

CITY OF MARINE ON ST. CROIX
CITY COUNCIL MEETING
THURSDAY, DECEMBER 12, 2019
VILLAGE HALL 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Citizens Considerations
 - . Robin Brooksbank – Folk School Update
 - . Brookside – One Day Liquor License Request New Year’s Eve Party
4. Planning Commission
 - . November Meeting Update
 - . Scott Iwen CUP and Variance Request
 - . Approval of PC Terms
 - . Joint Workshop to discuss Zoning Ordinance Amendment
5. Council Committee Reports –
 - a) Fire and Rescue- Miller/Anderson
 - . Art Fair Recommendation
 - b) Roads –Pardun/ Roden
 - . Engineering Report
 - c) Personnel/Building Inspector – Pardun
 - d) Parks & Recreation- Miller/Anderson
 - e) Finance/LRP– Pardun
 - . Approval of 2020 Levy
 - . Approval of 2019 Reserve Funds
 - 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
 - . Maple Street Channel Planting Grant
 - e) Millsite – Roden/Anderson
 - f) Green Step Cities – Roden
 - g) Holidays – Roden/Anderson
 - h) School Property – Pardun/Miller
 - i) Communication Infrastructure – Anderson
 - . Cell Tower Proposal Update
 - . Govoffice Website Proposal
 - . City Logo Update
7. Consent Calendar
 - a) Minutes of 11/14/19, 11/13/19, 12/3/19
 - b) Treasurer’s Report 11/19
 - c) List of Bills to be paid for 12/12/19
 - d) Planning Commission Minutes
 - e) Zoning Administrator’s Report
 - f) Public Works Maintenance Report
8. Old/New Business
 - .Approval of Delinquent Utility Certification
 - . Citizen of the Year
 - . Liquor License Renewal – Brookside Bar and Grill
 - . Cigarette License Renewal – Marine General Store

- 9. **Long/Short Term Goals**
Mayor Notes/Clerk's Report
- 10. **Adjournment**

CITY OF MARINE ON ST. CROIX
Long and Short Term Goals/Projects
December 2019

Public Safety

Recruitment and retention

Roads

Washington County CIP Hwy 4 –

Recreation

Gateway Trail

Urban Forestry Program (Tree City USA)

Finance/Budget

Hall/Restoration

Village Hall Improvements (Lights, Bathrooms, etc)

Cemetery

CIP -New land expansion

Village Center

Signage for businesses and services

Public Bathrooms

Stormwater/ Water Resources / Watershed

Third Street

Wastewater and Water Systems

I & I mitigation

Drain field expansion/ long term planning

Capital Improvement Plan

Communication Infrastructure

Telecom/ISP

Comprehensive Plan
Possible Amendments

Lynette Peterson

From: Robin Brooksbank <robin@marinemillsfolkschool.org>
Sent: Friday, December 6, 2019 3:43 PM
To: Lynette Peterson
Subject: Proposal for City regarding Open Gym

Follow Up Flag: Follow up
Flag Status: Flagged

Lynette,

Could you please forward to the Mayor and Council members, prior to Thursday's meeting, so they have a chance to review before I appear before the Council. Thanks!

Mayor Mills, et al,

Marine Mills Folk School is requesting permission to offer a 'Family Open Gym' to local families, and especially River Grove families. The River Grove board, staff and families generously welcomed us to their facility during our first year of operation, and we'd like to thank them. Equally as important, we'd like to increase the awareness of all local families for our folk school, as we work to increase attendance at our 'intergenerational' classes. Finally, we think this activity will increase general knowledge of our folk school and enhance good will between the City, local families and the folk school.

Our lease does not include use of the gym on a regular basis. We are proposing to use the gym for no additional rental cost:

- 1 night per week (most likely Thursdays) from January 1 through March 30, 2020
- Hours: 6 - 7 pm
- All attendees will use the folk school entrance, leaving their winter boots in the entryway hall
- The 'open gym' attendees will use the gym space, 2 rest rooms currently used by the folk school and the halls in between.
- Families will bring their own water and simple snacks, and clean up after themselves.
- There will be a trained volunteer present for each session, who will be responsible for opening and closing the building (using MMFS key), turning on/off all lights, ensuring parents in attendance clean the space after use (waste pick up, dust mopping the floors (gym, hallways, rest rooms), cleaning up any spills, etc.
- We are proposing no cost to families
- Insurance: all parents will be asked to sign the standard folk school participation waiver form, which covers them and all children under 18
- All children will be required to attend with a parent present the entire session
- Safety: the lead parents are going to check to see who among them knows CPR, and encourage at least one person to attend each session
- Families will provide balls, games, etc, there will be no cost to the City for equipment
- Scheduling: we know the City is hoping to develop some sort of on-line tool to make usage of MSB and Village Hall visible. For now, we are proposing the Folk School take over scheduling of the folk school activities and the Open Gym at the MSB, to reduce City staff involvement.

Many thanks for your consideration.

Robin

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Robin Brooksbank

robin@marinemillsfolkschool.org

cell: 651.983.5244

office: 651.433.5569

<https://marinemillsfolkschool.org/>

STATE OF MINNESOTA

CITY COUNCIL

COUNTY OF WASHINGTON

CONDITIONAL USE PERMIT REQUEST

CITY OF MARINE ON ST. CROIX

In the Matter of Planning Case No. 191126-01

18337 St. Croix Trail North

REQUESTED BY: Scott Iwen

The above matter came on to be heard before the Marine on St. Croix City Council the 12th day of December, 2019, a request for a Conditional Use Permit at 18337 St. Croix Trail North, Marine on St. Croix.

Summary:

Scott Iwen and Karen Poel have made application for a conditional use permit (CUP) for the bathroom recently installed in an existing accessory building on the property. On October 9, 2019, Planning Commission members Gerry Mroska and Ed Sanderson met on site with Mr. Iwen and Ms. Poel to review the application and existing site conditions.

The property is approximately 6 acres in size and lies within the St. Croix - Rural Residential District (SC-RR) (Section 505 of the City's Zoning Ordinance).

Based on background information provided by the applicants, the property currently consists of two accessory buildings, an approximately 1,985 square-foot structure with a home gym and entertaining space, and a garden tool shed approximately 160 square feet in size. A bathroom has been constructed in the 1,985 square-foot accessory building as part of building permit nos. 2018-25 and 2018-60.

The applicant requests the following:

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

Findings:

1. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities and utilities which serve or are proposed to serve the area.
 - a. *The addition of the bathroom does not result in a separate residential unit and thus is not anticipated to bring additional permanent residents to the City.*
2. The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
 - a. *The addition of the bathroom is to the interior of an existing structure located adequate distance from adjacent properties.*

3. The structure and site shall have an appearance or operation that will not have an adverse effect upon adjacent residential properties.
 - a. *The addition of the bathroom is to the interior of an existing structure and thus does not alter the outward appearance of the buildings on the property.*
4. The use, in the opinion of the Planning Commission, is reasonably related to the overall needs of the City and to the existing land use.
 - a. *The addition of a bathroom to an accessory building is consistent with building modifications on other properties in the City. The applicants have stated that the use is a workout facility with no significant business use, therefore this condition is met.*
5. The use is consistent with the purposes and performance standards of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.
 - a. *The addition of a bathroom to an accessory building is consistent with building modifications on other properties in the City and orderly residential development.*
6. The use is consistent with the policies and provisions of the Comprehensive Plan.
 - a. *The addition of a bathroom to an existing accessory building is consistent with building modifications that result in improved properties in the City.*
7. The use will not cause traffic hazard or congestion.
 - a. *The addition of the bathroom does not result in a separate residential unit and thus is not anticipated to bring additional permanent residents to the City.*
8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.
 - a. *The existing utilities, access roads and drainage appear adequate on the property and the addition of the bathroom will not warrant changes to these facilities.*

Recommendation:

The Planning Commission recommends approval of the conditional use for a bathroom in an existing accessory building, based on the above findings, subject to the following conditions:

1. Per Section 505.5(6) of the City's Zoning Ordinance, the accessory building shall NOT contain both a bathroom and kitchen facilities and the accessory structure is not sold or rented separately from the principal structure.

STATE OF MINNESOTA CITY COUNCIL
COUNTY OF WASHINGTON VARIANCE REQUEST
CITY OF MARINE ON ST. CROIX

In the Matter of Planning Case No. 191127-02
18337 St. Croix Trail North

REQUESTED BY: Scott Iwen

The above matter came on to be heard before the Marine on St. Croix City Council the 12th day of December, 2019, a request for a Variance at 18337 St. Croix Trail North, Marine on St. Croix.

