL MEETING
THURSDAY, JULY 11, 2019
VILLAGE HALL 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Citizens Considerations
 - . John Goodfellow – No Wake Letter of Support
4. Planning Commission
 - . June Meeting Update
5. Council Committee Reports –
 - a) Fire and Rescue- Miller/Anderson
 - . Relief Association Bylaw Amendment
 - b) Roads –Pardun/ Roden
 - . Engineering Report
 - . Wastewater Report
 - c) Personnel/Building Inspector – Pardun
 - . Approval of New Assistant City Clerk – Lori Vogel
 - d) Parks & Recreation- Miller/Anderson
 - . Approval of Urban Forest Committee Members – Felicia Cochran/Leslie McKenzie
 - e) Finance/LRP– Pardun
 - . Auditor Update
 - 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
 - .Fireworks Update
 - h) School Property – Pardun/Miller
 - i) Communication Infrastructure – Anderson
7. Consent Calendar
 - a) Minutes of 6/13/19
 - b) Treasurer’s Report 6/19
 - c) List of Bills to be paid for 7/11/19
 - d) Planning Commission Minutes
 - e) Zoning Administrator’s Report
 - f) Public Works Maintenance Report
8. Old/New Business
 - . Comprehensive Plan Update
 - . City Logo Discussion
 - . Garbage and Recycling RFP
 - . Census Community Involvement Request
 - .Long/Short Term Goals
 - . Formal Review
9. Mayor Notes/Clerk’s Report
10. Adjournment

CITY OF MARINE ON ST. CROIX

Long and Short Term Goals/Projects

July 2019

Public Safety

Recruitment and retention

Roads

Washington County CIP Hwy 4 –

Recreation

Bike trail

Gateway Trail

Urban Forestry Program (Tree City USA)

Finance/Budget

Hall/Restoration

Village Hall Improvements (Lights, Bathrooms, etc)

Hall Usage Guidelines

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

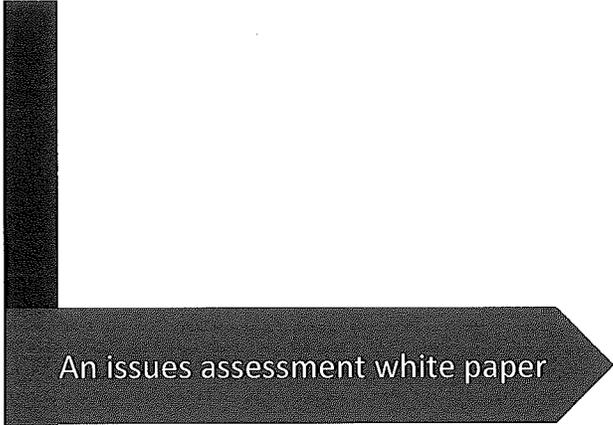
Comprehensive Plan

2018 Plan Update

Marine Elementary School – Usage Agreement

Communication Infrastructure

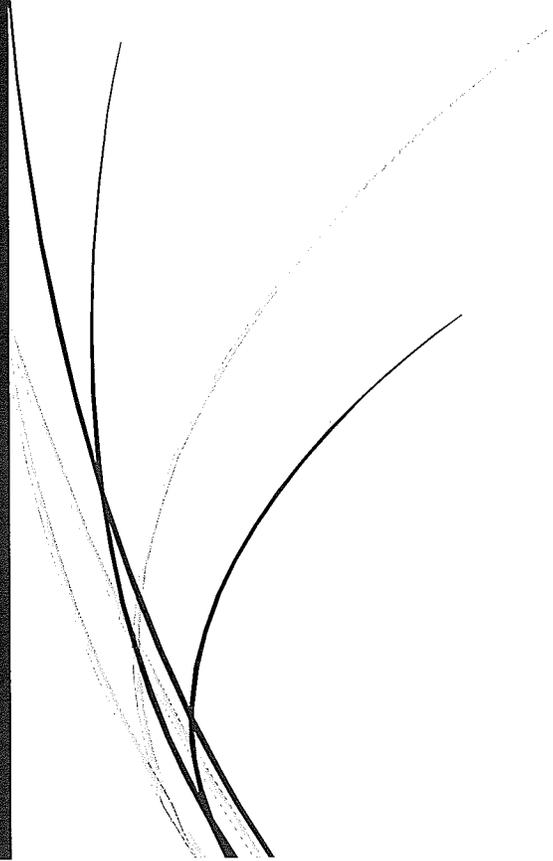
Telecom/ISP



An issues assessment white paper

Wakes on the Lower St. Croix National Scenic Riverway

From St. Croix Falls to the Arcola Sandbar



Executive Summary

Wave action created by boat wakes can have adverse effects on natural resources by damaging riparian vegetation, eroding river banks and re-suspending sediments. Earlier studies found boat-generated waves to have a greater erosive potential than either wind-generated waves or currents.

This investigation focuses on the federal section of the Lower St. Croix River from the St. Croix Falls dam downstream to the Arcola Sandbar. High-speed boat traffic can generate significant wakes on this 23-mile-long stretch, may be causing damage to the Scenic Riverway and is inconsistent with management objectives described in the current Cooperative Management Plan (2002) for this stretch of the river.

A preliminary assessment has identified three broad issues that may be contributing to the frequency of boats being operated at higher, wake-generating speeds:

1. A probable general lack of awareness on the part of users of the potential for wakes to cause damage, and of current wake-related restrictions
2. Lack of clarity and inherent inconsistency within wake restriction definitions
3. Apparent uncertainty as to enforcement authority between jurisdictions.

This issue paper is intended to do more than simply define the problem – it seeks to engage natural resource managers responsible for this stretch of the river, as well as a broader group of users/stakeholders, in a discussion of potential solutions.

Focusing solely on enforcement will not be effective. Lack of clarity in wake-related requirements and a general lack of public information contributes to the problem and should be addressed first.

Contents

Executive Summary.....	1
Background	3
The National Scenic Riverway	3
Why Wakes Are a Concern.....	4
1. Damage to natural resources and property.....	4
2. Potential for conflicting uses	5
3. Public safety	5
Preliminary Assessment.....	6
Lack of awareness	6
Problematic definitions.....	7
Jurisdictional uncertainty.....	7
The Opportunity.....	8
The reasonable person assumption.....	8
Moving Forward.....	8
1. Clarify wake restrictions.....	8
2. Public engagement and education	9
3. Active compliance strategy	9
Recommendations	10
Summary	10

Background

Two broad classifications of water are used to describe portions of the St. Croix River: Scenic and Recreational. The St. Croix from headwaters downstream to the Arcola Sandbar is predominantly designated as Scenic. Use of larger power boats in the stretch of river above the dam at St. Croix Falls is limited due to depth and the presence of hazards such as rocks. Larger power boats can access the Scenic portion of the Riverway from St. Croix Falls downstream to the Arcola Sandbar, particularly during periods of high water.

The lower portion of the river, just upstream of Stillwater to the confluence with the Mississippi River, is the Recreational Riverway, where the use of all manner of boats is unrestricted.

The National Scenic Riverway

The Cooperative Management Plan for the Lower St. Croix River (2002) was developed by the National Park Service and Departments of Natural Resources in the States of Minnesota and Wisconsin. It provides the three signatory agencies with guidance in managing the Riverway below the St. Croix Falls dam. This assessment focuses on that portion of the National Scenic Riverway that is within the federal zone, managed by the National Park Service.

The Cooperative Management Plan designates two classes of waters in the Scenic Riverway from the St. Croix Falls dam (mile 54) downstream to the Arcola Sandbar (mile 31):

- The main channel is designated as “*Quiet Waters*”. The plan describes management of these waters for recreational uses that leave the surface of the river largely undisturbed. While both motorized and nonmotorized watercraft are allowed, speed is to be kept low.
- Backwater areas in this same stretch of river are designated as “*Natural Waters*”. The management objective for this class of water is for watercraft speeds to be low and the surface of the water undisturbed.

