

CITY OF MARINE ON ST. CROIX
CITY COUNCIL MEETING
THURSDAY, APRIL 9, 2020
VILLAGE HALL 7:00 PM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Citizens Considerations**
 - . **Tom Warth – Recognition of Ralph Malmberg Day**
 - . **Marla Update**
 - . **Planning Commission**
 - . **Moratorium Extension Resolution**
 - . **No March Meeting**
5. **Council Committee Reports –**
 - a) **Public Safety- Miller/Anderson**
 - b) **Roads –Pardun/ Roden**
 - . **Engineering Report**
 - c) **Personnel/Building Inspector – Pardun**
 - d) **Parks & Recreation- Miller/Anderson**
 - . **Jackson Meadow Land Restoration Grant Update**
 - . **Millsite Update**
 - . **Urban Forest Update**
 - . **Arbor Day Proclamation**
 - e) **Cemetery – Mills**
 - f) **Water Systems –Mills/Pardun**
 - g) **City Properties – Mills/Pardun**
 - h) **Holidays/Events – Roden/Anderson**
 - i) **EDA**
6. **Citizen Committee Reports**
 - a) **Green Step Cities – Roden**
 - b) **Communication Infrastructure – Anderson**
7. **Consent Calendar**
 - a) **Minutes of 3/12/20, 3/30/20**
 - b) **Treasurer’s Report 4/20**
 - c) **List of Bills to be paid for 4/8/20**
 - d) **Planning Commission Minutes**
 - e) **Zoning Administrator’s Report**
 - f) **Public Works Maintenance Report**
8. **Old/New Business**
 - . **Washington County Weed MOA**
 - . **Credit Card Policy**
 - . **Travel Policy**
 - . **Delegation of Authority Resolution**
 - . **Long/Short Term Goals**
 - . **Mayor Notes/Clerk’s Report**
9. **Adjournment**

CITY OF MARINE ON ST. CROIX

Long and Short Term Goals/Projects

April 2020

Public Safety

Recruitment and retention

Roads

Washington County CIP Hwy 4 –

Recreation

Gateway Trail

Urban Forestry Program (Tree City USA)

Finance/Budget

Hall/Restoration

Village Hall Improvements (Lights, Bathrooms, etc)

Cemetery

CIP -New land expansion

Village Center

Signage for businesses and services

Public Bathrooms

Stormwater/ Water Resources / Watershed

Third Street

Wastewater and Water Systems

I & I mitigation

Drain field expansion/ long term planning

Capital Improvement Plan

Communication Infrastructure

Telecom/ISP

Comprehensive Plan

Possible Amendments

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

ORDINANCE NO. 154

AN EXTENSION OF AN INTERIM ORDINANCE PROTECTING THE PLANNING PROCESS AND THE HEALTH, SAFETY AND WELFARE OF CITY RESIDENTS, AND ESTABLISHING A TEMPORARY MORATORIUM ON SPECIFIED ACTIVITIES RELATING TO THE SHORT TERM AND TRANSIENT RENTALS (AS DEFINED HEREIN).

THE CITY COUNCIL OF THE CITY OF MARINE ON ST. CROIX DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Purpose. The City of Marine on St. Croix has adopted Ordinance No. 153, a copy of which is attached as **Exhibit A** hereto. In January 2020 it was extended until June 31, 2020; however, meeting schedules and availability have been disrupted by COVID-19 and related meeting restriction which have effectively delayed availability of meeting scheduling and attendance for residents and the Council desires not to proceed with acting on possible regulation on the subject until, and unless, reasonable opportunities for citizen involvement can first occur. This is an emergency and it cannot be finalized before June 30, 2020 given current restrictions on group meetings. Accordingly, it is necessary for the City to extend the restriction by an additional sixty (60) days.

Section 2. Authority. Minnesota Statutes § 462.355, Subd. 4 permits the adoption of interim zoning ordinances for the purpose of protecting the planning process and the health, safety and welfare of its citizens.

Section 3. Conclusions. The City Council finds that it is necessary in order to protect the health, safety and welfare of its citizens and to protect the planning process, the term of Ordinance No. 153 on an emergency basis is extended by sixty (60) days until August 30, 2020.

Section 74. Effective Date. This Ordinance shall be effective immediately upon its passage according to law.

WHEREUPON, said Ordinance was declared passed and adopted this 9th day of April, 2020.

Attest: Lynette, City Clerk

Glen Mills, Mayor

Council Monthly Update

Fire Chief Dan Malmgren

April 2020

- Covid-19
 - I have been participating in weekly meetings with the Washington County Emergency Management.
 - Fire/Rescue committee has met and ensuring city response.
 - The department is monitoring Center for Disease Control, Minnesota Department of Health and Regions EMS for updates and recommend response precautions
 - Department protocols have been established, forwarded to all members and council representatives
 - We have adequate personnel protection equipment (PPE) for the next couple of months.
 - The appreciation dinner scheduled for later this month was canceled.
 - The department has suspended training for April and May.
 - Inspection of emergency vehicles and equipment will continue
 - I am keeping track of COVID-19 related costs for the department.
 - The Fire Street Dance Committee and I recommend the fundraiser for June be canceled. We do not know how the pandemic will evolve and people may not be ready to attend large gatherings.
- Other News
 - We responded mutual aid twice to May Township to assist Stillwater Fire on structure fires. We have one call of a brush fire which was a citizen burning brush.
 - For over a week the noon siren was not activated. This was my mistake. I unintentionally hit a programming setting when adjusting the clock for day light savings time. The error has been corrected.