Summary:

Scott Iwen and Karen Poel have made application for a variance to add 800 square feet to the allotted accessory building square footage for the property for the construction of a garage. On October 9, 2019, Planning Commission members Gerry Mroska and Ed Sanderson met on site with Mr. Iwen and Ms. Poel to review the application and existing site conditions.

The property is approximately 6 acres in size and lies within the St. Croix - Rural Residential District (SC-RR) (Section 505 of the City's Zoning Ordinance), which allows garages as accessory uses. Accessory uses are further regulated under Section 402.3(3)(g), which limits the "total square footage of attached garages and all detached accessory buildings for non-farm or non-agricultural purposes....to two thousand four hundred (2,400) square feet of foundation area."

Based on background information provided by the applicants, the property currently consists of two accessory buildings, an approximately 1,985 square-foot structure with a home gym and entertaining space and a garden tool shed approximately 160 square feet in size. In total, the applicants indicate that the property has 2,145 square feet in existing accessory building square footage, 255 square feet less than allowed under Section 402.3(3)(g).

As part of the application, a parcel map was provided and it indicates a garage on the property in the same approximate location as the 1,985 square-foot accessory building. However, no date is indicated on the parcel map. Further review of the Washington County Assessor's website shows a 30' x 70' (2100 square feet) garage was constructed in 1953

(<https://washington.minnesotaassessors.com/parcel.php?parcel=3103219310005>). It is unclear if this garage is in fact the current 1,985 square-foot accessory building. However, a further review of the recent sales history of the property indicates that as recently as 2018 the property was advertised as having a 2,100 square-foot garage (https://www.zillow.com/homedetails/18337-Saint-Croix-Trl-N-Marine-On-Saint-Croix-MN-55047/2273637_zpid/). Lastly, the aforementioned 1,985 square-foot accessory building includes a typical garage rollup door as witnessed during the October 9, 2019 site visit.

The applicant requests the following:

- 1. A variance under Section 311 to add a 24' x 40' (960 square feet) garage, an increase of 705 square feet greater than allowed under Section 402.3(3)(g).*

Findings:

1. Does the landowner propose to use the property in a reasonable manner not permitted by the zoning ordinance?
 - a. *The property in its current state does not have an accessory building being used as a garage. A garage on the property is a reasonable use of the property.*
 - b. *The garage location is proposed at the eastern end of the main driveway and meets front, back and side yard setback requirements.*
 - c. *The proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase danger of fire, or endanger public safety, or substantially diminish or impair property values within the neighborhood. Neighbors to the north and south are sufficiently distant to not be adversely impacted.*

2. Is the plight of the landowner due to circumstances unique to the property not created by the landowner?
 - a. *The physical characteristics of the property do not include unique features such as wetlands, steep slopes, significant trees, or other natural, physically unique features that dictate a specific location or size for the proposed garage.*
 - b. *Based on information obtained to date, it appears that the property's original garage, identified as a 1,985 square-foot accessory structure in the application, has been remodeled into an accessory building used for living and entertaining purposes based on the personal preference of the property owner, rather than continuing its use as a garage.*

3. Will the variance, if granted, alter the essential character of the locality?
 - a. *The variance will not alter the essential character of the locality. The proposed height (approximately 12'), location (well behind the house) and design (siding material and color are identical to the house) of the garage is complementary to the existing home.*
 - b. *Neighbors to the north and south of the home are sufficiently distant to not be negatively impacted. William O'Brien State Park is located across St. Croix Trail to the west.*

4. Will the variance, if granted, be in keeping with the spirit and intent of the City Zoning Ordinance?
 - a. *The sizeable increase in accessory building square footage requested in the variance is not in keeping with the spirit and intent of the City Zoning Ordinance section 102 which specifically promotes orderly development of residential areas.*

5. Will the variance, if granted, be consistent with the Comprehensive Plan?
 - a. *Page 76 of the Comprehensive Plan states that the purpose of the St. Croix - Rural Residential District (SC-RR) is to "set forth standards for rural residential*

development consistent with the purpose and intent of the Lower St. Croix River Overlay District." The Overlay District calls for "conserving and protecting the natural scenic values and resources of the river valley and maintaining a high standard of environmental quality to comply with Minnesota Department of Natural Resources Standards and Criteria for the Lower St. Croix National Scenic Riverway (9NR 220-2202)." The variance request would substantially increase the allowed accessory building square footage, unnecessarily increasing the impervious surface within the Overlay District, which is inconsistent with the goal of the Overlay District.

Recommendation:

The Planning Commission recommends Council Denial of the variance request, based on the following findings:

- a) The physical characteristics of the property do not include unique features such as wetlands, steep slopes, significant trees, or other natural, physically unique features that dictate a specific location or size for the proposed garage.
- b) Based on information obtained to date, it appears that the property's original garage has been remodeled into an accessory building used for living and entertaining purposes based on the personal preference of the property owner, rather than continuing its use as a garage.

inspjack@msn.com

City of Marine on St. Croix
BUILDING PERMIT APPLICATION

Permit # 2018-25
Date Issued: 5.18.2018

Jack Kramer - Building Official
10090 Oakgreen Avenue North, Stillwater, MN 55082
Office Phone # 651-351-5051, Pager # 651-847-9157

Two Sets of
of Plans Received N/A

Home Owner Scott Iwen Phone # _____

Permit Applicant Bedaway Rock Design Contract Contractor License # BC65231 | Contact # 612-290-7558
Mailing Address Jeremy McCrank

Project Address 18337 St. Croix Trail GEO-Code / PID from tax Statement _____

Permit For: Build Erect Install Add Alter Repair Move-in Valuation \$ 65K

Type of Structure Home / Shop USE _____

Sq. Feet _____ Length _____ Width _____ Height _____

Description of Work (attach site plan showing property boundaries, the location of existing and proposed building, roads, and driveways, wells, sewage disposal systems, and shorelines on your land; and setbacks from the same)

New Roof, New siding, Replace some windows
Depth room addition in shop, Internal insulation of shop

Permit Approved 5.18.2018
BY THE CITY OF MARINE ON ST. CROIX
JACK KRAMER - BLDG. OFFICIAL

OFFICE USE ONLY			
Special Approvals	Required	Received	Not Required
Watershed Permit		<input checked="" type="checkbox"/>	
Certified Property Survey		<input checked="" type="checkbox"/>	
Variance		<input checked="" type="checkbox"/>	
Cup/PUD		<input checked="" type="checkbox"/>	
DNR Approval		<input checked="" type="checkbox"/>	
Plan Check Fee			\$ <u>N/A</u>
City Fee			\$ <u>748.75</u>
State Surcharge Fee			\$ <u>32.50</u>
Building Permit Fee			\$ <u>781.25</u>

Important: The applicant is hereby placed on notice that they must comply with all provisions of the applicable ordinances of the City of Marine on St. Croix, governing Zoning, Shoreline Development, Sewage, Wells, and Building Code. REFERENCE IS SPECIFICALLY MADE TO THE FACT THAT THE CITY HAS ORDINANCES ESTABLISHING: MINIMUM BUILDING SETBACKS FROM ROADS, SHORELINES, AND LOT LINES; MINIMUM LOT SIZES; YARD REQUIREMENTS AND COMPREHENSIVE PRIVATE SEWAGE DISPOSAL REGULATION. Minnesota Department of Health has a waterwell construction code. Copies of these ordinances may be purchased from the Zoning Administrator, or are on file for your examination in the office of the City Clerk. All electrical work is regulated by the State of Minnesota.

The applicant hereby acknowledges that the validity of any permit is contingent upon the compliance of all work done and materials use with the plans and specifications herewith submitted, and with the applicable Ordinances of the City of Marine on St. Croix.