This Scenic portion of the St. Croix is bounded on the north by an impassable dam. Boat traffic from the south is restricted by the zebra mussel access control point (quarantine boundary) at the Soo Line High Bridge (mile 28.5); during periods of low water, shallow depths at the Arcola Sandbar effectively restrict access northward by larger vessels. As a result, users operating larger boats access this stretch of river at one of seven public boat launches.

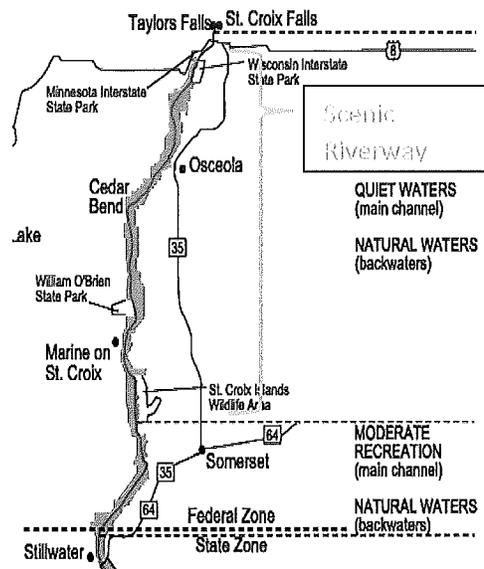


Figure 1 The 23-mile-long area of interest

Why Wakes Are a Concern

There are three reasons excessive wakes caused by high-speed boat traffic are a concern.

1. Damage to natural resources and property

An interagency study¹ evaluated the effect of boat-generated wakes on shoreline erosion and sedimentation on the St. Croix River below the Arcola Sandbar. That study identified a sediment mobilization threshold. Boat wakes less than 0.4 ft. in height near shore resulted in little erosion and very limited amounts of sediment mobilization, "whereas wave height greater than the threshold mobilized orders of magnitude greater amounts of sediment"². This study also considered natural causes of erosion such as wind-driven waves and river current speed. The study found that the River is partially sheltered from most winds, and that "wind-generated wave heights were much less than the 0.4ft mobilization threshold"³. The study also noted that near-shore channel bottom velocity during normal flow was typically below the level necessary to erode sediments⁴. The conclusion is that neither of these natural causes could explain the amount of erosion that was observed and was attributed to boat wakes. An earlier study⁵ by MN DNR similarly identified wakes generated by recreational boats as the predominant cause of shoreline erosion on the Mississippi River.

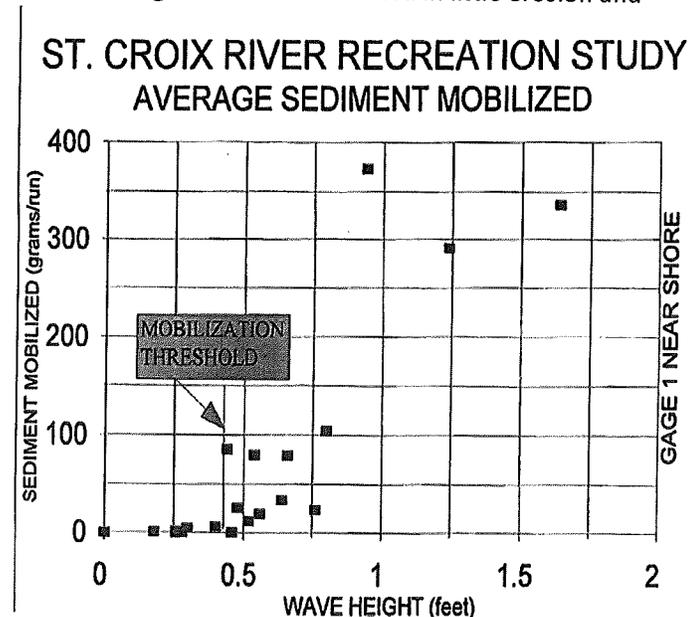


Figure 1 Sediment mobilization increases sharply when wave height exceeds 0.4 ft (≈ 5 in).

It is worth noting that the interagency study focused on approximately five miles of river downstream of the Arcola Sandbar. This sandbar occurs at the confluence of the St. Croix and Apple Rivers, which slows current, resulting in deposition of sand particles. The particle size of sediments in the study area would be expected to be larger than the finer sediments found in the main channel (*Quiet Water*) above the Arcola Sandbar, and the fine silt of "*Natural Water*" backwaters. Finer particles would be more easily eroded and suspended as sediments in the water column.

The frequency of use by larger boats operated at higher speeds in the Scenic Riverway is somewhat limited during periods of lower water, thus potential damage is mitigated by the lower water levels that expose less erodible materials. In contrast, high water creates greater access for larger boats and

¹ St. Croix River Shoreline Studies 1995-2000, May 2001

² Ibid, Page 6.8

³ Ibid, Page 8.6

⁴ Ibid, Page 9.8

⁵ Johnson, S.B. 1994. Recreational Boating Impact Investigations, Upper Mississippi River System, Pool 4 US Fish and Wildlife Service Special Report 94-S004

motors, and exposes flooded riparian zones to an increased risk of erosion. Excessive wakes can also cause damage to personal property and shoreline structures such as docks, landings, and moored boats. Increasing use by boats with deep-V hulls and high horsepower motors, together with projections for increased peak summer rainfalls and subsequent high-water events, suggest that the potential for wake-related damage will continue to increase.

Fine sediments are suspended in the water column for longer periods than coarse sand, and typically create a plume that may persist along the river bottom for some distance out from shore. As a result, turbidity increases, which reduces light penetration in near-shore water, to the detriment of benthic plants. The suspended sediments may also carry excess phosphorous, which is a concern in the lower riverway (e.g., Lake St. Croix) as it can trigger algae blooms. When these sediments eventually settle out, they may blanket benthic organisms.

The Scenic Riverway is a National Park, and the inherent integrity of the natural resources being managed should be preserved for future generations.

2. Potential for conflicting uses

Operation of a powerboat is not inherently inconsistent with management objectives for recreational use in the Scenic Riverway. In fact, the definition of "*Quiet Waters*" includes specific reference to operation of motorized watercraft at low speed. However, operation at speeds sufficient to cause damaging wakes conflicts with other non-motorized and passive forms of recreation.

Noise levels generated by some types of boats also can be a source of conflict between uses and users. An example is the increased use of shallow draft boats equipped with "mud motors". This type of craft can operate at high speed in shallow water and, unlike outboard motors where exhaust is muffled as it exits underwater, mud motors typically exhaust above the water surface. The result is that they tend to be much louder than outboard motors.

The area of river impacted by recreational activities varies by type of use. A wader might use an area of about his or her footprint; a canoe or kayak perhaps about twice its width and 3 or 4 times its length, and a slow-moving power boat something larger but still a limited area. In contrast, a fast-moving boat will occupy and disturb a much larger area due to both its wake and significantly longer pathway of disturbance.

The principle of multiple use has long been embraced by recreation managers. It is also recognized that not all uses are compatible⁶ with each other. The current level of tension between riverside landowners, passive recreational users, and power boaters was clearly demonstrated at a recent public hearing regarding Log House Landing near Scandia.

3. Public safety

Many of the existing general boating regulations are in place because of concerns for public safety. Excessive wakes generated by the high-speed operation of power boats may cause wakes capable of swamping or capsizing small, human-powered watercraft. Operating a powerboat at high speed in this stretch of the river also creates risk of striking navigational hazards such as the many snags, "deadheads" and sandbars. It may also create a hazard to swimmers and waders.

⁶ e.g., Snowmobiles and cross-country skiers, off-road motorized vehicles and hikers, etc.

Preliminary Assessment

This assessment began with an initial observation that there appeared to be a relatively high level of non-compliance with wake-related restrictions in the Scenic Riverway. The assumption was that this was due to a lack of awareness of wake restrictions among users. The obvious question then is: Why would that be the case?

Lack of awareness

A survey of the seven public boat landings in the Scenic Riverway was conducted in October 2016. Table 1 reveals a surprising lack of information related to wake restrictions at these public access sites. To be clear, this survey was completed in 2016, nearly two years prior to this white paper. The seven launch sites have not been reassessed, and some additional signage has since been added.