The City of Marine on St. Croix

Engineering Updates 4/9/2020



Engineering *italics = old information*

- **Local Road Improvement Program (LRIP) – Village Center Revitalization Project**
 - Project Management Team Meeting #12 is scheduled for TBD – COVID 19.
 - *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 have been finalized BMP construction will be done in two phases, grading and storm pipes with this project and filter media, draintile, plantings with a separate watershed-let contract.
 - *Public Open House meeting, including a site walk through, was held on October 24th from 5-7 pm.*
 - *A third Public Open House meeting was held on December 17th to present the final stormwater quality improvements that will be included in the project and discuss how this was decided. Only a small amount of people attended the meeting.*
 - Project information has been submitted to the State Historic Preservation Office (SHPO) for consultation on historic/archaeologic review 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 the second phase includes assessing the current integrity of the historic district and an assessment of effects the proposed project may have. The first phase has been completed and was submitted along with the archaeological survey and draft construction plans to MnDOT Cultural Resources Unit (CRU) on March 4th, who must review it due to the LRIP grant. MnDOT CRU just began their review on March 31st and will review and then submit to SHPO (~~mid-late March~~) (mid-April). We plan to meet on site with SHPO, MnDOT CRU, and the Architectural Historian (~~mid-late April~~) to review the project and assessment report and discuss potential effects of the project. Minor site grading is necessary on the Marine Mills site to maintain ADA accessibility of the trail. This grading

will require an additional archaeological survey because the property is a known archaeological site. The survey will be completed as soon as the ground thaws. Following the survey and site meeting with SHPO, the effects analysis will be completed by the architectural historian and submitted to SHPO for review (late May-early June). At this point the architectural historian believes the project will have “no adverse effect”, pending the results of the survey. If SHPO agrees, we could have concurrence by late June-early July. If they don’t, a memorandum of agreement and mitigation steps (potentially a 6-month process) may be required.

- Coordination with Private Utility companies affected by the project is continuing. Xcel Electric relocated power poles the week of February 24th.
 - Design plan/specification submittal for State Aid review is planned for early June after the architectural/history effects analysis is complete.
 - DNR permit application for Judd St arch culvert work and stormwater BMP outlets was submitted on March 3rd application fee was received by DNR on March 25th and we are waiting on review comments (45-150 day review timeframe).
 - Wetland delineation and permit application for the Parker St BMP will be completed by the Watershed late April-early May (60-90 day review timeframe).
 - Project timeline, construction restrictions, specifications, and phasing will be discussed at the next PMT Meeting over on a conference call.
- **Washington County’s first Bicycle and Pedestrian Plan**
 - *Our first TAC meeting was held on Wednesday, August 14th, 2019.*
 - *Second TAC Meeting was held on Monday, December 16, 2019. To recap, the meeting included a project update and review of the existing conditions report. The project consultant also presented preliminary ideas on how the future county bicycle and pedestrian network may be laid out. Moving forward, we plan to hold two more TAC meetings (February and April 2020). We have also decided to schedule our next round of pop-up events for March/April and open houses in May/June. In the meantime, we will continue to provide project updates online and online engagement activities. We plan to launch an online survey after the holidays.*
 - TAC Meeting #3 was held virtually on March 25, 2020. The planning consultant used this time to present draft materials, which included a revised Future Network map and a methodology for prioritizing future projects.
 - Project Manager, Emily Jorgensen
 - emily.jorgensen@co.washington.mn.us
 - 651-430-4338
 - <https://www.co.washington.mn.us/bikepedplan>



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Glen Mills, Mayor of the City of Marine on St Croix, do hereby proclaim April 24, 2020 as

Arbor Day

In the City of Marine on St Croix, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 9th day of April, 2020
Mayor _____

CITY OF MARINE ON ST. CROIX CITY COUNCIL MEETING
Thursday, March 12, 2020

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

Citizens Present: Larry Roden, Ryan Goodman, Jason Crotty, Peter Foster, Leslie McKenzie, John Goodfellow, Kitzie Vandheim, Win Miller, Jim Maher, Gayle Knutson, Roger Lyle, Wendy Ward, Mike Tibbetts, Larry Martin.

Approval of Agenda – Miller moved and Roden seconded to accept the agenda as amended. Motion passed unanimously.

Citizen Considerations – Mike Tibbetts questioned how many additional septic connections will there be and how many of those are spoken for. Pardun stated there are going to be 45 new connections available and as of now there are 4 or 5 property owners that have already paid to connect when the septic was put in. The committee will meet and review the information to determine how the remaining spots will be used. Pardun noted the City will also hold a public meeting to inform the residents.

Marla – Jim Maher reported on library events. Family Game night has been cancelled due to the Covid-19 concerns and the board is considering whether to cancel future events and potentially scale back on the hours. John Gorka will be playing on May 3rd for a fundraiser and is requesting approval for a one day liquor license.

Anderson moved and Roden to grant Marla a one day liquor license for their May 3rd fundraiser. Motion passed unanimously.

Planning Commission –

Larry Whitaker is requesting a variance for solar panel ground mount on his property at 625 Pine Cone Trail. Clerk Peterson would like to amend the variance summary to remove the reference to the National Park Service being contacted.

Mike Tibbetts questioned if the solar panels would be considered an accessory structure. Roden stated that was discussed, however the consensus was that it would not be considered a building.

Anderson moved and Pardun seconded to approve Case 240220-01 for Larry Whitaker at 625 Pine Cone Trail to construct a ground mount solar array as amended. Motion passed unanimously.

The STR committee will be meeting with the City Attorney to discuss the last few items in the proposed ordinance draft.

The Commission is beginning to look at the zoning ordinance revisions.

Public Safety – There is a new probationary member, Scott Meers, which Chief Malmgren would like the Council to approve.

Miller moved and Anderson seconded to approve Scott Meers as a probationary member of the department. Motion passed unanimously.

