

**REGULAR MEETING OF THE CITY COUNCIL
CITY OF LAKE ST CROIX BEACH
16455 20th STREET SOUTH
WASHINGTON COUNTY, MINNESOTA**

November 21, 2016

AGENDA

7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVE AGENDA

- 4. CONSENT AGENDA** Roll Call Vote. *(Consent Agenda items, listed on the following page, are defined as routine business, not requiring discussion and approved by a roll call vote. Councilmembers may elect to pull a Consent Agenda item(s) for discussion and/or separate action)*

5. OPEN COMMENTS FROM THE PUBLIC

Visitors may share their comments or concerns on **any issue** that is a responsibility or function of the City Council of Lake St. Croix Beach, not an issue as listed on this agenda. Persons who wish to address the City Council must fill out a comment card before the meeting begins and give it to the City Clerk or City staff. The mayor will ask you to come to the podium, state your name and address, and present your comments. Your presentation will be limited to no more than 3 minutes. The mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of the City Council's responsibilities. The mayor may also limit the number of individual presentations.

PUBLIC COMMENTS (Agenda Items)

Visitors may share their comments or concerns on any **agenda item listed** that is a responsibility or function of the City Council of Lake St. Croix Beach. Persons who wish to address the City Council must fill out a comment card before the meeting begins and give it to the City Clerk or City staff. The mayor will ask you to come to the podium, state your name and address, and present your comments. Your presentation will be limited to no more than 3 minutes. The mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of the City Council's responsibilities. The mayor may also limit the number of individual presentations.

6. PUBLIC SAFETY REPORTS

- A. Law Enforcement
- B. Emergency Response and Fire
- C. Animal Control

7. CITY STAFF REPORTS

- A. City Engineer Parotti

- B. City Attorney Sandstrom
 - C. City Clerk-Administrator Schuler
 - 1. 2017 Budget
 - 2. RFP for Audit – Timeline
 - 3. Intacct Accounting Software – Cash Basis to Modified Accrual
 - 4. Comprehensive Street Study
 - 5. **Resolution 2016-24** Authorizing an Application for Planning Assistance Grant Funds from the Metropolitan Council for Completing the 2040 Comprehensive Plan Update.
 - 6. 2017 Goals
 - **November Claims: \$24,465.31**, Check Numbers 17371 thru 17407 (*Check Number 17376 was voided due to incorrect amount)
 - D. Peter Kulczyk, Building Official
 - E. Deputy Clerk Brunick
 - 8. **NEW BUSINESS**
 - A. Valley Access Letter – Councilmember Reiter
 - 9. **UNFINISHED BUSINESS**
 - A. Conditional-Use Permit, Fat Tire Trike
 - 10. **OTHER BUSINESS**
 - 11. **COUNCIL/STAFF REPORTS**
 - A. Councilmember Brown
 - Cable Commission
 - B. Councilmember Kline
 - C. Councilmember Reiter
 - Environmental Advisory Board
 - D. Councilmember Unker
 - Afton Wastewater Treatment System
 - E. Mayor McCarthy
 - Parks Report and Liaison
 - Veterans memorial
 - Sentence -To- Serve (STS)
 - Planning Commission
 - Middle St Croix Water Management Organization
 - Lower St Croix Valley Partnership Team
 - 12. **ADJOURNMENT**
-
- 4. **CONSENT AGENDA ITEMS**
 - A. *Minutes from the October 17, 2016 City Council Meeting.*
 - B. **Resolution 2017-18** *Accepting Donation in the Amount of \$500.00 from Flood Run, Inc.*
 - C. **Resolution 2016-19** *Accepting Funds in the Amount of \$300.00 from the Lower St. Croix Valley Joint Cable Commission.*

D. Resolution 2016-20 Accepting Donation in the Amount of \$10.00 from Roger Moe for the Veteran's Memorial.

E. Resolution 2016-21 Approving the On-Sale, Off-Sale, and Sunday Liquor Licenses for River Valley Catering, Inc., 2030 St. Croix Trail South.

F. Resolution 2016-22 Accepting Gambling Donation in the Amount of \$1,187.84 from Bayport American Legion Post 491.

G. Resolution 2016-23 Accepting Donation in the Amount of \$500.00 from Tom Kingston for the Veteran's Memorial.

H. Permission for new Council members to attend newly elected officials training at the League of Minnesota Cities building on January 22, 2016 in Bloomington, MN.