Table 1 Results from informal survey of signage at public landings in the Scenic River, October 2016

Wake-related Information posted at public landings, Oct. 2016	Interstate WI	Interstate MN	Franconia Landing	Osceola Landing	Log House Landing	Wm O'Brien	Somerset Landing
No Wake River wide	NO	NO	NO	NO	NO	YES	NO
No wake north of Arcola	NO	NO	NO	YES	NO	YES	YES
Slow speed, < plane	NO	NO	NO	YES	NO	YES	YES
No wake w/in 100' of shore	NO	NO	YES	YES	NO	YES	YES
No wake w/in 100' of paddlers	NO	NO	NO	YES	NO	YES	YES
No wake w/in 100' of swimmers	NO	NO	YES	YES	NO	YES	YES
No wake in marked (buoys) areas	NO	NO	YES	YES	NO	YES	YES
Stillwater Gauge ≥683'	NO	NO	NO	YES	NO	YES	YES
No personal watercraft	NO	YES	NO	YES	NO	NO	NO

Some other sources of wake-related public information available to users are equally inconsistent. This assessment suggests that it is not easy for the public to find accurate wake-related information for the Scenic Riverway on relevant web sites, nor are existing regulations easily located. If users are unaware of wake restrictions, it is unreasonable to expect a high level of compliance.

Problematic definitions

Regulations in Minnesota and Wisconsin provide useful definitions for both classes of water defined for the Scenic Riverway in the current Cooperative Management Plan for the Lower St. Croix River:

- *Slow speed*⁷ means operation of a motorboat at a leisurely speed, less than planing speed, whereby the wake or wash created by the motorboat is minimal. This is consistent with the intent for “Quiet Waters” in the main channel from St. Croix Falls to the Arcola Sandbar.
- *Slow-no wake*⁸ means operation of a motor boat at the slowest possible speed necessary to maintain steerage, not to exceed 5 mph. This is consistent with the intent for “Natural Waters” in the backwater areas.

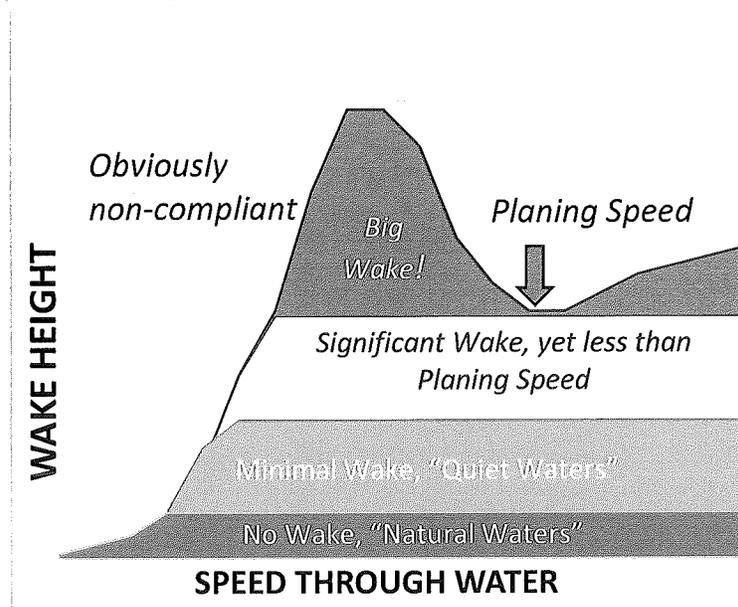


Figure 2 The relationship between boat speed and the wake generated

These definitions have been confirmed as applicable in a Federal Court case⁹. There are also Federal and State regulations that establish a “no wake” zone within 100 feet of shore. Since the backwater channels are typically less than 200 feet wide, this restriction is particularly relevant to Natural Waters.

However, there is some confusion with the definition of “slow speed”. First, some references to wake-related regulations applicable to the Scenic Riverway use an abridged definition that simply focuses on the phrase “less than planing speed”. Ignoring the additional requirement that the wake or wash created be minimal sets up inherent conflict within the definition itself. The size of wake generated at less than planing speed can be significant. Figure 2 illustrates this point.

Jurisdictional uncertainty

While the Scenic Riverway is within the Federal Zone, several agencies share responsibilities for enforcement of boating regulations on this stretch of National Scenic Riverway including:

- National Park Service, Rangers
- Minnesota DNR, Conservation Officers
- Wisconsin DNR, Conservation Wardens
- County Sheriffs in St. Croix and Polk counties WI, and Washington and Chisago counties in MN

⁷ MN Rule 6105.0320 subpart 5 and WI NR5.32(4)

⁸ MN Rule 6105.0320 subpart 4 and WI NR5.32(3)

⁹ St Croix Waterway Ass’n v. Meyer, 942 F. Supp 434 (D. Minn. 1996)

While the current Comprehensive Plan establishes intent that *“existing water use enforcement roles will continue, and the three agencies will provide staff for on-water law enforcement”*¹⁰, there appears to be some uncertainty as to the regulatory authority to enforce wake-related regulations. Additionally, there is concern over committing already limited resources to enforcement of wake-related regulations in the Scenic Riverway.

Enforcement can be a polarizing issue. Before enhanced enforcement options can reasonably be considered, it will be important to raise public awareness of the existing rules relating to wake-generating activities within the Scenic Riverway.

The Opportunity

When the topic of wakes arises, the initial reaction often is to simply focus on enforcement, or the lack thereof. However, this preliminary investigation has identified several issues that need to be addressed before enforcement can be a prudent and practical component of any solution to the problem of excessive wakes.

The reasonable person assumption

Most people, given an understanding of an issue, will make good decisions. At most boat launches capable of handling a trailered power boat within the Scenic Riverway downstream from St Croix Falls there is little to no mention of wake issues. Riverfront property owners that keep powerboats on this stretch of the river may also be unaware of wake-related concerns. In other cases, property owners may be fully aware of the issue of wakes and be supportive of an initiative intended to raise awareness of these concerns with the boating public. It is reasonable to expect that many river users will comply with wake rules if they were aware of them and understood the reasons for them - protecting the river from wake damage, which can adversely affect the fishery, recreational uses, and water quality.

There is also a need to clarify wake-related regulations so that responsible users can easily and reliably determine whether their operation of a power boat is compliant with the recreational objectives for the Scenic Riverway as described in the Comprehensive Management Plan.

Once these issues have been addressed, it is reasonable to expect that incidents of excessive wakes would be much less common, and those that did occur may be egregious enough to be obvious violations warranting enforcement action.

Moving Forward

There are three general areas that need to be addressed:

1. Clarify wake restrictions

There is no need for new wake-related regulations – those currently in place are adequate. However, they need to be clarified. This can be done with the development of “safe harbor” statements. The

¹⁰ Cooperative Management Plan, Lower St Croix National Riverway, January 2002, Summary, Page iv.

intent of safe harbor statements is to give the user some simple ways to determine that their operation of a power boat is compliant with the intent of the regulations.

Preliminary work has already begun to develop potential safe harbor statements. A poster has been presented at a limited number of stakeholder meetings, and feedback was solicited. Table 2 presents some preliminary ideas.

Table 2 Examples of potential safe harbor statements

<i>You know you are compliant with wake regulations if...</i>	
✓	<i>The wake your boat generates is less than the height of a 12-oz. beverage can (0.4ft)</i>
✓	<i>There are no breaking waves in your wake</i>
✓	<i>There is no white water in your wake</i>
✓	<i>No or minimal back wash along the shore due to your wake</i>
✓	<i>Docks and other boats do not rock excessively</i>
✓	<i>Other river users aren't affected by your wake, they don't have to alter what they are doing to avoid wake-related problems.</i>

While the current Cooperative Management Plan contemplates the need for “*new water surface use rules or regulations*¹¹”, this strategy would not require any change to existing regulations. Rather it represents a way to address the need for better compliance with current policy by simply improving clarity and comprehension.