If the City were to put up a cell tower, Washington County would consider renting space for the 800 mhz.

Anderson reported on the Corona virus. Chief Malmgren has been in close contact with the State and Washington County and has a hazardous mitigation plan in place for the City should that become necessary. The main gathering places for the City that would be of concern are the School building, City hall and Church. The school is considering cancelling classes and the church will collecting supplies to help with any residents that may be shut in or need assistance.

Roads – Ryan Goodman reviewed the Engineering report. There still has been no word from the State on the historic review for Judd Street. Xcel energy has replaced all of the poles in the downtown area.

Personnel - No Report

Parks & Rec

Millsite – No Report

Urban Forest – Peter Foster submitted a work plan and proposed budget for 2020. The committee has scaled back the budget request to cover only one gravel bed. There is also some money put in for Arbor day and Emerald Ash Borer education. The total budget request is for \$1630. Arbor Day falls on April 24th, however the committee will be celebrating the event on April 25th. The committee will be distributing information at the Gazebo.

Leslie MacKenzie questioned if there is a good way to communicate information with the committee chairs, i.e google docs, etc. Miller stated the best way to distribute information to the City Clerk and she can forward to the entire Council.

Anderson moved to allocated \$1630 from the General Fund to the Parks and Rec fund for the Urban Forest Task Force in 2020. Motion passed unanimously.

Anderson moved and Miller seconded to approve the Migratory Bird grant application for Urban Forest Task Force. Motion passed unanimously.

Cemetery – No Report.

Water Systems- Pardun requested the Clerk send out a workshop meeting request to discuss the septic.

Holidays/Events – Roden reported that the majority of the Holidays committee has resigned. The City is now looking for new volunteers for that committee. Anderson noted that the Council is very appreciative of that group for the many volunteer hours of work they have put in over the years.

City Properties – No Report.

Citizen Committee Reports *Mayor Mills recessed the Council meeting at 7:48pm.*

EDA – Mayor Mills called the EDA meeting to order at 7:48pm. Miller, Anderson, Pardun and Roden present.

Win Miller presented a letter of intent for the Marine Village School to enter into a lease agreement for the elementary school. The authorizer currently has the application for review.

Miller moved and Pardun seconded to accept the letter of intent from the Marine Village School. Motion passed unanimously.

Miller moved and Pardun seconded to adjourn the meeting at 7:51pm.

Mayor Mills called the regular Council meeting back to order at 7:51pm.

Green Step Cities – Leslie MacKenzie updated the Council on the Green Step progress. The committee would like to meet with the Council to find out how to move forward. Pardun requested Ms. MacKenzie forward the information for Step 4 to the Clerk and she can get to the Council for review. Once the Council receives that information then the Clerk will send out a meeting request.

Ms. MacKenzie also requested to hold their meetings through Zoom due to the Coronavirus concerns. The Council thought that would be fine.

Communications Infrastructure – Anderson presented the final logo for Council review. The Council consensus was to move forward with what was presented.

Anderson also noted the City is looking for high resolution photos for the website.

Anderson has given the Planning Commission additional information on the cell tower and they will begin to review after the STR public hearing. Anderson stated Chairman Mroska believes the Commission should have a recommendation by July.

Consent Calendar – Miller moved and Roden seconded to approve the Minutes of 2/12/20, Treasurer's Report of 2/20, List of Bills for 3/12/20 with the addition of \$50 to Medtox, Zoning Administrators Report, Public Works Maintenance Report and Planning Commission Minutes. Motion passed unanimously.

Old/New Business – Commissioner Miron was in attendance to update the Council on various County projects that are either in progress or upcoming. One of those topics is the request to add a .025 sales tax which would be used for road and transportation projects, which are currently bonded for.

Board of Review meeting will be April 7 from 9am – 10am.

A request was received from a parent in the Stillwater School District to adopt a proclamation declaring April as Pony Pride month. The Council opted to not act.

Certification of Election Results – Miller moved and Roden seconded to certify the results from the Tuesday, March 4th Primary election. Motion passed unanimously.

Long and Short Term Goals – No Change

Mayor Notes/Clerk's Report – None

Adjournment - Miller moved and Roden seconded to adjourn at 8:25pm.

Minutes taken by Lynette Peterson, City Clerk

CITY OF MARINE ON ST. CROIX CITY COUNCIL WORKSHOP
Monday, March 30th 2020

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

Citizens Present: None

Mayor Mills called the workshop to order at 6:02pm for the purpose of discussing the potential of adding additional connections to the current septic system and additional items related to the system.

Pardun began by explaining how the current septic system works. There are approximately 199 ERU's that are billed as part of an enterprise fund, meaning only the users of the system pay for the upkeep and maintenance.

Currently there is approximately \$236,000 in the reserve fund and the City Engineer has recommended the City upgrade P1, which would cost approximately \$207,000. The Public Works department believes they can get the price down to roughly \$150,000. However that money would have to come from the reserve fund. There are two ways to pay for these upgrades. The first would be to increase the user rates, however that would take a few years to raise the money. The second option would be to assess the users.

Pardun then reviewed a list of potential new connections. There are currently three homes that have paid the connection fee, but are not yet hooked up. There are also three homes that have individual systems that the City owns and would be feasible to connect.

10 homes have been identified that are currently City owned but would be too costly to connect to the system.

13 homes have been identified that are individual systems that the City does not own, however have frontage to the city's main sewer pipe and could be added to the system. 4 homes have been identified that have individual systems and are not owned by the City that are in town and should be added to the system. Pardun explained that he would like to see City require the homes that are considered feasible be forced to connect at the time their system fails.