X [Signature]
Signature of Applicant (if agent, print principal's name and sign as agent)

- City Copy -

City of Marine on St. Croix BUILDING PERMIT APPLICATION

Permit # 2018-60

Date Issued: 8-8-2018

Jack Kramer - Building Official
10090 Oakgreen Avenue North, Stillwater, MN 55082
Office Phone # 651-351-5051, Pager # 651-847-9157

Two Sets of
of Plans Received N/A

Home Owner Scott Iwen Phone # _____

Permit Applicant BECKENDORF PLLC Contractor License # 059896PM Contact # 952-994-2202

Mailing Address _____
Project Address 18337 St. Croix TRAIL N GEO-Code / PID from tax Statement _____

Permit For: Build Erect Install Add Alter Repair Move-in Valuation \$ 5,000

Type of Structure Res USE _____

Sq. Feet — Length — Width — Height —

Description of Work (attach site plan showing property boundaries, the location of existing and proposed building, roads, and driveways, wells, sewage disposal systems, and shorelines on your land; and setbacks from the same)

RUN WASTE, VENT WATER PIPING AND FINAL CONNECTIONS TO 1 TOILET, 1 LAUNDRY, 1 SHOWER, 1 FLOOR DRAIN AND 1 SEWAGE EJECTOR
Permit Approved 8-8-2018
CITY OF MARINE ON ST. CROIX
Jack Kramer - Bldg. Official

OFFICE USE ONLY					
Special Approvals	Required	Received	Not Required		
Watershed Permit		✓		Plan Check Fee	\$ <u>N/A</u>
Certified Property Survey		✓		City Fee	\$ <u>111.25</u>
Variance		✓		State Surcharge Fee	\$ <u>2.50</u>
Cup/PUD		✓		Building Permit Fee	\$ <u>113.75</u>
DNR Approval		✓			

Important: The applicant is hereby placed on notice that they must comply with all provisions of the applicable ordinances of the City of Marine on St. Croix, governing Zoning, Shoreline Development, Sewage, Wells, and Building Code. REFERENCE IS SPECIFICALLY MADE TO THE FACT THAT THE CITY HAS ORDINANCES ESTABLISHING: MINIMUM BUILDING SETBACKS FROM ROADS, SHORELINES, AND LOT LINES; MINIMUM LOT SIZES; YARD REQUIREMENTS AND COMPREHENSIVE PRIVATE SEWAGE DISPOSAL REGULATION. Minnesota Department of Health has a waterwell construction code. Copies of these ordinances may be purchased from the Zoning Administrator, or are on file for your examination in the office of the City Clerk. All electrical work is regulated by the State of Minnesota.

The applicant hereby acknowledges that the validity of any permit is contingent upon the compliance of all work done and materials use with the plans and specifications herewith submitted, and with the applicable Ordinances of the City of Marine on St. Croix.

X 
Signature of Applicant (if agent, print principal's name and sign as agent)

Planning Commission Terms:

Proposed Terms

One year (through 12/31/2020): Ron Brenner

Two years (through 12/31/2021): Gerry Mrosla

Three years (through 12/31/2022): Anna Hagstrom and Jennifer Henry

Current Terms

Through 12/31/2019: Anna Hagstrom, Gerry Mrosla, Ron Brenner, Jennifer Henry

Through 12/31/2020: Scott Spisak, Ed Sanderson

Through 12/31/2021: Kristina Smitten

History of Appointments

Appointed February 2019:

Ed Sanderson: expires 12/31/2020

Jennifer Henry: expires 12/31/2019

Renewed December 2018:

Kristina Smitten- 3 years (12/31/2021)

*Anna Hagstrom-*term expires 12/31/2019

Renewed December 2017:

Scott Spisak: 3 years (12/31/2020)

Ron Brenner: 2 years (12/31/2019)

Gerry Mrosla: 2 years (12/31/2019)

Council Meeting November 2019

1. Engine Two returned from the repair facility for an engine oil leak. The repair cost \$4,800 and the city credit card did not have a high enough limit. I put it on my personal card which is on your bills spreadsheet for reimbursement.
2. While reviewing city ordinance, I noted there was no provision for the Fire Chief to charge for fire services. City Clerk Peterson has drafted language to amend the ordinance.
3. Air Fair: The Fire Relief Association met on 12/2/19 and voted to continue to the fund raiser for another year.

The Art Fair has been a community event for the City of Marine on St. Croix for years. The last five years, we have seen a decrease in public attendance and vendors. We believe there are several reasons for this. The population group attracted to art fairs continues to age. Vendors are adapting to the younger generation by starting to sell their products on line.

Several new members have joined Diane Mills, Mary Skamser and Lynette Peterson in planning the event for 2020.

4. Ice Skating Rink (repeat message from last month)
 - a. I have been in communication with Jason Crotty regarding flooding the rink.



The City of Marine on St. Croix

Engineering Updates 12/12/2019



Engineering *italics = old information*

- **Local Road Improvement Program (LRIP) – Village Center Revitalization Project**
 - Project Management Team Meeting #9 is scheduled for December 12th.
 - *Project has developed and revised 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.*
 - *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. Potential areas have been identified and some modeling has begun. Scope sharing of water quality area design has been determined between the City and Watershed.*
 - *Soil borings are necessary to continue design of the roadway, storm sewer, and water quality improvements. Soil borings were completed August 27-30th and final geotechnical report received.*
 - *Public Open House was held on August 27th. The current proposed layout was reviewed, renderings of proposed improvements presented, voting on design options conducted, and many comments received. Comments were reviewed at the last PMT meeting and have been incorporated into the design.*
 - Final design of the street profiles, curb, sidewalks, site grading, and stormwater improvements is substantially complete. Final site layout and stormwater BMP plans to be incorporated into the project will be reviewed at the next PMT meeting.
 - Project information has been submitted to the State Historic Preservation Office (SHPO) for consultation on historic/archaeologic review (30-day review period). We expect a response the week of November 11th. SHPO response was received on November 14th. They are requiring an archaeological survey of the project area (this requirement was expected and has been completed), and an architectural/history assessment and analysis of effects for the proposed project (this requirement was not expected and requires the services of an architectural historian). The first phase of the assessment/analysis includes an assessment/identification of the contributing elements and character-defining features of the historic district and is scheduled to be completed in early January ending with a second submittal to SHPO, the second phase includes assessing the current integrity of the historic district and an assessment of effects the proposed project may have and will occur concurrently with the second SHPO review and is expected to be completed mid-late February with a third submittal to SHPO. It may be possible to have SHPO concurrence mid-late March unless SHPO disagrees with the effects assessment and requires a memorandum of agreement or mitigation.
 - Coordination with Private Utility companies affected by the project is continuing.
 - *Public Open House meeting, including a site walk through, was held on October 24th from 5-7 pm.*
 - Design plan/specification submittal for State Aid review is planned for mid-January, after the first phase of the architectural/history assessment is complete.
 - A third Public Open House meeting will be held on December 17th to present the final stormwater quality improvements that will be included in the project and discuss how this was decided.

Move to set the 2020 levy at \$940,558,51 which represents a 6.26% increase over 2019.

Proposed 2019 Reserve Funds

<u>Fund</u>	<u>Remaining</u>
P&R – Red Bridge	\$2,500
GEN – Land Acquisition	\$1,000
GEN – School	\$ 25,000
PS – Truck Rplcmnt	\$ 10,000
RDS – Alleys	\$ 0
GEN – 2019 Fiscal Disparity	\$?
RDS – Pickup Replacement	\$ 5,000
GEN – Stormwater	\$ 21,000
P&R – BLDG Maintenance	\$ 4,900
RDS – Equipment	\$ 5,000
CEM – Improvements	\$ 5,000
Total	\$79,400

GOVOFFICE

Service & License Agreement for City of Marine on St. Croix, Minnesota

Client City of Marine on St. Croix, Minnesota
Address 121 Judd Street, P.O. Box 250
City, State, Zip Marine on St. Croix, MN 55047
Phone 651-433-3636
URL cityofmarine.org

Site Administrator Suzanne Lindgren
Phone 651-433-3636
Email asstclerk@cityofmarine.org

GovOffice LLC
 2112 Broadway Street NE, Suite 250
 Minneapolis, Minnesota 55413
 612-617-5700 phone
 612-617-5701 fax
 Federal Tax ID: 83-1147199
 govoffice.com
 help.govoffice.com
Sales Representative Mike Chaloupka

Terms & Conditions

This Agreement, dated December 12, 2019 ("Effective Date"), is by and between GovOffice LLC, d/b/a GovOffice ("GovOffice") and the City of Marine on St. Croix, Minnesota ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

GovOffice Deliverables

1. GovOffice will deploy a website for Client that includes all functionality and services as defined in Exhibit A—GovOffice Project Deliverables, attached hereto.

Additional Services

2. Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or Modules that incur additional usage fees may be purchased and activated at any time.

Billing & Payment Terms

3. Upon execution of this agreement, GovOffice will provide an invoice for **one half of Year One fees (\$1647)** which will be due within 30 days of receipt. Upon upload of the completed Premium Level Responsive Website Design to the Client's public website, GovOffice will provide an invoice for the **remaining half of Year One fees (\$1648)** which will be due within 30 days of receipt. This Agreement will be on a January – December billing cycle.
4. **Year Two (January 2021 – December 2021) and Year Three (January 2022 – December 2022) fees of \$3295 per year** for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

- 5. After site launch, if the Client's account exceeds 90 days past due, Support, Maintenance & Hosting may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

Agreement Renewal

- 6. Client may renew this agreement for an additional 3 year period at an annual rate of **\$3375** and is eligible to receive again all deliverables (or other services with an equal value) as presented in Exhibit A with said renewal.
- 7. Either party may terminate the Agreement within 30 days after the end of the contract term by providing the other party a written Cancellation of Service notice.
- 8. In the event that neither party provides a written Cancellation of Service notice within 30 days after the end of the contract term, this Agreement will renew for an additional contract term of 3 years. See Item #6.
- 9. Client may terminate this agreement prior to the completed three (3) year term by providing written notice to GovOffice and by providing full payment for the entire remaining balance of the total dollar value of this agreement within 30 days of termination.