2. Public engagement and education

A public engagement and public education strategy should be developed. There is a need to engage river users and other stakeholders in the process of developing safe harbor statements, and in developing effective means of providing information to users. Adding wake-related information to signs at landings would be a first step, but public education efforts should go beyond simply improving the signage at the landings.

3. Active compliance strategy

The law enforcement community should be engaged in developing a proactive strategy to increase compliance. This should not be limited to enforcement (writing tickets). Enforcement personnel would likely have some good ideas on how to frame the opposite of the safe harbor statements (e.g., “*You know you are in violation if you see...*”). Not only would this help inform users, it would also help enforcers define what constitutes non-compliant behavior that would warrant a warning or citation.

¹¹ Cooperative Management Plan, Lower St. Croix National Riverway, January 2002, Summary, Page iv.

Recommendations

The following steps are offered as a means of addressing the issues identified in this assessment paper:

- ✓ The Lower St. Croix River Management Commission should authorize a stakeholder study group charged with a review of the issues identified in this white paper with the goal of developing a plan with recommendations that address concerns.
 - The process should be inclusive of stakeholders with interest in the Scenic Riverway and include natural resource managers from the relevant agencies as well as land owners and user groups.
 - The primary focus should be on public education intended to raise awareness of wake-related issues and restrictions within the Scenic Riverway. The goals should include clarifying why and what the rules are, as well as determining the best ways to “get the message out”.
 - The plan should include actionable recommendations and schedules, as well as estimates of required resources.
- ✓ Initiatives that come from the process should complement other NPS and DNR interests and activities (e.g., boater safety, awareness of aquatic invasive species, water quality concerns).
- ✓ The law enforcement community should be engaged in developing guidance on determining what constitutes clear violations of the existing boat rules on the Scenic Riverway, and to develop enforcement strategies that could be used once the public has been adequately informed. Enforcement is envisioned as a later step in the process and would focus on the most egregious violations.

This initiative will take some time. The study that resulted in this white paper began nearly two years ago. The process envisioned to address these issues may require an equal amount of time. The issues identified are not going away on their own. It will be important to address them in a thoughtful and thorough manner.

Summary

The use of motorized watercraft can be consistent with the management objectives for the Scenic Riverway. However, excessive boat wakes on the Scenic Riverway can create problems including damage to water quality, natural resources and personal property. Higher-speed boat traffic may also create conflicts with other, low-intensity uses of the river. This initial assessment identified a number of issues and opportunities. Simply focusing on enforcement will not be effective.

Lack of clarity in wake-related requirements and a general lack of public information contributes to the problem and should be addressed first.

JW Goodfellow



C. Active departmental status credit shall be determined annually.

LEAVE OF ABSENCE STATUS

Attend 6 training meetings per year and 1 inspection per year and participate in at least 2 fire/rescue runs per year.

ACTIVE SHARE STATUS

Attend 10 training meetings per year and all required inspections and participate in at least 5 fire/rescue runs per year.

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a calendar month in which the member completed at least 30 days of active service. Service pensions and ancillary benefits will be prorated monthly for fractional years of service. This applies only for the first calendar year of service. Active Share Status must still be met.

D. The amount credited to member accounts for any given year shall consist of two components, determined as follows:

- i. Each individual member earning a share for the year shall be credited an equal portion of:**
 - a. any amounts of fire state aid and municipal contributions to the relief association; and**
 - b. forfeitures [as defined in 5.c)] available as of the December 31 preceding the annual meeting.**
- ii. Each individual member account, whether active or inactive, shall be credited with its proportionate share of the net investment income of the fund for the calendar year. The proportionate share shall be based on the member's account balance at the beginning of the year. Net investment income is all income earned on the assets of the special fund, less any direct investment expenses, and a ratable share of indirect expenses incurred in administrating both the special and general funds.**
- iii. Forfeitures shall consist of:**
 - a. the account balance of a member who departs active service with the fire department prior to meeting the minimum five year service requirement, and who has not returned to service for a period of five years;**
 - b. the non-vested (forfeited) account balance of any member who retired and received a distribution prior to earning a full non-forfeitable interest.**

E. Investment returns shall be allocated to any/all deferred members as follows:

- i. Interest will be paid on partially vested and fully vested deferred lump sum service pensions during the period of deferral. A pooled separate investment account maintained separately from the assets of the Association will be established for the amounts payable to deferred members. Interest will be paid at the investment performance rate earned on the member's portion of the assets. The deferred member's individual account is equal to the deferred member's portion of the separate relief association account balance. The deferred member bears the full investment risk subsequent to transfer.**

F. The committed fund is committed to the retirement, death and/or pension benefits of the various individual accounts and can be released from this commitment only as follows:

- i. Death of the individual prior to qualifying for benefits as set forth by state law, which requires five years' active service with the Marine Volunteer Fire Department and five years' membership in the Relief Association.**
- ii. The individual being inactive in the Marine Volunteer Fire Department for 5 years prior to**



Real People. Real Solutions.

2035 County Road D East
Maplewood, MN 55109-5314

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

July 10, 2019

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

RE: Wastewater System Analysis – Capacity, Inflow & Infiltration, Connection Costs

Dear Mayor and Council:

In response to your request, we have prepared a scope and fee estimate for the work to conduct additional analysis of the wastewater system including the tasks shown below:

- Update the existing wastewater system capacity report based on the new proposal of 50 additional household connections. Includes analysis of the critical lift stations and forcemains, as well as the drainfield system.
- Perform inflow & infiltration (I/I) analysis of collection system lift stations to determine possible sources of significant I/I flows.
- Analyze upgrades required by additional household connections to system to assist City with determination of new user connection fees.

The information below would be requested from the City and obtained prior to starting the work described above:

- Revised map showing location of all current and proposed connections within system.
- Additional wastewater system information, if requested.

Below is a list of deliverables that would be provided as the result of the work in this proposal:

- Updated version of the wastewater system capacity report, including analysis associated with the proposal for adding 50 households to the system.
- Single-page summary of the results of the Inflow & Infiltration analysis, including any applicable tables and figures.
- Single-page summary of recommended connection fees for both the original (20 households) scenario and the new (50 households) scenario. Includes any applicable tables and figures.

Fees

We estimate the cost to complete the above described work to be \$3,700.00. 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. 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 7/11/2019



Engineering *italics = old information*

• **CSAH 4 Activity**

- *Project Engineer: Frank Ticknor, 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.*
- *In our January meeting, the county agreed to reseed areas along Broadway Avenue that did not fully establish from the recent roadway work. The county plans to spray weed killer for broadleaf weeds, bring in topsoil, install seed, and install a hydraulic matrix, which includes mulch and fertilizer along Broadway Avenue. The City agreed to water these areas for the first month after installation. We also discussed mailing an educational letter to the adjacent property owners to inform them of this work and how to best maintain the boulevards.*
- *The County is exploring their Capital Improvement Plan and to hopefully programmed a in their CIP for a future project that would include expanding the basin next to the mill pond on the south side of Broadway Avenue. This would increase the capacity of the basin and improve treatment of storm water.*

• **2018 Street Improvements**

- On the City Council agenda as a separate item will be Contractor's Request for Payment No. 7 and Final.

• **Comprehensive Plan Discussion Meeting**

- *The plan was submitted to the Met Council on April 11th.*
- *We submitted supplemental items at the Council's request on April 30th.*
- *The Council's letter of completeness is due on May 21st.*
- The Met Council has called our submittal complete and scheduled it for review. The first committee meeting is scheduled for July 1, 2019, followed by the full Met Council meeting on July 10, 2019. Recommended someone from the City attend one or both meetings, which are planned to start at 4:00pm. See attached letter from Met Council.

• **Local Road Improvement Program (LRIP) – Village Center Revitalization Project**

- Project Management Team Meeting #1 was held on April 11th, 2nd PMT meeting was held on May 9th, 3rd PMT meeting was held on June 13th, 4th PMT meeting is scheduled for July 11th.
- Project has developed preliminary concepts based on project requirements and feedback from PMT members, Watershed District, and City Staff. Associated

concepts elevation reviews have been completed, which will allow further analysis and discussion on stormwater and preliminary construction cost estimates.