Pardun then reviewed the number of potential new lots within the SFU district at the 30,000 sq ft zoning requirement. Some of these properties would not be feasible to extend the line too however due to the cost. There are 45 additional connections available, of which 24 will be taken by the homes on the list. That will leave 21 additional connections. There has also been a request by the group looking at developing a PUD on Rosabel Street that the City think about allowing that development to connect to the City system. Miller does not believe the Council should even consider that request as there is no application or plan that has been officially submitted.

The City currently owns 10 ISTS systems, which the City expends a large amount of money to keep running. Pardun cannot find any documentation that states the City is required to keep maintaining their system forever. He stated one option for the City may be to change the code to say if their system fails, the City will pay to replace the drainfield but then the system will be turned back to the owner and the City would no longer be responsible for that system moving forward. Currently, no records have been found that bind the City to ownership of these systems however the City Clerk will check the Minutes to see there is anything to reflect that. The City Attorney has not had a chance to review that proposed language as of yet. The Council believes many of these residents will be very upset, especially if it's the original owner. The consensus of the Council was to move forward with that proposal.

Pardun then reviewed the I & I situation. The system still has significant I&I, and so the City will be sending out letters in January of 2021 to notify residents that the City will be performing sump pump inspections again. The last time those inspections were done was approximately 2003. Miller would like letter sent to residents now, asking them to self inspect and also advising that the City will be performing those in home inspections next spring. Pardun will check with Public Works prior to sending anything out.

There was a billing issue that was recently discovered and Pardun questioned the Council's opinion on how to handle it. There is a resident that was connected to the system in 1986 and had been paying the quarterly maintenance bill. However at some point, approximately 20 years ago, that resident stopped being billed for sewer. Clerk Peterson believes it was around the time the City moved from manual billing to a software billing program. There is a statute of limitations of 6 years that prevents the City from collecting the entire amount, but the City can send a letter explaining the situation and requesting that resident pay for a portion of those unpaid charges.

Pardun also discussed the Jackson Meadow system. He suggested drafting a letter to the HOA to see how the system is performing. He believes the City will be on the hook to take over the system down the road if it fails. Miller noted that the HOA has specifically requested the City not take over that system. Pardun noted the City Attorney advised that if there are issues with the system and the HOA cannot properly run that system the City could very well end up taking over that system. Pardun would like to be proactive and send the letter. Currently the City is not receiving the reports and documentation it is supposed to be receiving and so he would like the Council to stay on top of the situation.

Pardun then discussed the amount of the reserve fund. He would like to see the reserve fund reach \$300,000 and suggested several options to achieve that goal. It was suggested discussing the sewer capital improvement plan in August at the budget meeting and a decision can be made at that time.

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

CITY OF MARINE ON ST. CROIX

TREASURER'S REPORT

CHECKING	658,574.02		<u>DEPOSITS</u>
		PS -Relief Assoc	2086.66
FIRE & RESCUE-DEDICATED	277,323.00	PS - Dedicated	1400.00
		P&R - Fireworks	1050.00
FIRE & RESCUE-VEHICLE REPLCMNT	208,963.04	CEM - Perpetual	50.00
FIRE & RESCUE- EQUIPMENT	51,846.16	CEM - Lot Purchase	50.00
FIRE & RESCUE- VILLAGE WATER	16,560.49	G&R - Garbage	751.06
FIRE & RESCUE-800MHZ RADIOS	10,469.57	G&R - Compost	84.38
		G&R - County Tax	242.34
GEN-CITY OFFICE/RECORDS	4,205.79	G&R - Commercial Tax	
GEN - LAND ACQUISITION	40,084.01	G&R - Residential tax	63.86
GEN-STORMWATER	77,369.21	G&R - Recycling	398.33
		GEN - Bldg Fees	273.22
WASTEWATER-RESERVE	238126.57	G&R - Cable	563.71
JM WATER - RESERVE	17,041.06	CEM - Burial	200.00
JM-WELLHEAD PRTCTN	5,192.18	GEN - Interest	105.87
		RDS - Transit Tax	1.73
ROADS-EQUIPMENT	31,116.53	GEN -Animal	6.00
ROADS-ALLEYS/STREETS	320,216.68	WTR - Billing	284.51
ROADS-PICKUP RPLCMNT	15,208.08	GEN - Permits	225.00
		WWT - Sewer	3088.13
HLL- VILLAGE HALL	23,392.48	WWT - LC	109.21
		WWT - Interest	151.28
PARKS & REC-RED BRIDGE	29,784.32	CEM - Interest	17.41
PARKS & REC- VC SIGNAGE	15,652.06	WTR - Interest	14.13
PARKS & REC-BLDG MAINTENANCE	17,226.07	HLL - Interest	3.71
PARKS & REC-BIKE TRAIL	0.00	P&R -Interest	53.33
		PS - Interest	182.87
CEM-PERPETUAL CARE	90,000.00	RDS - Interest	232.87
CEM-PERPETUAL CARE-SAVINGS	76,573.20	HLL - Rent	350.00
CEM-IMPROVEMENTS	12,377.35	GEN - School Rent	232.29
		GEN - Fines	84.77
P&R - COMMUNITY EVENTS	21,292.49		
CITATION CABLE-SECURITY	2,500.00	Total	12356.67
BALANCE 3/30/20	<u>2,261,094.36</u>	Report by Lynette Peterson,	
		Clerk/Treasurer	