Additional Terms & Conditions

- 10. Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct, manage and maintain its website and related online services and agrees to the further Terms & Conditions as published at www.govoffice.com/terms.
- 11. GovOffice strives to complete all activities surrounding a Client's implementation (online training, custom graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment (go-live) of the website by or on any date.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

By _____ Client (Printed) Title _____

By _____ Client (Signed) Date _____

By _____ GovOffice (Printed) Title _____

By _____ GovOffice (Signed) Date _____

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

Exhibit A: GovOffice Project Deliverables

Service & Maintenance

- Use of GovOffice Content Management System (CMS) software,
- Unlimited bandwidth & Website hosting up to 2 GB of file uploads,
- Unlimited toll-free technical support for staff,
- Online training/ re-training of GovOffice CMS software for staff,
- Access to Help.GovOffice.com website; includes CMS video tutorial library,
- Daily backups of stored website content and design files,
- Maintenance of Web servers and their installed security systems,
- 24/7/365 editing for unlimited regular administrative users and Superusers,
- Secure SSL (Secure Sockets Layer) administrative website,
- Secure TLS (Transport Layer Security) public website,
- DDoS (Distributed Denial of Service) protection,
- Upgrades of base GovOffice CMS (no downloads necessary)

GovOffice Content Management System (CMS)

- Ability to limit access and administrative permissions to each user on the system
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site feature allows users to switch between the live and administrative websites within one browser window
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users
- Flexibility to name and order all navigation menu buttons
- Import, type, and format text
- Create unlimited number of links to internal pages and external websites
- Upload, resize, position, and caption photos
- Online forms for questions, comments, and requests to be contacted by staff
- Post audio and video files
- Upload and name documents, such as Agendas & Minutes and newsletters
- Schedule of events, including recurring events, within a true calendar display
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Ability to add, turn on & off, and remove sidebars from all pages
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live website
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions by department or the entire organization
- Related links to associated websites without posting long URLs
- Directory of local attractions and links to an online map
- Site Map for added ease by site visitors in locating a desired section of the website
- Last Edit stamp that shows the date on which any Web page was last updated
- Search engine that also searches keywords within uploaded documents

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the website; accessed only by username and password
- Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
- RSS feeds in from other news-related websites
- Friendly URLs for all sections and sub-sections site-wide
- Meetings* content type

Premium Level Responsive Website Design (RWD) Package

All creative and programming customizations for the Client will be based on the GovOffice Responsive framework and may include:

- Official logo and an Advanced Color Scheme that fully matches the Client's branding
- Custom font treatment for title graphic and slogan field
- Custom font treatment (may be Google Fonts) for section titles, promotion titles, and sidebar titles throughout the website
- Custom color (1) of Content Boxes on homepage (optional to use)
- Social media icons include Facebook, Twitter, Pinterest, YouTube, Instagram, LinkedIn, Nextdoor, Blogger
- Favicon (favorites icon) and Mobile Touch Icon (linked icon for home screens of tablets and smartphones)
- Advanced Footer may include custom color and/ or an image such as official logo
- Secondary Navigation Block to appear just above the footer on every page; sub-sections may go no deeper than 1 level; this feature is optional to use
- Choice of homepage content column configuration: 25-50-25, 33-34-33, or 67-33; all interior pages will be 25-50-25

Customizations will not be made to the following: function of the standard rollover/ drop down navigation menu system (however, the Client may opt for Mega Menu at no added charge), the style or function of Search, or the style of the social media icons (optional to use).

Advanced Image Slider

The Advanced Image Slider feature will be programmed so that a Slider may be added to any section or sub-section of the public website. Each Slider will support up to 5 images uploaded by the Client on its administrative website.

Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Image Slider.

Images within the Image Slider may be linked to an internal or external Web page and may be captioned.

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Filmstrip + Icons

The Filmstrip feature will be styled and programmed to appear on the homepage only of the Responsive design and include development of up to 10 Icons for use within the Filmstrip.

Sizing and the number of Icons within the Filmstrip that will appear at one time (without arrowing backward or forward) will depend on the professional judgment of the graphic designer.

The Icons will be uploaded to the Filmstrip by GovOffice by way of the Homepage Setup. Each Icon may be linked to any interior page or to any external Web page and may be activated/ deactivated as the Client wishes.

Advanced Notifications Banner

The Client's design will be programmed to include a Notifications Banner for the purpose of communicating notices, reminders, announcements, etc. A Notifications Banner may be added to any section or sub-section of the website and be activated only if a Notification has been created and turned on in the administrative website.

The banners will be a solid bar that sports one color site-wide and features a close out button. Notifications may be a line of text (either hyperlinked or not), and while there is no limit to the number of notifications posted at a time, it is suggested that the number of active notifications be kept to a minimum in the interest of usability by website visitors.

Local Weather Integration

The Local Weather Integration feature is a feed from the National Weather Service website at weather.gov. The linked display will show the current temperature and weather condition and be programmed to appear in the header of each page.

On tablets and smartphones the screen will be shrunk, and the desktop navigation menu will switch to a mobile menu (☰). At that point the weather feed will move from the header area of the website to the navigation menu.

Carousel

The Carousel feature is included in the Premium RWD package but is optional to use; if used, it will be programmed to appear on the homepage. The Carousel will support up to 10 items at a time, and, provided it is activated on the administrative website and the images are turned on, the Carousel will slide from right to left of the live website.

Images within the Carousel must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally. Each item may be titled and linked to any Web page, internal or external. The Carousel itself will be styled with one solid color, and each item's title font will match the font type of section titles, promotion titles, and sidebar titles throughout the website.

Process of Premium Level Responsive Website Design Package

This project will be a 2 draft, 3 revision process whereby the GovOffice Design Team will create up to two drafts that reflect the goals and objectives shared by the Client during the initial interview. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 2) by the Client, GovOffice will further develop it with up to three rounds of revision before asking for final approval.

Complete Navigation Analysis & Restructure

Content professionals will analyze the entire site navigation menu and then organize and label up to 200 pages according to best practices of usability and information architecture for professional, Responsive website designs.

First the Client will be asked to purge any dated section, sub-section, and content such as text, uploaded images, items, sidebars, and related links from the website in order to streamline the project. Then the entire navigation menu of the Client's current, live website will be analyzed.

Next a test site with a proposed navigation restructure mock-up will be created and shared with the Client. The Client will be encouraged to submit feedback after the initial mockup, and GovOffice will subsequently make revisions. These exchanges will continue until the navigation menu on the test site meets the Client's approval. Upon approval, the navigation menu restructure as shown on the test site will be built on the live website.

Homepage Setup

Content professionals will assemble and organize the Client's current homepage content to conform to its Responsive design. The Homepage Setup includes:

- Formatting welcome text, if necessary
- Displaying news, events, calendars, etc. in a visually appealing way
- Using Sidebars, Promotions, and Content Boxes, if applicable, to display related links, text, and images
- Uploading and arranging up to 5 images within the homepage Image Slider
- Uploading and arranging up to 10 items within the homepage Carousel
- Uploading and arranging the Icons (up to 10) within the homepage Filmstrip