- Preliminary construction cost estimates have been prepared. Project scope needs to be refined to meet the project budget.
 - Stormwater Meeting #1 was held on June 21st with the Watershed District to discuss preliminary stormwater modeling, drainage, and stormwater quality improvement concepts related to the Watershed grant. Design of stormwater quality improvement areas is underway.
 - Public Open House dates will be discussed at next PMT Meeting along with the City Council, but anticipate holding the first Public Open House end of August.
- **Wastewater System Study – Drainfield, Lift Stations, Forcemain**
 - Draft Report of the Wastewater System Capacity Study was presented at the June 13th City Council Meeting.
 - Potential additional work will be discussed at the City Council meeting as a separate agenda item.
- **Misc.**
 - Minnesota Department of Agriculture received a report of Emerald Ash Borer at a residential property in Forest Lake, subject tree was confirmed to be EAB.



**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

June 27, 2019

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

RE: 2018 Street and Trail Improvements
Contractor's Request for Payment No. 7 and Final
Project No.: N13.114574

Dear Mayor and Council:

Enclosed please find Contractor's Request for Payment No. 7 and Final, for the 2018 Street and Trail Improvements Project for the services provided on the above referenced project.

The Contractor's Request for Payment No. 7 is for the amount of \$10,398.88. **At this time we recommend the City make a payment in the amount of \$10,398.88** to T.A Schifsky & Sons, Inc. for the work performed.

Please call me at (612) 597-7140 if there are any questions or concerns regarding this Contractor's Payment request.

Sincerely,

Bolton & Menk, Inc.

Ryan J. Goodman, P.E.
City Engineer

Enclosures: Contractor's Request No. 7 and Final

Date: 6/27/2019

CONTRACTOR'S PAY REQUEST

2018 Street and Trail Improvements

Marine on St. Croix

BMI Project No. N13.114574

Pay Request No. 7 and Final

For Period Ending: 6/26/2019

Original Contract Amount	\$508,005.57
Approved Change Orders	\$16,965.67
Revised Contract Amount	\$524,971.24
Completed Work to Date	\$519,944.24
Stored Materials on Hand	\$0.00
Sub-Total	\$519,944.24
Retained Percentage 0%	\$0.00
Deduction	\$0.00
Liquidated Damages	\$0.00
Total	\$519,944.24
Total Amount Paid on Previous Estimates	\$509,545.36
Amount Due Contractor This Pay Request	\$10,398.88

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Approved for Payment:

T.A. Schiffsky & Sons, Inc.

2370 E Hwy 36

North St. Paul, MN 55109

Signature Date

Printed Name and Title

Checked and Approved as to

Quantities and Amount:

Bolton & Menk, Inc.

2035 County Road D East

Maplewood, MN 55109

Signature Date

Printed Name and Title

Approved for Payment:

Marine on St. Croix

Name Title Date

	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 6/30/19	% Change From 2018 to 2019	FUND NAME
1								
2								
3								
4								
5								-0.0509%
6	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 6/30/19	% Change From 2018 to 2019	LEVY INCREASE ^^^^^^^^^^^
7								FUND NAME
8								
9								GENERAL INCOME
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	1,450.00	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	34.00	-100.00%	ANIMAL
17	1,400.00	1,739.87	1,400.00	126.65	1,000.00	948.59	-28.57%	FINES - Washington County
18	500.00	3,918.48	750.00	298.25	750.00	378.46	0.00%	INTEREST-GENERAL
19	6,500.00	7,594.49	6,500.00	3,874.85	6,000.00	3,018.83	-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	3,511.27	0.00%	BUILDING INSPECTION FEE
22								ELECTION REIMBURSEMENT
23	1,500.00	1,605.00	1,500.00	1,850.00	1,800.00	1,300.00	20.00%	PERMITS (MUSIC/BOAT)
24		94.02				2,605.50		MISCELLANEOUS
25	884,371.68	891,016.66	936,950.96	517,061.92	935,699.92	24,718.56	-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 6/30/19	% 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 6/30/19	% Change From 2018 to 2019	
6								LEVY INCREASE ^^^^^^^^^ -0.0509%
7	2017	thru 12/31/17	2018	thru 7/31/18	2019	thru 6/30/19		
8								
101								HALL INCOME
102	2,000.00	5,050.00	2,500.00	1,425.00	4,000.00	2,575.00	75.00%	HALL RENT
103	10.00	4.96	10.00		10.00	43.67	0.00%	INTEREST
104								FROM MARINE RESTORATION
105	200.00	700.00	400.00	300.00	500.00	300.00	50.00%	CLEANING FEE
106	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00		0.00%	MISCELLANEOUS(BEQUEST)
107	8,210.00	11,754.96	8,910.00	7,725.00	10,510.00	2,918.67	19.49%	HALL INCOME TOTAL
108								
109								HALL EXPENSE
110								
111	4,100.00	3,449.85	4,100.00	4,314.34	5,500.00	3,166.45	34.15%	HALL-ELECTRICITY&HEAT
112	1,500.00	67.14	1,500.00	3,326.09	1,500.00	3,028.56	0.00%	REPAIR-BLDG
113	2,200.00	3,519.81	2,500.00	1,885.24	2,500.00	862.92	0.00%	SPRINKLER MAINT. AND SERVICES
114	600.00	415.20	450.00	103.80	450.00	207.60	0.00%	ALARM CONTRACT
115	2,000.00	1,449.96	2,000.00	635.14	2,000.00	478.35	0.00%	MATERIALS AND SUPPLIES
116	500.00	1,533.00	600.00		600.00		0.00%	EQUIPMENT-NEW/REPAIRS (FURNACES)
117	2,810.00	2,387.40	3,860.00	2,545.26	3,860.00	1,175.54	0.00%	HALL CLEANING
118	6,200.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00%	JORDAN BEQUEST (MARLA)
119								BASEMENT PROJECT
120	19,910.00	18,822.36	21,010.00	18,809.87	22,410.00	14,919.42	7.03%	HALL EXPENSE TOTAL
121								

	Proposed Budget 2017	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 6/30/19	% Change From 2018 to 2019	FUND NAME
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 6/30/19	% Change From 2018 to 2019	-0.0509%
6	Budget 2017	thru 12/31/17	Budget 2018	thru 7/31/18	Budget 2019	thru 6/30/19		LEVY INCREASE ^^^^^^^^^^^
7								FUND NAME
8								
173								ROADS INCOME
174								INTEREST
175	1,600.00	2,685.42	800.00		2,700.00	1,277.81	118.75%	MISCELLANEOUS
176		10,816.00				519.07		SALE OF PICK UP TRUCK
177								ROADS INCOME TOTAL
178	1,600.00	13,501.42	800.00	0.00	2,700.00	1,796.88	118.75%	
179								
180								ROADS EXPENSES
181	12,000.00	11,292.20	11,000.00	7,367.47	11,500.00	7,229.11	4.17%	ELECTRICITY-STREETLIGHTS
182	5,000.00	2,380.57	4,000.00	3,305.70	4,000.00	3,364.96	0.00%	FUEL VEHICLES
183	4,000.00	3,915.30	3,500.00	2,498.21	3,500.00	1,372.44	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	1,538.06	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	986.18	0.00%	MATERIALS & SUPPLIES-SIGNS INCLUDED
189	3,500.00	4,860.06	3,500.00	2,741.35	4,000.00	9,589.91	14.29%	ROAD REPAIR MATERIAL
190	1,500.00	1,331.40	1,500.00	1,215.32	1,500.00	606.26	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	1,687.50	30.00%	SWEEPING
193	5,000.00	3,507.79	5,000.00	3,859.81	5,000.00	6,079.05	0.00%	SALT AND SAND
194	5,000.00	3,797.75	5,000.00	3,342.14	5,000.00	1,303.59	0.00%	SERVICES - ENGINEERING
195	2,000.00	2,446.28	2,000.00	651.07	2,000.00	232.19	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	34,431.86	6.33%	ROADS EXPENSE TOTAL
198								