I. Authorizing a total amount of \$1,700 to be paid to the 8 Election Judges and the 1 Head Election Judge.

PUBLIC READING

**REGULAR MEETING OF THE CITY COUNCIL
CITY OF LAKE ST CROIX BEACH
16455 20th STREET SOUTH
WASHINGTON COUNTY, MINNESOTA**

CITY COUNCIL MEETING MINUTES

October 17, 2016

MEMBERS PRESENT: Tom McCarthy, Charles W. Brown, Michelle Kline, Cindie Reiter, Jim Unker

STAFF PRESENT: John Parotti, Kevin Sandstrom, Andrew Brunick, Sue Schuler

OTHERS PRESENT: Mike Bubany, Sonya Bubany, Ron Carlson, Joy Carlson, Bill Glampe, Patrice Nerad,

CALL TO ORDER by Mayor McCarthy at 7:02 p.m.

PLEDGE OF ALLEGIANCE was said.

APPROVE AGENDA Agenda item 3.

Mayor McCarthy requested that “8A” be moved up to “7C”.

MOTION BY MAYOR MCCARHTY, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE AGENDA AS AMENDED. MOTION PASSED, 5 AYES, 0 NAYS.

CONSENT AGENDA Agenda item 4.

No items for approval.

OPEN COMMENTS FROM THE PUBLIC Agenda item 5.

No comments given.

PUBLIC COMMENTS (Agenda Items) Agenda item 6.

Ron Carlson, 1241 Quinlan Avenue had the following comments on agenda item 7.C.2. Mr. Carlson stated that his neighbor built a fence on the property line in violation of the following zoning ordinance standards; setback, height, and open construction. Mr. Carlson stated that he submitted a formal complaint six weeks ago and requests sufficient attention from City staff. Mr. Carlson then read a timeline of events regarding the fence in question and stated that City staff has done little to resolve his complaint.

Joy Carlson, 1241 Quinlan Avenue stated that their neighbor's fence is in violation of the City's zoning ordinance and that she wants a fair and honest application of the City's zoning ordinance. Mrs. Carlson stated that the City was in error when it issued this fence permit.

PUBLIC SAFETY REPORTS Agenda item 7.

Law Enforcement

Deputy Sullivan reported that September was pretty quiet and stated that residents should be aware of front door package theft in the upcoming months.

Councilmember Unker asked who the deputies were currently assigned to the area. Deputy Sullivan stated that they are himself on the afternoon shift, Katie Manis on day shift, Laura Jackson on afternoon shift, and Donavon Bump on day shift. Deputy Sullivan ended by saying that he will be starting a new job on January 1.

Emergency Response and Fire

Chris Peterson, Fire Chief, reported 35 calls in September, 4 in LSCB. Mr. Peterson commented on the Carlson fence situation by stating that the new fence does not limit access for emergency vehicles.

Animal Control

Councilmember Brown reported 0 warning letters, 0 calls, 1 report of a stray cat sighting, 1 lost dog, 1 lost cat, and 1 found cat.

CITY STAFF REPORTS Agenda item 8.

City Engineer Parotti

Engineer Parotti reported that the culvert televising that was approved by Council was completed in September and that the payment is a part of the October claims up for approval at tonight's meeting. Engineer Parotti stated that he received the reports from the televising and it showed that the culvert is clean and in relatively good shape and that he will evaluate those reports in the coming weeks and turn them over to the Army Corps. Of Engineers.

City Attorney Sandstrom

Shoreland Park Legal Determination

City Attorney Sandstrom stated that his legal determination regarding the type of land contained within Shoreland Park is that it should be considered public.

Councilmember Reiter brought up the community of North Oaks and how they were able to "gate" their community. Councilmember Reiter and City Attorney Sandstrom both agreed that something similar is no longer feasible in Minnesota because of laws that have been passed since.

Councilmember Unker asked what was considered "beach" in the deed. City Attorney Sandstrom stated that the entire beach is considered "beach" in the deed.

Service Agreement – Building Official

City Attorney Sandstrom stated that he sent a draft service agreement to Clerk-Admin. Schuler and to Peter Kulczyk, Building Official just a few hours prior to the council meeting. City Attorney Sandstrom said that the city council had the option of approving the contract or waiting until it has been reviewed further.

Peter Kulczyk, Building Official stated that he found many errors in the agreement and thought that it could be shortened.

Complaints – Code Enforcement

Councilmember Kline asked City Attorney Sandstrom and Clerk-Admin. Schuler what the current process is for responding to complaints and stated that multiple complaints had been submitted regarding a house boat in the front yard of a residence and nothing had been done.

Clerk-Admin. Schuler responded stating that she had only known about the house boat for a week and had not received any complaints prior. City Attorney Sandstrom stated that the City could take a number of different actions to remedy the situation.

Councilmember Reiter suggested that the City hire another staff member to handle code violations.