CITY OF MARINE ON ST. CROIX

TREASURER'S REPORT

CHECKING	714,249.72		
			<u>DEPOSITS</u>
FIRE & RESCUE-DEDICATED	254,379.02	RDS - Reimb	150.00
FIRE & RESCUE-VEHICLE REPLCMNT	208,686.18	PS - Relief	14014.21
FIRE & RESCUE- EQUIPMENT	51,777.47	PS - Reimb	16.50
FIRE & RESCUE- VILLAGE WATER	16,538.55	PS - Dedicated	20000.00
FIRE & RESCUE-800MHZ RADIOS	10,455.70	PS - Call Income	120.00
		HLL - Rent	375.00
GEN-CITY OFFICE/RECORDS	4,204.39	G&R - Garbage	6234.54
GEN - LAND ACQUISITION	40,030.91	G&R - Compost	678.69
GEN-STORMWATER	77,266.70	G&R - County Tax	1996.78
.		G&R - Commercial Tax	23.81
WASTEWATER-RESERVE	237811.08	G&R - Residential tax	551.85
JM WATER - RESERVE	17,018.47	G&R - Recycling	3447.72
JM-WELLHEAD PRTCTN	5,185.30	GEN - Bldg Fees	2377.82
		G&R - Cable	1,233.81
ROADS-EQUIPMENT	31,075.30	CEM - Burial	1550.00
ROADS-ALLEYS/STREETS	319,792.41	GEN - Interest	83.14
ROADS-PICKUP RPLCMNT	15,187.94	RDS - Transit Tax	14.64
		GEN - Fines	10.00
HLL- VILLAGE HALL	23,384.74	WTR - Billing	1724.02
		WTR - LC	9.65
PARKS & REC-RED BRIDGE	29,744.86	WWT - Sewer	16587.99
PARKS & REC- VC SIGNAGE	15,631.33	WWT - LC	271.06
PARKS & REC-BLDG MAINTENANCE	17,203.25	WWT - Interest	80.76
PARKS & REC-BIKE TRAIL	0.00	CEM - Interest	26.88
		WTR - Interest	7.54
CEM-PERPETUAL CARE	90,000.00	HLL - Interest	1.99
CEM-PERPETUAL CARE-SAVINGS	76,422.68	P&R -Interest	28.47
CEM-IMPROVEMENTS	12,360.95	PS - Interest	97.62
		RDS - Interest	124.31
P&R - COMMUNITY EVENTS	21,264.28	PS - Permits	35.00
CITATION CABLE-SECURITY	2,500.00	GEN - Zoning	120.00
		CEM - Lot Purchase	1200.00
BALANCE 11/30/19	<u>2,292,171.23</u>	WTR - Lots	1533.06
		Total	74726.86

Report by Lynette Peterson,
Clerk/Treasurer

	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 11/30/19	% 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	361.81	1,200.00	1,004.06	500.00%	ANIMAL CONTROL
29	5,400.00	5,400.00	5,220.00	0.00%	ASSESSOR
30		7,300.00	6,500.00	0.00%	AUDITOR
31		1,000.00		0.00%	ZONING ADMINISTRATION
32	967.20	2,000.00	1,115.48	0.00%	MUNICIPAL CLERK'S INSTITUTE & CONFERENCE
33	1,623.15	2,600.00	2,999.30	0.00%	DUES
34	830.00	1,000.00	830.00	0.00%	ELECTIONS-LEASE
35	2,783.50	3,000.00	1,750.50	0.00%	ENG SERVICES
36	13,284.91	17,000.00	17,532.00	0.00%	INSURANCE
37	13,859.68	15,000.00	23,580.16	0.00%	WORKER'S COMP
38	10,757.50	10,000.00	17,233.25	0.00%	LEGAL SERVICES
39	141.90	500.00	1,566.30	-78.26%	MEETING EXPENSE/APPRECIATION DINNER
40	210.00	250.00	272.75	25.00%	PBLSHNG & ADVRTSNG
41	172,085.70	337,541.09	275,491.11	3.06%	EMPLOYEE WAGES/BENEFITS /INSURANCE
42	22,376.06	15,000.00	27,315.03	0.00%	BUILDING INSPECTOR
43	864.08	600.00	173.57	66.67%	BUILDING FEES-STATE SURCHARGE FEES
44	4,189.36	5,000.00	8,616.93	0.00%	GEN-SERVICES
45	1,461.66	3,500.00	2,952.77	0.00%	SERVICES-COPIER,ETC.
46	19,283.50	3,000.00		-566.67%	PLANNING - COMP. PLAN
47	1,998.82	3,500.00	2,792.99	0.00%	MATERIALS AND SUPPLIES
48	2,330.76	4,200.00	6,731.07	0.00%	TELEPHONE/BROADBAND
49	1,444.91	2,400.00		0.00%	OFFICE-EQUIP
50	190.82	100.00		0.00%	MISCELLANEOUS
51	869.00	1,500.00	707.00	0.00%	WEB SITE - LMC
52		1,000.00		0.00%	MILLSTREAM ASSOCIATION
53			55,936.12		MARINE ELEMENTARY
54	277,314.32	443,591.09	460,320.39	-1.83%	EXPENSES TOTAL

1							
2							
3							
4							
5	Actual	Proposed	Actual	% Change			
6	2018	Budget	2019	From 2018	LEVY INCREASE ^^^^^^^^^^		
7	thru 7/31/18	2019	thru 11/30/19	to 2019	FUND NAME		
8							
92	21,135.00	33,000.00	27,228.00	0.00%	COMPENSATION		
93	2,029.65	4,500.00	3,610.03	0.00%	DUES/SERVICES		
94							
95	293.98		977.10		ART FAIR		
96		0.00		%	MISCELLANEOUS		
97		2,000.00		0.00%	CHIEF OFFICER STIPEND		
98					DEDICATED - NEW EQUIPMENT		
99	44,739.21	143,461.44	74,259.21	0.63%	PUBLIC SAFETY EXPENSE		
100							

1									
2									
3									
4									
5	Actual	Proposed	Actual	% Change					
6	2018	Budget	2019	From 2018					
7	thru 7/31/18	2019	thru 11/30/19	to 2019					FUND NAME
8									
145									PARKS, ARTS, & RECREATION
146	235.11	600.00	521.73	0.00%					FIREWORK DONATIONS
147			226.00						DONATIONS
148		5,000.00	6,990.00	0.00%					MILLSITE GRANT
149	100.00								RENTAL FEES
150				0.00%					FEES (MUSEUM INTERN REIMBURSEMENT)
151									URBAN FOREST GRANT
152	711.35	800.00	520.73	25.00%					INTEREST
153	1,046.46	6,400.00	8,258.46	-18.67%					PARKS & REC TOTAL
154									
155									PARKS, ARTS, & RECREATION
156									
157	720.67	1,200.00	1,399.98	0.00%					ELECTRICITY
158	12,346.95	12,500.00	13,897.86	4.55%					HOLIDAYS-FIREWORKS-4th of July
159	93.57	1,000.00	4,749.36	0.00%					REPAIRS
160	617.80	2,500.00	1,750.00	13.64%					SERVICES-TREE MAINTENANCE
161	870.46	1,200.00	1,471.02	-29.41%					MATERIALS & SUPPLIES
162		300.00		0.00%					LOG CABIN MAINTENANCE
163	222.24	450.00	463.38	0.00%					ALARM CONTRACT-MUSEUM
164	1,612.85	3,500.00	1,026.73	-16.67%					ICERINK/WARMING HSE LABOR & TEL
165	2,419.87	2,800.00	2,303.08	12.00%					P&R - POTTIES
166		1,000.00	232.36	0.00%					TRAIL MAINTENANCE
167	1,553.23	5,000.00	6,209.48	0.00%					MILLSITE GRANT
168	219.49	500.00	556.72	0.00%					FUEL-VEHICLE
169									175th CELEBRATION
170	153.71		978.40						URBAN FOREST TASK FORCE
171				0.00%					MUSEUM INTERN
172	20,830.84	31,950.00	35,038.37	-6.45%					TOTAL EXPENSES

	Actual 2018 thru 7/31/18	Proposed Budget 2019	Actual 2019 thru 11/30/19	% Change From 2018 to 2019	FUND NAME
1					
2					
3					
4					
5				-0.0509%	
6					LEVY INCREASE ^^^^^^^^^^^
7					FUND NAME
8					
173					ROADS INCOME
174					INTEREST
175		2,700.00	1,894.98	118.75%	MISCELLANEOUS
176			669.07		SALE OF PICK UP TRUCK
177					ROADS INCOME TOTAL
178	0.00	2,700.00	2,564.05	118.75%	
179					ROADS EXPENSES
180					ELECTRICITY-STREETLIGHTS
181	7,367.47	11,500.00	11,726.72	4.17%	FUEL VEHICLES
182	3,305.70	4,000.00	4,691.81	0.00%	REPAIRS-VEHICLE & EQUIPMENT
183	2,498.21	3,500.00	3,272.89	0.00%	SERVICES-LEGAL
184		200.00	344.36	0.00%	SERVICES-TREE MAINTENANCE
185		2,500.00		0.00%	TELEPHONE/BROADBAND
186	1,789.22	3,500.00	2,902.68	74.07%	UNIFORMS
187	409.38	1,500.00	961.12	0.00%	MATERIALS & SUPPLIES-SIGNS INCLUDED
188	2,973.55	6,000.00	2,131.11	0.00%	ROAD REPAIR MATERIAL
189	2,741.35	4,000.00	9,963.95	14.29%	TOOLS & EQUIPMENT
190	1,215.32	1,500.00	606.26	0.00%	MISC.EXPENSE-LICENSE
191	162.91	750.00	140.00	0.00%	SWEEPING
192	2,835.00	4,000.00	1,687.50	30.00%	SALT AND SAND
193	3,859.81	5,000.00	6,079.05	0.00%	SERVICES - ENGINEERING
194	3,342.14	5,000.00	2,706.07	0.00%	REPAIRS-BLDG-MAINT./ALARM
195	651.07	2,000.00	893.66	0.00%	EXTRA SHERIFF PATROL
196		2,500.00			ROADS EXPENSE TOTAL
197	33,151.13	57,450.00	48,107.18	6.33%	
198					