	Actual 2017 thru 12/31/17	Proposed Budget 2018	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 6/30/19	% Change From 2018 to 2019	FUND NAME
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 6/30/19	% Change From 2018 to 2019
6							LEVY INCREASE ^^^^^^^^^^^
7							FUND NAME
8							REPLACE/CAPITAL FUND
283							
284							
285	0.00		0.00	DONE			RDS - ENGINEERING
286	0.00	44,984.59	0.00	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		0.00%	P&R-RED BRIDGE - GOAL 35000 (10-15yr)
289	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	35,182.89	25,000.00	856.00	0.00%	GEN-STORMWATER (Raingardens, dredging, ditch maintenance, e
291	0.00		0.00	5,000.00		0.00%	P&R - BUILDING MAINTENANCE
292	0.00	7,726.56	590.42	DONE			RDS - HISTORIC BRIDGE
293	140,000.00	201,699.31	116,421.97	150,000.00	134,317.05	0.00%	ROADS AND ALLEYS
294	0.00	1,202.74	6,901.28	DONE			GEN-CITY OFFICE IMPROV/RECORDS MGMT - Moved to HLL - VII
295	0.00		2,500.00	DONE			HLL - SOUND EQUIPMENT UPGRADE
296	32,500.00	7,387.12	19,200.00	25,000.00		-46.15%	HLL - VILLAGE HALL RESTORATION
297	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	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		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		0.00%	PS-TRUCK REPLACEMENT (year 4 \$400,000 GOAL 5 YRS)
303	0.00			DONE		0.00%	PS - TURN-OUT GEAR
304	6,000.00			DONE		0.00%	PS - AED
305				5,000.00		0.00%	SAND/SALT SHED (GOAL \$20,000)
306	279,000.00	340,660.82	263,047.20	305,500.00	135,173.05	12.54%	TOTAL REPLACEMENT FUND
307							
308							
309	884,371.68	891,016.66	517,061.92	935,699.92	24,718.56	-0.14%	GENERAL
310	8,210.00	11,754.96	7,725.00	10,510.00	2,918.67	19.49%	HALL
311	43,910.38	72,286.56	37,032.73	48,926.31	11,763.58	2.21%	PUBLIC SAFETY
312	1,600.00	13,586.58	33,151.13	2,700.00	1,796.88	118.75%	ROADS
313	7,500.00	4,840.94	4,413.83	6,350.00	3,874.69	-1.33%	CEMETERY
314	107,975.00	102,420.05	57,019.30	108,045.00	46,503.14	0.06%	GARBAGE & REFUSE
315	7,500.00	8,807.73	1,046.46	6,400.00	2,566.55	-18.67%	PARKS & RECREATION
316	140,690.47	153,077.67	69,688.78	147,241.30	60,064.53	10.69%	WASTEWATER
317	14,398.44	13,066.85	7,395.00	15,596.00	5,560.05	5.38%	JM WATER
318			0.20				ADJUSTMENT
319	1,216,155.97	1,270,858.00	701,383.22	1,281,468.53	159,766.65	1.45%	TOTAL FUND INCOMES

CITY OF MARINE ON ST. CROIX

TREASURER'S REPORT

CHECKING

597,089.50

DEPOSITS

FIRE & RESCUE-DEDICATED

254,379.02

FIRE & RESCUE-VEHICLE REPLCMNT

208,334.34

FIRE & RESCUE- EQUIPMENT

51,690.18

FIRE & RESCUE- VILLAGE WATER

16,510.67

FIRE & RESCUE-800MHZ RADIOS

10,438.06

GEN-CITY OFFICE/RECORDS

4,202.61

GEN - LAND ACQUISITION

39,963.42

GEN-STORMWATER

77,136.42

WASTEWATER-RESERVE

237410.14

JM WATER - RESERVE

16,989.77

JM-WELLHEAD PRTCTN

5,176.56

ROADS-EQUIPMENT

31,022.91

ROADS-ALLEYS/STREETS

319,253.25

ROADS-PICKUP RPLCMNT

15,162.32

HLL- VILLAGE HALL

23,374.87

PARKS & REC-RED BRIDGE

29,694.71

PARKS & REC- VC SIGNAGE

15,604.97

PARKS & REC-BLDG MAINTENANCE

17,174.26

PARKS & REC-BIKE TRAIL

0.00

CEM-PERPETUAL CARE

90,000.00

CEM-PERPETUAL CARE-SAVINGS

75,022.68

CEM-IMPROVEMENTS

12,340.11

P&R - COMMUNITY EVENTS

20,903.87

CITATION CABLE-SECURITY

2,500.00

BALANCE 5/31 /19

2,171,374.64

GEN - Permits/License

GEN -Fines

PS - Donations

CEM - Interest

G&R - Garbage

819.77

G&R - Compost

60.00

G&R - County Tax

223.35

G&R - Commercial Tax

37.24

G&R - Residential tax

38.45

G&R - Recycling

376.43

GEN - Bldg Fees

G&R - Cable

CEM - Burial

GEN - Interest

36.35

RDS - Transit Tax

1.59

HLL -Rent

WTR - Billing

73.81

WTR - LC

WWT - Sewer

1468.28

WWT - LC

WWT - Interest

WTR - Lots

WTR - Interest

HLL - Interest

P&R -Interest

PS - Interest

RDS - Interest

PS - Permits

GEN - Animal

P&R- Fireworks Donation

Total

3135.27

Report by Lynette Peterson,
Clerk/Treasurer

CITY OF MARINE ON ST. CROIX CITY COUNCIL MEETING
Thursday, June 13, 2019

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

Citizens Present:

Citizen Considerations – John Goodfellow, Gerry Mrosla, Ryan Goodman, Wade Johnson, Jim Shaver, Wendy Ward, Nancy Cosgriff, John Waugh, Kristina Smitten, Mary Whitaker, Larry Whitaker, Mary Burke, Jane Kennedy, Andy/Karen Kramer, Tod Drescher, Anne Reich, Anne Reich, Dorothy Deetz, Dan Malmgren, Jennifer Henry.

Citizens Considerations – Wade Johnson was in attendance to discuss the Chestnut Ravine project. That area has been eroding and sending sediment into the ravine. This project is being paid for by MnDOT and grant dollars. There was incorrect information going around regarding the impact of the project and Mr. Johnson wanted to assure the residents that the project is being done with as little impact as possible and the Watershed is very sensitive to the project. The project is currently on hold due to the bids coming in much higher than anticipated so the District will go out for bid again this coming fall/winter. There has also been a new administrator hired to replace Jim Shaver. Miller thanked Mr. Shaver for his work with the Watershed District.

John Goodfellow – Mr. Goodfellow is working on a project to address the wake zone on the St. Croix River. He is requesting any feedback or comments from Council he can pass along with his recommendation. Miller noted the river is under multi jurisdiction and that can make it difficult to get any action. Miller offered to attend a meeting with Mr. Goodfellow.

Planning Commission - Chairman Mrosla updated the Council on the short term rental discussion. The committee would like to send a city-wide mailing to notify residents of a public meeting on June 25th to lay out the progress. Following that meeting, the commission would like to mail a survey to all residents regarding short term rentals. The commission is looking for direction from the Council on how to move forward with drafting an ordinance. Pardun would like to see the Commission draft an ordinance to present to Council. Kristina Smitten noted the Commission would also like to have a table at the upcoming Street dance to let people know about the community meeting.

Fire and Rescue – The Streetdance is Saturday, June 15th.

Roads – Ryan Goodman reviewed the Engineering report. The Comprehensive Plan has been deemed complete for review by the Met Council. Miller will attend those review meetings on behalf of the City. The first public open house for the Judd Street project is tentatively scheduled for the end of August. Wendy Ward questioned if the public will have any input on the Judd St project prior to plans being drawn up. Pardun stated input will be taken during those open house meetings and then the committee will go back and address that input within the plan. Pardun also

noted that there are certain parts of the plan that cannot be changed due to the requirements of the grants. Andy Kramer questioned what the conditions need to be met by MnDOT. Pardun stated it will be things like striping the parking places, etc. But there are several, and more of those will be shared during the open house meetings. Budget is also an issue, and many of the “wish list” items will be able to be included because of cost. Nancy Cosgriff wondered if the plan could include many of the “wants” from the residents with the hope that those items can be done in the future. Pardun stated that conversation will happen in August. John Goodfellow noted there are many opportunities for other grants for projects like the Mill Stream, etc that can be integrated with this project.