1									
2									
3									
4									6.2650%
5	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	LEVY INCREASE ^^^^^^^^^^^
6	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	FUND NAME
7	2019	2019	2019	2019	2020	2020	2020	2020	
8									
101									HALL INCOME
102	4,000.00	3,125.00	4,000.00	750.00	4,000.00	750.00	0.00%	0.00%	HALL RENT
103	10.00	51.55	100.00	5.82	100.00	5.82	900.00%	900.00%	INTEREST
104									FROM MARINE RESTORATION
105	500.00	400.00	500.00		500.00		0.00%	0.00%	CLEANING FEE
106	6,000.00		6,000.00		6,000.00		0.00%	0.00%	MISCELLANEOUS(BEQUEST)
107	10,510.00	3,576.55	10,600.00	755.82	10,600.00	755.82	0.86%	0.86%	HALL INCOME TOTAL
108									HALL EXPENSE
109									
110									HALL-ELECTRICITY&HEAT
111	5,500.00	4,379.09	5,500.00	1,844.84	5,500.00	1,844.84	0.00%	0.00%	REPAIR-BLDG
112	1,500.00	3,040.52	1,500.00		1,500.00		0.00%	0.00%	SPRINKLER MAINT. AND SERVICES
113	2,500.00	2,241.92	2,500.00	1,056.05	2,500.00	1,056.05	0.00%	0.00%	ALARM CONTRACT
114	450.00	311.40	450.00	103.80	450.00	103.80	0.00%	0.00%	MATERIALS AND SUPPLIES
115	2,000.00	1,360.91	2,000.00	763.78	2,000.00	763.78	0.00%	0.00%	EQUIPMENT-NEW/REPAIRS (FURNACES)
116	600.00	600.00	600.00		600.00		6.22%	6.22%	HALL CLEANING
117	3,860.00	1,856.21	4,100.00		4,100.00		0.00%	0.00%	JORDAN BEQUEST (MARLA)
118	6,000.00	6,000.00	6,000.00		6,000.00		0.00%	0.00%	HALL EXPENSE TOTAL
119	22,410.00	19,790.05	22,650.00	3,768.47	22,650.00	3,768.47	1.07%	1.07%	
120									

	Actual Budget 2019	Actual 2019 thru 10/31/19	Budget 2020	Actual 2020 thru 3/30/20	From 2019 to 2020	FUND NAME
1						
2						
3						
4						6.2650%
5	Actual	Actual	Budget	Actual	From 2019	LEVY INCREASE ^^^^^^^^^
6	Budget	thru 10/31/19	2020	thru 3/30/20	to 2020	FUND NAME
7	2019					
8						
121						CEMETERY INCOME
122						
123	2,000.00	3,225.00	2,000.00	1,850.00	0.00%	BURIALS
124	350.00	458.08	375.00	21.88	7.14%	INTEREST INCOME
125	2,000.00	1,450.00	2,000.00	50.00	0.00%	CEM LOT PURCHASE
126	2,000.00	1,450.00	2,000.00	50.00	0.00%	PERPETUAL CARE PURCHASE
127						MISC.
128						
129	6,350.00	6,583.08	6,375.00	1,971.88	0.39%	INCOME TOTAL
130						CEMETERY EXPENSES
131						ELECTRICITY (HAND PUMP)
132	150.00	144.68	150.00	34.12	0.00%	FUEL VEHICLES
133	350.00	538.33	350.00	50.97	0.00%	REPAIR-NOT VEHICLES
134	200.00		200.00		0.00%	REPAIRS-VEHICLES
135	100.00		100.00		0.00%	TREE MAINTENANCE
136	2,500.00		2,500.00		0.00%	MATERIALS & SUPPLIES
137	500.00	681.04	500.00	24.55	0.00%	TOOLS & EQUIPMENT
138	150.00	75.00	150.00		0.00%	GRAVE OPENING
139	3,000.00	2,800.00	3,000.00	1,450.00	0.00%	POTTIES
140	500.00	398.29	500.00		0.00%	MISCELLANEOUS (LOT BUY BACK)
141						
142	7,450.00	4,637.34	7,450.00	1,559.64	0.00%	EXPENSE TOTAL
143						

	Actual Budget 2019	Actual 2019 thru 10/31/19	Budget 2020	Actual 2020 thru 3/30/20	From 2019 to 2020	FUND NAME
1						
2						
3						
4						6.2650%
5	Actual Budget 2019	Actual 2019 thru 10/31/19	Budget 2020	Actual 2020 thru 3/30/20	From 2019 to 2020	LEVY INCREASE ^^^^^^^^^
6						
7						
8						
171						ROADS INCOME
172						INTEREST
173	2,700.00	1,770.67	2,700.00	365.29	0.00%	TRANSIT TAX
174		519.07			0.00%	MISCELLANEOUS
175					0.00%	ROADS INCOME TOTAL
176	2,700.00	2,289.74	2,700.00	365.29	0.00%	
177						ROADS EXPENSES
178						ELECTRICITY-STREETLIGHTS
179	11,500.00	10,395.44	13,000.00	3,173.40	13.04%	FUEL VEHICLES
180	4,000.00	4,580.08	4,500.00	1,817.02	12.50%	REPAIRS-VEHICLE & EQUIPMENT
181	3,500.00	3,272.89	3,500.00	1,135.30	0.00%	SERVICES-LEGAL
182	200.00	344.36	200.00		0.00%	SERVICES-TREE MAINTENANCE
183	2,500.00		2,500.00	1,200.00	0.00%	TELEPHONE/BROADBAND
184	3,500.00	2,641.47	3,500.00	707.39	0.00%	UNIFORM SUPPLIER
185	1,500.00	714.25	1,200.00		-20.00%	MATERIALS & SUPPLIES-SIGNS INCLUDED
186	6,000.00	2,011.95	6,000.00	1,022.16	0.00%	ROAD REPAIR MATERIAL
187	4,000.00	9,893.85	5,000.00	57.84	25.00%	TOOLS & EQUIPMENT
188	1,500.00	606.26	1,500.00		0.00%	MISC.EXPENSE-LICENSE
189	750.00	140.00	200.00	100.25	-73.33%	SWEEPING
190	4,000.00	1,687.50	4,000.00		0.00%	SALT AND SAND
191	5,000.00	6,079.05	5,000.00	2,473.25	0.00%	SERVICES - ENGINEERING
192	5,000.00	2,698.58	5,000.00	870.57	0.00%	REPAIRS-BLDG-MAINT./ALARM
193	2,000.00	883.66	2,000.00	88.85	0.00%	EXTRA SHERIFF PATROL
194	2,500.00		2,500.00		0.00%	ROADS EXPENSE TOTAL
195	57,450.00	45,949.34	59,600.00	12,646.03	3.74%	
196						MARINE SCHOOL INCOME
197						RENTAL FEES
198				1,491.92		MISC/REIMBURSEMENT
199				207.29		MARINE SCHOOL INCOME TOTAL
200				1,699.21		
201						MARINE SCHOOL EXPENSES
202						HVAC SYSTEM
203						ELECTRICITY
204				8,366.08	0.00%	MOWING
205						BUILDING REPAIRS
206				207.29	0.00%	MATERIALS/SUPPLIES
207						