1									
2									
3									
4									
5	Actual	Proposed	Actual	% Change					
6	2018	Budget	2019	From 2018	LEVY INCREASE	FUND NAME			
7	thru 7/31/18	2019	thru 11/30/19	to 2019	^^^^^^^^^^				
8									
255						JACKSON MEADOW WATER INCOME			
256	6,322.12	12,747.00	10,360.18	5.14%		OPERATION & MAINT.- HOMEOWNERS			
257		2,499.00	2,483.06	5.15%		OPERATION & MAINT. - EMPTY LOTS			
258	2.42	250.00	74.56	25.00%		INTEREST			
259	70.46	100.00	75.44	0.00%		LATE CHARGE			
260				0.00%		JM HOA CONTRIBUTION			
261	1,000.00			0.00%		REBATE (INS. PMT)			
262	7,395.00	15,596.00	12,993.24	5.38%		WATER TOTAL INCOME			
263									
264									
265						JACKSON MEADOW WATER EXPENSES			
266	2,207.68	3,200.00	2,606.96	6.67%		ELECTRICITY			
267		200.00		0.00%		FUEL-VEHICLE			
268	424.63	400.00	212.56	0.00%		SERVICES - LEGAL AND OTHER			
269	2,500.00	250.00		0.00%		REPAIRS-BLDG			
270		525.00	525.00	3.00%		ADMINISTRATIVE LABOR (LJP)			
271	169.18	1,200.00	3,063.03	0.00%		EQUIP. REPAIR (MAINTENANCE)			
272	125.00	1,000.00	647.06	0.00%		MATERIALS & SUPPLIES - CHEMICALS			
273		500.00		0.00%		NEW EQUIPMENT			
274	46.00	50.00	149.72	0.00%		LICENSE/PERMITS			
275		2,000.00		0.00%		GENERATOR (GOAL \$20,000)			
276		500.00		0.00%		TRAINING			
277		2,101.00	2,101.00	3.05%		PW SUPERVISOR AND PART TIME			
278		3,600.00		10.64%		RESERVE FUND			
279				0.00%		RESERVE FOR WELLHEAD PROTECTION PLAN			
280	5,472.49	15,526.00	9,305.33	5.41%		WATER EXPENSES			
281									
282									

1									
2									
3									
4									
5	Actual	Proposed	Actual	% Change					
6	2018	Budget	2019	From 2018	LEVY INCREASE	FUND NAME			
7	thru 7/31/18	2019	thru 11/30/19	to 2019	^^^^^^^^^^				
8									
320									
321	277,314.32	443,591.09	460,320.39	-1.83%		GENERAL			
322	18,809.87	22,410.00	19,587.69	7.03%		HALL			
323	44,739.21	143,461.44	74,259.21	0.63%		PUBLIC SAFETY			
324	33,151.13	57,450.00	48,107.18	6.33%		ROADS			
325	3,054.77	7,450.00	6,480.34	-1.34%		CEMETERY			
326	65,517.96	91,400.00	107,241.33	0.00%		GARBAGE & REFUSE			
327	20,830.84	31,950.00	35,038.37	-6.45%		PARKS & RECREATION			
328	19,377.89	147,134.00	113,247.88	-10.57%		WASTEWATER			
329	5,472.49	15,526.00	9,305.33	5.41%		JM WATER			
330						ADJUSTMENT			
331	488,268.48	960,372.53	873,587.72	-1.97%		TOTAL FUND EXPENSES			
332	263,047.20	305,500.00	268,240.62	12.54%		REPLACEMENT/CAPITAL FUND			
333						ADJUSTMENT			
334	751,315.68	1,265,872.53	1,141,828.34	1.40%		TOTAL EXPENSES PLUS REPLACEMENT			
335									
336									

CITY OF MARINE ON ST. CROIX CITY COUNCIL WORKSHOP
Tuesday, November 13 , 2019

The meeting was called to order by Mayor Mills at 6:00pm. Pardun, Miller, Anderson (6:26pm) and Roden present.

Citizens Present: Ryan Goodman, Jason Crotty

City Engineer, Ryan Goodman, reviewed the wastewater system capacity study. Phase 1 looked at the system and current capacities, and Phase 2 looked at I&I issues and potential new connections and connection fee. The number of potential new connections has been calculated at 45. This number is based upon a household of 2.3 people using 100 gallons of water per day. If larger homes were to be built with occupant numbers larger than 2.3, then the number of new connections would decrease.

In order to move forward with any improvements, the pumps for P1 (the main lift station) will need to be upgraded. The total cost of these upgrades will cost approximately \$424,000. The proposal would be for the existing users to pay for half of these costs, and the other half will be paid for by the new connections. In order to do this, the new connection fee has been increased from \$7500 to \$9400.

The current I&I also needs to be addressed. This I&I is happening partially due to the infrastructure failing and partially due to residents adding to the system via sump pumps, etc. The City owns all sewer tanks and piping to the road. If a new home is built, the homeowner is required to install the tank and connect to the system but then those become part of the public system. The tanks are required because the City drainfield does not accept solids, so the City is responsible for pumping the solids from those tanks.

Currently the drainfield is being maintained well and Goodman does not see it failing in the near future. Once the drainfield needs to be replaced, the City has the option to either bond for the money or take a government low interest loan.

Pardun noted there are at least three residents that have paid to connect to the system, but have not yet connected. There are also homes who currently have a mound system but have paid to have the City maintain those mounds. Then there are residents on St. Croix Trail, beginning with Linda Tibbets home, who have a private system located in between or next too residents connected to the City sewer. Pardun believes it would make sense for the City to connect all of those homes, which would add 12 new connections. Then there are homes on Robert Street, Chestnut, Elm and Judd Street that could also have potential new connections. So the question is does the City work to compel these residents to connect, which would require those spots to be "saved". Those parameters would change if the Council were to decide to lower the minimum lot size, which is a conversation the Council should have.

There is a home on St. Croix Trail who currently has a failing private system and would like to connect to the City system. In order to connect, a line would be run across Highway 95 and connect to a home currently on the City system and then extended to the failing system.

Anderson would like to make sure the City finds a good way to get this information to the residents. The next step is to figure out which residents have asked to connect in the past and were denied.

Miller moved and Roden seconded to adjourn at 7:45pm. Motion passed unanimously.

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

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

Citizens Present: Ryan Goodman, Maggie Strom, Nancy Cosgriff, Dale Mulfinger, Jason Crotty, Leslie McKenzie, Peter Foster, John Goodfellow, Dorothy Deetz, Jim Maher, Carissa Roach, Kay Hempel, Gerry Mroska, Wendy Ward, Robyn Dochterman, June Eagleton, Larry Roden, Mary Burke, Isabel Steele, Anne Reich, Laurie Gordon, Curt Moe, Larry Martin, Megan Kavanagh, John Waugh.

Approval of the Agenda –

Anderson moved and Miller seconded to approve the agenda as presented. Motion passed unanimously.

Citizens Considerations –

Maggie Strom – Ms. Strom is a current resident of Oregon but is looking to move back to Minnesota to own a restaurant. She has a history of working for restaurants both in Minnesota and Oregon. She is looking to purchase the Chocolate Shop and is requesting a liquor license. The ordinance currently requires any applicant to live within 100 miles of Marine on St Croix for at least two years. Anderson believes the fact that Ms. Strom does not yet own the business and the Council cannot make a decision on granting a license until Ms. Strom is actually living in the City and owns the business. Clerk Peterson noted the ordinance requires the residency requirement is a two year period so if a license is granted that would either require a variance to the code or an ordinance amendment. The Council encouraged Ms. Strom to move forward with her business plan and come back to request a license at that time.