County Rd 4 project – There is still an issue with a resident’s driveway that needs to be resolved.

TA Schifsky is requesting payment No 6 in the amount of \$16,999.58.

Pardun moved and Miller seconded to approve the payment to TA Schifsky in the amount of \$16,999.58. Motion passed unanimously.

Wastewater Study - Goodman reviewed the draft wastewater system study. The plan shows capacity for the school building and 25 existing home that are currently on an individual septic system, however if this happens the pumps at P-1 would need to be upgraded to handle the flow. The drain field has been operating well, but the 2010 evaluation of the system showed a life span of 3.5 more years, and if the school and additional 25 homes were to connect, that life span would shorten to 2.5 years. The system is doing well so there really is no way to say exactly when the system will fail. Miller questioned if there is a new I&I study in the works. Jason Crotty is working with the City Engineer on ways to get ahead of the I&I. Wendy Ward questioned the purpose of these study. Pardun stated the idea is to try and get the homes that are currently on an individual system tied into the City system as their systems fail. Jane Kennedy is a resident on Judd Street and was questioning when the Council might know if/when new construction could potentially connect. Pardun thought maybe in a year or so.

Personnel/Building Inspector - Pardun reported that Kiersten Young has submitted her resignation. The City is currently hiring for the position. The original deadline for applications was this Friday, however it has been extended another week.

Recreation – Miller reported the DNR is still working on hiring a new manager so Gateway talks are temporarily on hold. The gravel bed is planted along with the River Birch.

Finance – The City was contacted by its audit firm that effective immediately they are no longer performing government audits. Clerk Peterson has reached out to a few firms for proposals and is recommending Clifton Larson. The cost of the audit will increase by approximately \$2500.

Pardun moved and Miller seconded to approve Clifton Larson as the new City Auditor with a maximum cost of \$10,060 per year. Motion passed unanimously.

Cemetery – Wendy Ward presented bundles of erosion control material littering the cemetery and is concerned that it is not biodegradable material and is wondering what the Council plans to do about it. This is material left behind by the contractor during the road project. The City Engineer will look into the material specifications and report back to the Council. Pardun stated that if the material was supposed to be biodegradable and it is not, then the contractor will need to come back and take care of the project. If the material was acceptable as is, then the City will remove it. Anne Reich noted that if it needs to be removed there are city volunteers that can help pick it up.

Wastewater and Water Systems- No additional report.

Citizen Committee Reports

Village Center - No Report

MarLa - Mary Burke reported that children's program is kicking off this Saturday morning and will continue throughout the summer. There will be an event on June 19th with a local artist and Jill Johnson will do story telling about the St Croix on June 28th. July 12th there will be scientists from the Research Station. There will be a board meeting on June 17th and the public is welcome.

Hall/Restoration – No Report.

Stormwater/Watershed – No additional report.

Millsite – The walkways have floated off in the recent high water.

Green Step Cities - Anne Reich reported the committee met and there are several members attending conferences and webinars on energy efficiencies.

Holidays – Roden reported Hollywood Pyrotechnics did a test shoot at the Berkey Street site. The best viewing will be along Judd Street, however some areas like the Bandstand park are not conducive for viewing. The committee is doing everything it can to inform the public ahead of time, including the Osceola Train.

School Property – Pardun reported the committee reviewed many of the ideas submitted by residents, however those would require code changes and so many of those ideas are on hold. However, the folk school would like to begin holding classes there in the fall. Pardun is requesting permission from the Council to begin working through a short term commitment with the Folk School to hold a few classes in the fall. The consensus of the Council was to move forward.

Communication Infrastructure – Anderson submitted a report that the Attorney is reviewing the franchise agreement for Midco. Powder Ridge has received the go ahead from AT&T to explore the compost site for a future tower. Working on updating the city website.

Consent Calendar – Miller moved and Pardun seconded to approve the Minutes of 5/9/19, Treasurer's Report of 5/19, List of Bills for 6/13/19, Zoning Administrators Report, Public Works Maintenance Report and Planning Commission Minutes. Motion passed unanimously.

Old/New Business – Miller moved and Roden seconded to waive the tort liability for the City insurance. Motion passed unanimously.

John Waugh recommended the City consider adding Tod Drescher to the Judd Street project in place of Dan Willenbring when Mr. Willenbring is unavailable. Pardun will discuss with Mr. Willenbring.

Pardun suggested the Council hold a workshop in October to review the committees and discuss potential consolidation and also the charges for each committee in terms of Minutes, communication, etc. Miller would also like to discuss how communication is disseminated. An example would be a recruitment brochure that was created by volunteers of the department went into a City wide mailing without the Council approving or reviewing. He also wanted to reiterate that no Council member or committee member has the power to speak or make decisions on behalf of the City without Council approval.

Miller reported there was issues with the 6th grade play in terms of respect of City Staff and work being done, but also with unsupervised students. There was one incident where a student was left in the kitchen unsupervised and turned on the stove with items set on top. Miller would like the Council to keep this in mind for next year.

Long/Short Term Goals – No Change.

Mayor Notes/Clerk's Report – No Report.

Adjournment . Miller moved and Pardun seconded to adjourn at 8:41pm.

Minutes taken by Lynette Peterson, City Clerk

CITY OF MARINE ON ST. CROIX
PLANNING COMMISSION
REGULAR MEETING

Tuesday June 25 2019- 7:30pm
121 Judd Street – Village Hall

1. Call to Order
2. Presentation— Short-Term Rentals
3. Old/New Business
4. Approval of May Minutes
5. Adjournment

The City of Marine on St. Croix Planning Commission regular meeting of June 25, 2019 was called to order by Chairman Mrosla at 7:36 pm. Hagstrom, Henry, Sanderson, Smitten, and Spisak present. Brenner absent.

Citizens Present: Robin Brooksbank, Charlotte Wilcox, Pat Pardun, Lon Pardun, Josie Helmer, Mike Zajac, Gwen Roden, Larry Roden, Christine Maefsky, Vincent Maefsky, Mary Vogel, Hank Fischer, Kim Creager, Andy Creager, David Sullivan, John Goodfellow, Kitsi Vadheim, Charlie Anderson, Karen Kramer, Andy Kramer, Jeannie Davis, Roger Lyle, Robyn Dochterman, Ryan Marsel, Evan Johnson, Leslie Mackenzie, Peter Foster, Janet Johansen, Christine Cundall, Peter Cundall, Terry Mistalski, Carissa Roach, Win Miller, Sharon Looney, Jane Kennedy, Tammy Newcomb, Jim Maher, Mary Fernstrum, John Norusis

Presentation—Short-Term Rentals

Mrosla stated that the main purpose of the meeting was to present initial Planning Commission findings related to short-term rentals, or STRs. The Commission has been studying this issue since August of 2018, with a one-year moratorium being adopted by the City Council in December. First, there would be a PowerPoint presentation from the Commission, followed by a period of questions and comments from the audience. Then, based on the community's feedback, the Commission would move forward with one of two ordinances: 1) an ordinance allowing STRs with restrictions, or 2) an ordinance prohibiting STRs.

Hagstrom reviewed the work done by the Planning Commission to date, which includes a summary of findings and draft materials of the following: a STR license application, a welcome packet to distribute to guests, guest rental instructions and rules, and a complaint form. These materials were also posted to the City's website. The audience was provided note cards to write down suggestions for the Commission if they decided not to speak during the open forum.

Hagstrom explained that after being assigned this topic by the Council in August, the Commission formed a small committee, which researched existing short-term rental ordinances. These studies included big cities, small cities, commuter towns, and destination spots to look at a variety of approaches. From this research, the committee narrowed down the discussion to six different topics: definition, types, location, use, application and licensing, and operations. Feedback on these issues has been received at Planning Commission meetings, through emails and letters, and from a short one-page survey at the Fireman's Ball on June 15.