1							
2							
3							
4							6.2650%
5	Actual	Actual	Actual	From 2019			LEVY INCREASE ^^^^^^^^^^^
6	Budget	2019	2020	to 2020			FUND NAME
7	2019	thru 10/31/19	thru 3/30/20				
8							
208			3,623.34				SERVICES
209			88.85				ALARM
210							EQUIPMENT REPAIR
211			397.22				PHONE/INTERNET
212			517.50				LEGAL
213			13,200.28				MARINE SCHOOL EXPENSES TOTAL
214							

Memorandum of Understanding

Among the Washington County Cooperative Weed Management Area Partners (Listed in Appendix A)

I. Background and Objectives

Invasive species have significant environmental, social, and economic impacts on natural areas, parks, and open spaces. Invasive species are a leading threat to the native species of the United States, second only to habitat destruction. Invasive plants consume approximately three million acres of land each year. Invasive plants threaten both entire ecosystems and individual species. They negatively impact ecosystems through competition, suppression, and displacement of native species and can alter ecosystem functions. Washington County contains a myriad of groups including governmental agencies, non-profit organizations, private business, and private citizens and landowners that give the county the unique opportunity to manage invasive plants in a cooperative manner.

II. Purpose

The purpose of this Memorandum of Understanding (MOU) is to encourage and formalize the cooperative relationship necessary for effective management, coordination, and implementation of invasive terrestrial and aquatic plant species programs among the above mentioned Partners.

Other organizations or individuals may, at any time, join as Partners of the Washington County Cooperative Weed Management Area (WC-CWMA). Partners may agree to offer funding or in-kind service to the WC-CWMA. These Partners will be required to sign a signatory page stating that they will voluntarily participate under the applicable guidelines in this MOU. Partners are listed in Appendix A.

Definition of terms

Introduction- the intentional or unintentional escape, release, dissemination, or placement of a species into an ecosystem as a result of human activity.

Ecosystem- the complex of a community of organisms and its environment.

Native species- a plant species that historically occurred in Washington County, not as a result of an introduction.

Local Ecotype Native Seed- seed originating from the ecoregions found in Washington County. Seed used in the WC-CWMA must be Local Ecotype Native Seed, and must originate from as close to the given project as possible. "Yellow tag" certified seed should be used whenever possible.

Non-native species-with respect to a particular ecosystem, any plant species, including its seeds, spores, or other biological material capable of propagating that species, that has been introduced to that ecosystem by means other than natural processes.

Invasive plant or weed- a plant species, typically non-native, that has competitive advantages and can become established in natural plant communities and wild areas and replace native vegetation. They may alter the ecosystem and may cause economic, environmental, and/or social harm and may also negatively affect human health.

Noxious weed- a plant determined to be problem by a governmental agency. This can be on a county, state, or national level. They are mandated by law as pest species, and the law calls on all citizens for the destruction of the species.

WC-CWMA - Washington County Cooperative Weed Management Area- geographically defined as the lands and waters within the geopolitical boundaries of Washington County. A cooperative effort to manage invasive plants in Washington County.

WC-CWMA Steering Committee - WC-CWMA Steering Committee organizes members, provides direction, holds regular meetings, and generally furthers the common goal of cooperative invasive plant management. Each Partner will be directly or indirectly represented on the Steering Committee. The steering committee shall select a chair and vice chair.

III. Legislative Authority

For the National Park Service, the legal authority for entering into this agreement is the National Park Service Organic Act (16 U.S.C. §§ 1-3). This is a general management authority for entering into a memorandum of understanding to document mutually agreed upon policies, procedures, objectives, and/or assistance relationships that do not involve funding.

This MOU is neither a fiscal nor a funds obligation document. Any action involving contribution of funds or reimbursement between parties to this MOU will be handled in accordance to applicable laws, regulation, and procedures including those for Government procurement and printing. These actions will be outlined in separate agreements between parties and will be authorized by the appropriate statutory authority. This authority does not provide such authority, nor does it establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

IV. Statement Of Work

The intent of this MOU is to enhance the success of the Cooperative Weed Management Area for Washington County by encouraging sharing of resources, information, expertise, and effort on a willing and cooperative basis on both public and private lands and waters. This MOU is not intended to establish legal authorities or mandates where they do not currently exist.