Civic Club/Restoration Society – June Eagleton presented the history of the Civic Club and its role with maintaining and managing the Stonehouse Museum. The Civic Club members are aging and can no longer maintain the Museum. A community meeting was held to come up with ideas on how to keep the museum open and running and is now looking for help from the City. Megan Kavanagh would like one or two Council members to work with the Restoration Society and Civic Club to help come up with some ideas. There is also memorial money dedicated to the museum that could be used for various items such as signage, etc. A suggestion was made to create a museum committee that can help to supervise the volunteers and help to manage the day to day responsibilities. Dorothy Deetz questioned if Washington County Historical Society might be of help. Ms. Eagleton noted they have been used in the past for resources and they may be a resource for interns but not for management. Kay Hempel noted that Linda Tibbetts might be interested. The Council will add this to the December agenda and hopes to have another interested person by that time.

Dale Mulfinger – Mr. Mulfinger’s family has been opening the Log Cabin every Sunday for the last 7 years during the summer to show case the history of the cabin. Mr. Mulfinger’s sister will be taking over moving forward.

Mary Burke – Ms. Burke, on behalf of the local businesses, would like to request approval to create an enchanted forest in the Gazebo park during small business Saturday. The trees would be staked this year to prevent tipping and only non-breakable ornaments would be used. All trees will be taken down and removed by December 31st. Anderson was concerned about how to remove the stakes as last year a sledge hammer was required to remove the stands. Anderson will work with Roden and the businesses to work out the details, but the consensus of the Council was to move forward.

Planning Commission - Chairman Mroska was in attendance to update the Council on the October meeting. There will be a public hearing in November for a variance and CUP request for Scott Iwen. There was a pre-application for a CUP for 760 Judd Street. The PUD committee is continuing to work with the Commission on moving forward.

The Council and Commission met to discuss the short term rental regulations. The hope is to have a draft ordinance ready in December and to hold a public hearing in February. The moratorium expires in January and the Council would like to extend the moratorium until after the public hearing.

The Council has received the draft Zoning ordinance changes however there are still changes to be made and the Planning Commission would like to review again prior to the Council reviewing.

Miller moved and Roden seconded to extend the current ShortTerm Rental moratorium an additional six months, expiring June 31, 2019. Motion passed unanimously.

Fire and Rescue – The Art Fair committee met with the Fire Chief and public safety committee members to discuss the whether or not the event should continue. Chief Malmgren will be discussing with the department members and will bring a recommendation forth at the December meeting.

Roads – Ryan Goodman reviewed the Engineering Report. Washington County is getting close to approving their capital improvement plan.

Personnel/Building Inspector - No Report

Recreation – Miller reported on a proposal for a single track mountain biking trail up in Jackson Meadow. There was discussion of putting in a test track on the maintenance shop property until the other Anson property and Gateway trail issues continue to work themselves out. Miller is looking for feedback from the Council on a potential test track. Anderson noted this plan is still in the feasibility stage and is in no way ready to move forward. The Council thought the plan is a

great idea and the consensus was to move forward with looking at a concept plan. Nancy Cosgriff, Jackson Meadow resident, questioned if members of the Jackson Meadow board might be a part of the decision making process. Anderson reiterated that there are no decisions at this time, it is strictly a feasibility discussion. When or if there is proposal, then all residents will have a chance to give input.

Finance – The Truth in Taxation meeting will be Tuesday December 3rd at 6:30pm.

Cemetery – No Report.

Hall/Restoration – No Report.

Stormwater/Watershed - No Report.

Wastewater and Water Systems- Regular pumping is complete.

Citizen Committee Reports

Village Center - The last public open house was held a few weeks ago. The final framework is in almost in place. The hope is to submit the plan to MnDOT mid December for a public comment period. Then in January or February the Council will approve the plans and specs and go out for bid. The bid would hopefully be awarded in April.

Anderson would like to revisit the business sign that was proposed several years ago and re-bid that sign.

Pardun moved and Roden seconded to approve Resolution 111419-01, approving the application for funding from the Washington County community development agency for the village center revitalization project. Motion passed unanimously.

MarLa - Mary Burke reported the annual fundraising event was very successful. Next week local resident Peter Reich and his son will be presenting information on their personal Youtube channel.

There is a new book return next to the Kiosk and the board members will be presenting their annual report to the Washington County Board next week.

Millsite – Anne Reich reported that group is continuing to work the MHS and their funding will continue.

Green Step Cities - The committee will be meeting monthly and reviewing the best practices .

Holidays – No additional report.

School Property – Pardun has been working with Clerk Peterson to create a rental agreement for the school gym and update the current Village hall rental agreement. Both agreements will be presented for approval at the December meeting.

Pardun also noted that there is no need for the school committee to continue and so they will be disbanding. Miller noted that there is a new committee that is working on creating a new charter school and will present more information in the near future.

Communication Infrastructure – Anderson reported a proposal has been received by Powder Ridge and anticipates a second proposal next week. The committee will review the proposals next week.

Urban Forest – The trees from the gravel bed have been planted. If grant money is available then the hope would be to do the same project again next year.

Consent Calendar – *Miller moved and Anderson seconded to approve the Minutes of 10/11/19, 11/6/19, Treasurer's Report of 10/19, List of Bills for 11/14/19, Zoning Administrators Report-none, Public Works Maintenance Report and Planning Commission Minutes. Motion passed unanimously.*

Old/New Business –

Long/Short Term Goals – Roden questioned the Comp Plan since the plan was approved. There may be amendments however so that will stay. The school rental agreement can be removed.

Watershed Board Nominee – Leslie McKenzie has submitted an application and request to be on the Watershed Board.

Miller moved and Roden seconded to approve the nomination of Leslie McKenzie to the Watershed District Board. Motion passed unanimously.

Citizen of the Year Nomination – Two nominations have been received, one for the Marine Film Guild and another for Dick Johnson, as he is retiring from the Fire Department. The Council will wait to see if any additional nominations are presented and will revisit at the December meeting.

Mayor Notes/Clerk's Report –

Adjournment . Miller moved and Anderson seconded to adjourn at 8:37pm.

Minutes taken by Lynette Peterson, City Clerk

CITY OF MARINE ON ST. CROIX

PLANNING COMMISSION

REGULAR MEETING

Tuesday, October 29, 2019 – 7:30 pm

121 Judd Street – Village Hall

The City of Marine on St. Croix Planning Commission regular meeting of November 26, 2019, was called to order at 7:33 pm. Mrosla, Henry, Spisak, Hagstrom and Smitten present. Brenner and Sanderson absent.

Citizens present: Scott Iwen, Karen Poel, Mary Whitaker, Larry Whitaker, John Goodfellow, Kirsten Vadheim, Glen Mills, Pat Kenzie.

Public Hearing – Scott Iwen – Variance Request

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

Scott Iwen and Karen Poel, 18337 St. Croix Trail North, were in attendance regarding Mr. Iwen's request for a variance to exceed the city's square-footage maximum for accessory buildings. The couple would like to build a garage, and brought exhibits showing where it would be built if the variance were granted.

Mrosla reported that, based on an Oct. 9 site visit by Commissioner Sanderson and himself, Mr. Iwen has a 1,985-square-foot accessory structure with a home gym and entertaining space, and a 160-square-foot garden tool shed, leaving 255 square feet for any additional accessory structures. A realty website and the county assessor's records list the larger building as a garage. Mrosla noted that the commission had denied similar cases in recent years.

Iwen's neighbor, Pat Kenzie of 18287 St. Croix Trail North, also reported that a previous owner had used the larger building as a garage. He added that the property had previously been subdivided. There was supposed to be only one division but now another piece had been split off. A garage could make the property ready for a second home. Kenzie was concerned that precedent is being ignored, and that the property owners may be running a business at the site. Ms. Poel said most of her business is done in the Twin Cities, although she entertains in Marine occasionally.

Mrosla closed the public hearing at 7:44 pm.

Hagstrom moved to recommend denial of the variance request based on findings that any exceptional circumstances were not prompted by limiting physical features of the property, and that the original garage had been remodeled into a recreational space on the property owner's preference. Smitten seconded. Motion to recommend denial approved unanimously.

Public Hearing – Scott Iwen – Conditional Use Permit Request

Chair Mrosla opened the public hearing at 7:46 pm.

Mr. Iwen was in attendance regarding his request for a conditional use permit for a bathroom in an accessory building at 18337 St. Croix Trail North. Mrosla reported that the bathroom was already installed. The need for a conditional use permit had been missed in the original building permit.

Mayor Mills asked how the need for a CUP was missed. The commission reported it was an administrative error, as the original building permit included several items. Mills asked that the original building permit be included as background for the next council meeting. Commissioner Hagstrom noted that two permits should be included. Hagstrom expressed her belief that the commission should consider the permit as if construction had not happened. Mrosla added that the CUP can be pulled if there are violations, and said business functions are not allowed in the space per city code. The commission reached a consensus that permitted use would not be retroactive, but would start if and when council approves the CUP.