PLANNING COMMISSION TERMS – Kristina Smitten-Expires 12/31/2021, Anna Hagstrom, Gerry Mrosla, Ron Brenner, Jennifer Henry –Expires 12/31/2019, Scott Spisak, Ed Sanderson–Expires 12/31/2020

Hagstrom then reviewed each of the topics and subsequent recommendations reached by the Commission, which are still a work in progress. The definition of a STR would be a dwelling or a portion of a dwelling rented for less than 30 days. The Commission recommends 1) that the owner's primary purpose of the property is for their own use, meaning no dedicated vacation rentals or business (LLC) entities, and 2) the owner be required to occupy the property at least as many nights as they rent. For homes with accessory buildings, the owner must meet this requirement in at least one of the units. Multi-unit properties such as the Schoolhouse Apartments would be waived of this requirement, although no more than 50% of the units may be used for an STR.

The types of STRs include hosted (part of the unit is rented, owner is present during the rental period), and non-hosted (the entire unit is rented out, owner is not present). The Commission's working recommendation is to allow both types.

For location (how many STRs to allow and in what areas), the Commission's recommendation is to allow a certain number, either in each district, a percentage in each district, or total in the City. The Commission also recommends not regulating the proximity of STRs to each other.

For use, the STR must conform to all existing City codes and ordinances, such as noise restrictions, and must provide parking. Further, the Commission recommends specific STR signage not be permitted, no private, commercial or social events, and a maximum number of guests being two per bedroom plus two additional guests.

In regards to the application and licensing, the Commission suggests an annual \$200 application fee. Further, any STR which is sold would not transfer to the new owner, functional smoke and carbon monoxide detectors must be in place, the owner must have homeowner's insurance, and they must notify and provide their contact information to all of their neighbors. The applicant must also hold a lodging license required by the Minnesota Department of Health and pay any applicable taxes. An owner's license may be revoked depending on the frequency or severity of complaints.

For operations, The Commission would recommend that owners are required to keep guest records and report annually on them, partially for the City to see how often STRs are being utilized. The owner would also be required to provide the City drafted Welcome Packet to all guests. An owner (or their designee), must also be within 30 minutes of the City and available by phone. A 24 hour "Who to Call" page would be required to be displayed on the premises, and it would also be available on the City's website.

Hagstrom outlined the next steps. The Commission will review community feedback from this meeting and the survey, which is to be sent out with residents on their next utility bill (due back by July 19). There would then be a full discussion at the July Planning Commission meeting. The Commission would then provide ordinance framework(s) to, and receive direction from, the City Council. The City would then work with the City Attorney in drafting the ordinance, the Planning Commission would hold a Public Hearing, and the City Council would consider the final draft of the ordinance.

Sanderson then opened the comment period to the audience. Ryan Marsel, Judd Street resident, asked how this issue originated and what the Commission is trying to resolve by implementing an ordinance. Sanderson responded that while one STR was raised as a nuisance by its neighbors, more communities are beginning to look into the issue because it is becoming more of a common use. Mrosia expressed that he was concerned about properties being bought by investors and reducing affordable housing. Smitten added that one of the duties of the Planning Commission is to think about long range planning, and that would include reviewing the potential impact of STRs. Marsel said he believes STRs should be restricted

PLANNING COMMISSION TERMS – Kristina Smitten-Expires 12/31/2021, Anna Hagstrom, Gerry Mrosia, Ron Brenner, Jennifer Henry –Expires 12/31/2019, Scott Spisak, Ed Sanderson-Expires 12/31/2020

in some manner, but wanted to ensure that the City is not responding to the concerns of the few over the many.

Andy Creager, 5th Street resident, commented that both of the current home-based STRs in Marine got confirmation from the City to use them as STRs and should be grandfathered in. He also expressed concern about three complaints possibly allowing for revocation without proper review.

Mike Zajac, Broadway resident and owner of the Marina and Restaurant, stated that the proposed regulations feel too restrictive. He continued by saying that many of his customers are from out of town, and many who have bought homes in Marine visited here first. In response to the volunteerism concern, he said many people in town already buy homes for cabins, and those people are not engaging in the community. He also noted that the part about fireworks is not needed, since it is covered in the City Code.

John Norusis, Pine Cone Trail resident and owner of the Castle currently being used as an STR, emphasized how STRs bring much needed added revenue to the local businesses. Norusis said he himself provides gift cards to the Cafe and Marina to encourage spending money in town. Norusis then explained that he was able to afford his home because of the income from STRs. He also wanted the world to be able to come and see the unique, historic property. Norusis explained that he called the City prior to buying the property to inquire about any requirements, and Zoning Administrator Lynette Peterson said that the City does not monitor rentals. Norusis said that the proposed regulations are unattainable for him, and if the City decides to follow through with them, he would have to file suit against the City to protect his investment. As a final note, Norusis said he turns down as many rental requests as he accepts.

Robin Brooksbank, Judd Street resident, who previously served on both the Planning Commission and City Council, and grew up in Marine, noted that at one point there was no regulation of septic and sewer. She added that she supports having STRs with reasonable regulations.

John Goodfellow, Pine Cone Trail resident, stated that he has been active in the STR discussions and believes the biggest concern is community character, and that residential areas are intended to be residential. He said the Commission should consider property values and rights, but they also need to balance that with what is best for the greater good of the community.

Robyn Dochterman, owner of the Chocolate Shop and resident of Scandia, noted that the Commission should not limit themselves to just bedrooms or entire homes, because people are seeking more unique experiences (i.e. recreation vehicles, etc.). For example, she rents out her backyard to people who camp. Dochterman also asked what the application fee is for. She expressed support for STRs with reasonable regulation, voicing that Marine should give people a place to stay that the City can manage.

Mary Vogel, Pine Cone Trail resident, asked the Commission to be more specific about ownership, because sometimes the owner of the business is not the owner of the property.

Patti Kraske, 6th Street resident, noted the positives that the current STRs have brought, sharing that her family stayed at Christine Maefsky's home for Thanksgiving.

Vince Maefsky, 2nd Street resident and owner of a currently operating STR asked how many STRs there currently are in Marine. There are five total—three in the Schoolhouse Apartments, plus the Maefsky's and John Norusis. Christine Maefsky continued by saying that they have rented their property for five years with no problems, and live in Scandia where there are no regulations. She echoed the unique experience aspect that Dochterman mentioned and said that the people who come here love nature.

PLANNING COMMISSION TERMS – Kristina Smitten-Expires 12/31/2021, Anna Hagstrom, Gerry Mrosla, Ron Brenner, Jennifer Henry –Expires 12/31/2019, Scott Spisak, Ed Sanderson-Expires 12/31/2020

Christine's main concern was identifying the purpose of each regulation (no events, requiring smoke and carbon monoxide detectors, annual reporting, etc.) and who was going to enforce it. She also would like more information about the lodging tax. She then responded to the community involvement concern others have expressed. She is a non-hosted rental but is very engaged in the community, including the Library Board.

Win Miller, Judd Street resident, said he was in favor of STRs with reasonable regulations limiting the amount either by district or in total. These numbers can then be increased if needed. He said that the biggest issue appears to be potential nuisances to a neighborhood, but he believes STR owners will comply with regulations in order to keep them operating. Mrosla said that the Commission is trying not to over regulate so the regulations they do make are effective.

Tammy Newcomb, Robert Street resident, asked that the results of the STR survey be made known to the residents in order to gain more participation.

Charlotte Wilcox, 3rd Street resident, echoed that people come here for nature and those types of people generally do not cause problems.

Old/New Business

None.

Approval of May Minutes

Smitten said there was a mistake in the third paragraph about the community workshop. "The recommendations would be put into a draft ordinance" was changed to "The recommendations would be put into a summary and memo."

Smitten moved and Hagstrom seconded to approve the May 28th Planning Commission minutes as amended. Motion passed unanimously.

Adjournment

Smitten moved and Henry seconded to adjourn at 9:00 pm. Motion passed unanimously.

Minutes by Kiersten Northcraft, Assistant City Clerk