The undersigned parties mutually agree to the following:

- a. Participate and/or cooperate in the development of the Washington County Cooperative Weed Management Area (WC-CWMA); including cooperatively preparing a Management Plan to describe the goals objectives and strategies of the CWMA. The Management Plan will outline the structure and function of the CWMA and provide any other needed background information. Absent any separate agreement among one or more parties, each party is solely responsible for its own costs and participation in this joint planning effort.
- b. Share information among Partners and provide assistance and expertise regarding invasive plant management activities on their lands and waters.
- c. Provide opportunities to outside interest groups, private landowners, and the public for involvement in carrying out weed management planning and education on lands and waters within the Washington County Cooperative Weed Management Area (WC-CWMA).
- d. Utilize the Washington Soil and Water Conservation Division as the fiscal administrator for any grants or financial support received by the WC-CWMA.
- e. Review this MOU and make revisions and updates as necessary to meet the purpose of the agreement. Amendments shall become effective upon approval by all Partners.

This MOU in no way restricts any of the Partners from participating in similar activities with other public or private agencies, organizations, or individuals.

V. Term of Agreement

This MOU will become effective upon July 1st, 2020. Any additional parties added after this date will be subject to the 30 day review process outlined in Section VII before becoming a partner. This MOU expires 5 years from the effective date at which time it will be subject to review, renewal, or expiration. If the Partners mutually agree to continue cooperation, a new agreement shall be executed.

VI. Modification and Termination

Modifications to this MOU shall be made by the issuance of a unanimously approved modification prior to any changes being performed. Any Partner may withdraw from this agreement at any time before the date of expiration by providing 30 days written notice to all signatories.

VII. Additional Parties to the MOU

Additional parties may, and are encouraged to, be added to the MOU as Partners at anytime. All Partners will be notified of any additional party and will be given 30 days after the notification to determine if there is a conflict of interest. If a conflict of interest is identified the Partner may choose to withdraw from the MOU. If the Partner does not withdraw, then the additional party with the conflict of interest may not be added to the MOU.

VIII. Key Officials and Signatures

A separate page will be included for each of the Partners designating the key official to this MOU and the signature for the person authorized to enter into this agreement.

Memorandum of Understanding

Among the
Washington County Cooperative Weed Management Area Partners
(Listed in Appendix A)

IX. Key Official and Signatures (continued)

Name, Title:

Agency/Organization:

Address:

Key Official Signature: _____

X. Primary Partner Contact

Name, Title:

Agency/Organization (if different than above):

Phone:

E-mail:

Appendix A.

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Resolution No 040920-03

Resolution of the City of Marine on St Croix

Approving the Delegation of Authority for Paying Claims

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorize the City to delegate authority to pay certain claims against the City by a City Administrative Official; and

WHEREAS, the City Clerk is the City Administrative Official for the City of Marine on St Croix; and

WHEREAS, The City of Marine on St Croix desires to authorize the City Clerk to pay all claims that they deem just, correct and valid; and

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk and the Mayor; and

WHEREAS, the City Council may not be able to achieve a quorum of its members on certain regularly scheduled council meeting dates; and

WHEREAS, the City Clerk will present to the City Council at the first Council meeting after payment of claims a list of the claims paid and an explanation of the payment;.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Marine on St Croix, Washington County, Minnesota as follows:

1. That the City Clerk is authorized to pay all claims against the City of Marine on St Croix, and if the City Council is unable to meet on any of its regularly scheduled council meeting dates, the City Clerk of the City of Marine on St Croix is authorized to pay all claims presented to the City if in the City Clerk's discretion the claims are just, correct and valid.

This Resolution was declared duly passed and adopted by the City of Marine on St Croix on this 9th day of April, 2020.

BY: _____

Glen Mills, Mayor

ATTEST: _____

Lynette Peterson, City Clerk

Resolution No 040920-01

A Resolution Establishing a Credit Card Use Policy for the City of Marine on St Croix

WHEREAS, the city council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city as provided under Minnesota Statutes 471.382; and

WHEREAS, City staff has made requests to include additional users to the credit card account as a means of making certain public purpose purchases; and

WHEREAS, a credit card use policy has been written, which complies with the recommendations of the Minnesota Office of the State Auditor and the League of Minnesota Cities ; and

NOW THEREFORE, BE IT RESOLVED by the City of Marine on St Croix City Council that the following Credit Card Use Policy be put in place as follows:

City of Marine on St Croix Credit Card Use Policy

1) Purpose

To establish the Policy and Procedures for the use of City credit cards by department heads or their designee. These procedures are intended to accomplish the following:

- To ensure that procurement with credit cards is accomplished pursuant to the policy and procedures established by the City Council.
- To enhance productivity, reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
- To ensure appropriate internal controls are established within each department procuring with credit cards so that they are used for authorized purchases only.
- To ensure that the City bears no legal liability from inappropriate use of credit cards.

2) Scope

The City Clerk has the authority to make all decisions regarding the issuance of individual cards and the controls of their use. The limit on each card shall not exceed \$1,000 unless authorized by the City Council or City Clerk to increase said amount under special circumstances.

3) Policy

- A. The City credit card is only to be used in the following situations:
 - Emergencies that are of a public safety nature.
 - If a purchase cannot be paid through the normal accounts payable process.
 - Training or On line registrations.
 - Other circumstances authorized by the City Council or City Clerk.
- B. The credit card shall not, under any circumstances, but used for personal use of any kind. Any credit card purchase made for personal use is prohibited and will result in disciplinary action.
- C. All Department heads are required to authorize and account for all charges made and must provide a receipt for all purchases. This includes any charge made by a department head designee.
- D. Absolutely no cash advances (ATM, traveler's checks, money orders, etc) are allowed using the City credit card.
- E. Any/all purchases must be paid in full within the given grace period each month as to not accrue interest charges or penalties.
- F. All cardholders shall take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their card or card number to any other person at any time.
- G. Any use that the City Council deems as misuse of a City credit card may result in the loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.
- H. The cardholder will provide all information required by the financial institution issuing the card in order to receive a card, including social security information as required by the Federal Patriot Act.
- I. Any employee using a City credit card, the employee must ensure that the goods or services to be purchased are budgeted and allowable expenditures as deemed by the City Council or Department head. Any unauthorized expense will not be paid for by the City, and the employee will be responsible for any unauthorized costs incurred.
- J. It is the responsibility of the employee to immediately notify the City Clerk or Department head if any card is lost or stolen.