Mrosla closed the public hearing at 8:01 pm.

Hagstrom proposed an addition to section 4(a) of the CUP: “The applicants have stated that the use is a workout facility with no significant business use, therefore this condition is met.”

Spisak moved to accept the amendment. Smitten seconded. All voted in favor.

Smitten moved to approve the CUP in an accessory building, as per the report dated Nov. 26, 2019. Spisak seconded. Approved unanimously.

Smitten noted that city code allows for home occupations under section 4.07, as long as they do not change the character of the community.

Jane Kennedy – 760 Judd St. – Set public hearing: CUP for bathroom in accessory building

Ms. Kennedy was in attendance to address the commission. She described the accessory building as a “bunk house” for visiting family.

Smitten reported that she and Spisak visited the site, and noted that the applicant had provided additional drawings. Per section 3.08. the permitting process requires a public hearing. Neighbors must be notified and the DNR notified. There is no commission meeting in December but the applicant had formally granted a 60-day extension. Smitten and Spisak will draft facts and findings for the public hearing.

Spisak moved to set public hearing for Jan. 28, 2020, 7:30 pm, to review the CUP request at 760 Judd. Henry seconded. Hagstrom abstained; all others voted in favor.

Larry Whitaker – 625 Pine Cone Trail – Pre-ap for solar panel variance

Mr. and Mrs. Whitaker were in attendance. Mr. Whitaker reported that they are working with All Energy Solar on a ground-mounted array with a low the profile. The panels will not be seen from the river, as the site is west of the riverbank. According to Mr. Whitaker, the panels would not work well on the roof. He is planning an array of 16 panels: two rows of 3-x-6 panels, 13-14 feet tall (but they will be tipped) and approximately 30 feet long. Installation will require trenching a

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

line to the house or backwiring to the garage. The Whitakers will be leaving in January but AES can do the work when they return in May.

Smitten noted that the city doesn't have an official process for solar, but the commission could review considerations drafted by Brian Ross of CR Planning. She requested that staff search for records of those considerations.

Smitten and Henry volunteered to visit the site and prepare a report.

Old/New Business

Short-Term Rentals – Hagstrom noted that a few questions remain on discretionary licenses, events and the private road issue. The commission requested the city attorney's input on legal implications of requiring that a STR have direct access via public road. What law applies to that situation and whether the city should be regulating that type of use?

The commission also requested input from city council on whether the notes for an ordinance were ready to send to the city attorney or whether they needed further revision by the planning commission.

Discussion of PC member terms: *The commission reached a consensus to recommend Hagstrom and Henry for 3-year terms, Mrosla for a two-year term and Brenner for one year.*

Deadline for revisions to zoning ordinance: Mrosla suggested that commission and council members send comments on the zoning ordinance to the assistant city clerk by December 31. City staff will create a poll to set a meeting, ideally for mid-January, with both the commission and council. Before that meeting, an updated draft will be sent to all commission and council members for review. Citizens may also send any comments or points of concern to staff.

Approval of October minutes

Smitten moved to approve the October 29 planning commission minutes; Spisak seconded.

Hagstrom noted that it was unclear on page two whether Juli or Anna Hagstrom was speaking. She requested that "Commissioner" be inserted before "Hagstrom."

Passed unanimously with Hagstrom's revision.

Adjournment

Hagstrom moved and Smitten seconded to adjourn at 8:52 pm. Motion passed unanimously.

Minutes by Suzanne Dammann, Assistant City Clerk

December 2019 List of Bills

12/12/2019

Payable To	Total Check	Breakdown		
		Code	Amount	
Lynette Peterson	\$4,432.74	GEN		December Salary
Suzanne Dammann	\$1,040.60	GEN		12/01/2019 - 12/15/2019
Suzanne Dammann	\$1,040.60	GEN		12/16/2019 - 12/31/2019
Tom Boesel	\$2,375.67	GEN		12/01/2019 - 12/15/2019
Tom Boesel	\$2,186.83	GEN		12/16/2019 - 12/31/2019
Jason Crotty	\$2,155.24	GEN		12/01/2019 - 12/15/2019
Jason Crotty	\$1,989.10	GEN		12/16/2019 - 12/31/2019
Edward Jones	\$100.00	GEN		Employee IRA Contribution
Security State Bank	\$5,261.61	GEN		Federal Withholding
Minnesota Revenue	\$973.02	GEN		MN Withholding
PERA	\$1,944.99	GEN		12/01/2019 - 12/15/2019
PERA	\$1,037.64	GEN		12/16/2019 - 12/31/2019
Advanced Disposal	\$7,263.62	G&R		November Services
All Hands on Deck	\$435.00	HLL	\$220.00	Cleaning
		PS	\$215.00	Cleaning
Bolton & Menk	\$37,827.00	GEN	\$95.00	Engineering
		WWT	\$1,385.00	Services
		CAP	\$36,392.00	Roads
Buberl Black Dirt	\$180.00	CEM		Materials/Supplies
Capital One	\$1,505.45	GEN	\$216.51	Materials/Supplies
		RDS	\$49.27	Materials/Supplies
		PS	\$250.00	Art Fair
		P&R	\$64.25	Holidays
		RDS	\$7.49	Services
		PS	\$21.56	Vehicle Repair
		PS	\$375.00	Training
		PS	\$109.01	Fuel
		PS	\$137.36	Materials/Supplies
		WWT	\$275.00	Training
Companion Animal Control	\$200.00	GEN		Animal (Oct. & Nov)
Country Messenger	\$43.50	GEN		Ads
Dan Malmgren	\$4,810.50	PS	\$4,810.50	Vehicle Repairs
Federated Co-ops	\$568.53	CEM	\$52.87	Fuel
		P&R	\$52.87	Fuel
		GEN	\$52.86	School - Fuel
		RDS	\$208.51	Fuel
		WWT	\$201.42	Fuel
Frontier	\$751.35	GEN	\$307.08	Telephone
		WWT	\$92.09	Telephone
		RDS	\$79.31	Telephone

		PS	\$73.39	Telephone
		GEN	\$199.48	School - Telephone
Gopher State One Call	\$13.50	GEN		Services
GovOffice	\$475.00	GEN		Website/Emails
Grainger	\$277.17	GEN		School
Guardian Pest Solutions	\$127.48	HLL	\$35.35	Services
		RDS	\$40.71	Services
		GEN	\$51.42	School
Hydraulic Plus	\$33.58	P&R		Trail Maintenance
IMS Alliance	\$56.00	PS		Materials/Supplies
Lincoln National Life Insurance	\$149.15	GEN		Employee Insurance
Marine General Store	\$28.80	HLL	\$11.87	Materials/Supplies
		GEN	\$10.35	Materials/Supplies
		RDS	\$6.58	Materials/Supplies
Marine Library Association	\$6,000.00	HLL		Jordan Bequest
Marine Relief Association	\$14,014.21	PS		State Aid
Marine Relief Association	\$34,311.44	PS		City Contribution
Menards - Stillwater	\$80.01	WWT	\$8.89	Materials/Supplies
		P&R	\$71.12	Ice Rink
Midcontinent	\$290.00	GEN	\$190.00	Internet
		RDS	\$100.00	Internet
NAC	\$206.00	GEN		School
National Domains	\$840.00	GEN		Website (5-year renewal)
NCPERS	\$48.00	GEN		Employee Insurance
On Site Sanitation	\$136.00	P&R		Porta Potties
Pace Analytical	\$140.00	WWT		Water Tests
Pitney Bowes	\$29.99	GEN		Services
Premium Waters Inc	\$58.73	HLL	\$31.49	Materials/Supplies
		RDS	\$27.24	Materials/Supplies
Security State Bank	\$20,255.00	CAP		Roads (Dump Truck)
Sentry Systems Inc	\$103.80	HLL		Alarm
Smilie's Sewer Service	\$810.00	WWT		Pumping
Thein Well	\$8,661.40	WAT		JM Equipment Repairs
T-Mobile	\$54.38	RDS		Cell Phones
Tri-State Bobcat	\$24.13	RDS		Materials/Supplies
Truck Utilities	\$391.66	RDS		Materials/Supplies
U.S. Bank	\$125.00	GEN		Copier
Vital Systems	\$49.95	GEN		Services
Xcel Energy	\$2,291.77	PS	\$156.82	Electricity and Gas
		WWT	\$447.66	"
		GEN	\$1,687.29	School
Xcel Energy	\$561.77	RDS		Street Lights
Young & Sons	\$317.50	HLL		Repairs