4) Procedure

- A. Any employee who wishes to be a designated card holder must first be given permission by the City Council to be an authorized user.
- B. Any employee having a City credit card must maintain physical possession of the card at all times.
- C. The City is billed monthly with one statement and any itemized receipts must be obtained by the card holder and submitted to the City Clerk within one week of any purchase.
- D. The City Clerk must verify that any goods/services purchased with the credit card is an authorized purchase.
- E. The credit card statement must be reconciled monthly by the City Clerk for any unauthorized charges or discrepancies.

F. Upon separation of employment, cardholders shall surrender their City credit card to the City Clerk on or before their last day of work and prior to issuance of any final compensation to the cardholder.

5) Audits

Random audits may be conducted for both card activity and receipt retention by the City Clerk's office. The detailed activity is also reviewed annually by the City's independent auditing firm.

Passed and adopted by the City Council for the City of Marine on St. Croix this 9th day of April, 2020.

BY: _____
Glen Mills, Mayor

ATTEST: _____
Lynette Peterson, City Clerk

RESOLUTION NO 040920-02

A Resolution Establishing a Travel Policy for the City of Marine on St Croix Per Minnesota State Statute 471.661 and 471.665

WHEREAS; Minnesota State Statutes 471.661, 471.665 and 15.435 require City's to establish a travel policy for all City personnel,

NOW THEREFORE BE IT RESOLVED that the City of Marine on St Croix City Council hereby adopt the following travel policy:

City of Marine on St Croix

Travel Policy

1) Purpose

It is the purpose of this policy statement to establish adequate internal controls to satisfy IRS regulations, Minnesota State Statutes 471.661, 471.665 and 15.435 and to provide a framework to use as a guide.

2) Policy

A. All persons conducting official City business shall be subject to the provisions of this policy. This policy shall apply to all City employees, Mayor and Council members, Board and Commission members and appointed representatives. Whenever any person representing the City at any level uses public funds to pay for any type of travel, they must not acquire benefits from the travel at the expense of the taxpayer.

3) Car Allowance

Any person representing the City who receives a monthly vehicle allowance may not receive any form of IRS mileage reimbursement.

4) Mileage Reimbursement

Persons not receiving a vehicle allowance will be reimbursed the standard mileage rate to operate their own automobile for all miles driven on City business at the current IRS rate.

5) Reimbursement

- A. The City will pay or reimburse all travel costs that are reasonable and necessary. Any person conducting official City business is expected to show good judgement in the nature and amount of expenses incurred.
- B. The City will, after reviewing any/all receipts, invoices or expense reports, use the IRS Publication 1542, Per Diem Rates for the particular destination point in determining the reasonableness of expenses claimed.
- C. Out of State travel to major metropolitan areas may require an exception to the IRS rate policy due to the high cost of lodging and meals. Receipts for actual cost will be required and audited.
- D. Expenses of another person accompanying the individual conducting City business on a trip are not reimbursable, nor are any travel or other expenses for side trips of either the employee or another person. Expenses will only be allowed for the afternoon/evening before any out of town event and through noon the day following the event should the individual not be able to return the day the event concludes.

6) Mass Travel

- A. Coach airplane passage is considered standard for any out of state travel.
- B. Any person traveling out of state should only purchase airline tickets after receiving approval for the trip.
- C. Travel to and from the airport shall be reimbursed for mileage, however should be driven by the most economical means available.

7) Travel by Automobile

- A. All out of state travel by employees in personal/City vehicles must be approved prior to the trip.
- B. Any employee using their personal vehicle within the State will be reimbursed for mileage at the current IRS reimbursement rate.
- C. All transportation of persons not on official City business is strictly prohibited in City vehicles.

8) Lodging

- A. All hotel accommodations should be appropriate to the purpose of the trip.
- B. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the official City business. If the employee chooses, for personal reasons, to arrive earlier or leave later, the additional lodging and other expenses related will be the responsibility of the employee and will not be reimbursed by the City.
- C. Lodging expenses for events held in the Minneapolis/St. Paul metropolitan area will not be reimbursed unless specifically approved by the City Council.
- D. Expenses for meals, including gratuities but excluding alcoholic beverages, will be reimbursed as long as all receipts are submitted with the claim.

9) Miscellaneous

- A. All other City business related expenses for which reimbursement is requested, for example, transportation to and from the airport, local cab fare and other tips must have itemized receipts or documentation in order to be reimbursed.
- B. Any recreation expenses, such as golf, tennis, etc. are not reimbursable.
- C. Reimbursement for telephone calls and similar expenses shall be limited to those directly connected with carrying out the duties of the employee for City purposes.
- D. Time for voluntary attendance by an employee at any training course outside of working hours is not eligible for compensation.

Violation

Falsification of travel documents/expense reporting, resulting in overpayment of the City's assets, or failure to comply with this policy in any other way will be subject to discipline up to and including discharge.

Passed and adopted by the City Council for the City of Marine on St. Croix this 9th day of April, 2020.

BY: _____
Glen Mills, Mayor

ATTEST: _____
Lynette Peterson, City Clerk