Mike Bubany, Financial Advisor, David Drown and Associates, Inc. (Street bonding information)

Mr. Bubany presented on some bonding options for the proposed street project and the need to maintain the City's streets to avoid higher costs later.

Councilmember Reiter asked if the City could extend the term of a special assessment to bring down the yearly cost to residents that are assessed.

Mr. Bubany stated that this would be possible but the levy would have to be increased to offset the difference.

Clerk Admin. Schuler asked if cities ever assess crack sealing or seal coating. Mr. Bubany stated that most cities do not assess these things but do sometimes assess partial reconstructions like mill and overlay.

Councilmember Unker asked if there was a plan that could be presented to residents that would be assessed and if these residents could have input.

Mr. Bubany stated that there is no requirement for a plan and just two public hearings are required. The first public hearing is called an "improvement hearing" where generalized estimates are provided to those who will be assessed. At the second public hearing, the City should have the exact amounts residents will be assessed.

Mr. Bubany that the City was not required to have a plan but would be good policy for the City to do so. Mr. Bubany also went on to explain the advantages of special assessments when doing street projects.

Councilmember Reiter stated that she felt strange about assessing affected residents because of a paperwork error.

City Attorney Sandstrom explained that homeowners can only be assessed a certain amount that relates to the amount of property appreciation they would see with a new street.

Mr. Bubany and City Engineer Parotti recommended to the council that they make a decision soon regarding the street project and a funding mechanism if the council were to go ahead with the street project.

Master Subscriber Agreement

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER REITER, TO APPROVE RESOLUTION 2016-NEXT AVAILABLE NUMBER APPROVING MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: UNKER – AYE, KLINE – AYE, BROWN – AYE, REITER – AYE, MCCARTHY – AYE.

City Clerk-Administrator Schuler

Candidate Forum

Clerk-Admin. Schuler provided a description of the upcoming candidate forum on Saturday, October 22 from 2 – 3:30 pm.

Update from Building Official, Peter Kulczyk

Building Official Kulczyk gave a rundown of the activities in the Building Inspection Dept. and recommended changing the fee schedule to include fixed fees for some permits and making some changes to the current permit process.

Building Official Kulczyk then provided his determination regarding the newly installed fence at 1265 Quinlan Avenue stating that he believed it should be considered a “side yard” fence that is in compliance with the city’s zoning code. Mr. Kulczyk stated that there may be something in the Planned Unit Development that says something differently but he has been unable to find a copy of the Planned Unit Development.

Discussion occurred regarding the fence at 1265 Quinlan Avenue.

Washington County Septic Ordinance

Clerk-Admin. Schuler stated that she was approached by Washington County regarding the LSCB septic ordinance. The county stated that their contract with the city regarding septic was expiring at the end of the year. Clerk-Admin. Schuler stated that the city has 2 options; one option is to repeal the city’s septic ordinance and give full authority to the county for issuing septic permits and the other option is to update the city’s ordinance and renew the contract with the county.

Clerk-Admin. Schuler stated that by giving authority back to the county, the city could avoid having to update their septic ordinance every 2 years. Clerk-Admin. Schuler also stated that the county told her that most cities in the county have repealed their ordinances and given full authority to the county.

Councilmember Reiter stated that she felt the county is in a better position to spell out the requirements than the city and believes it should be in the county’s hands.

City Attorney Sandstrom stated that a public hearing will need to be held before the septic ordinance can be repealed from the city code and a new ordinance must be approved to repeal the current septic ordinance.

Fund Accounting Software

Clerk-Admin. Schuler discussed the city's need for a new fund accounting software and talked about the Intacct accounting software program as a possible solution.

Councilmember Reiter spoke out against changing accounting software programs and believes that the current software program works well.

Codification update

Clerk-Admin. Schuler that she is working with the codification person and will get a draft to City Attorney Sandstrom within 30 days.

CRS Update

Deputy Clerk Brunick stated that he is working on gathering all of the building permits issued in the last year for updating the CRS.

Bluff Restoration update

Clerk-Admin. Schuler that the Administrator of the Middle St. Croix Watershed District suggested planting trees on the bluff next spring. Clerk-Admin. Schuler stated that the city has until June 2017 to finish the bluff restoration project which the city will be reimbursed 100% for.

Web site update

Clerk-Admin. Schuler stated that Deputy Clerk Brunick has been updating the website with information on building inspections and floodplain/riverway information.

Councilmembers Brown and Unker stated that they thought the information on the Afton Septic Project could be put on the left side of the website.

Parks workshop/administrative process

Clerk-Admin. Schuler thanked Mrs. Runge for all the work she's done with updating the boat permit brochures. Clerk-Admin. Schuler stated that city staff will no longer be attending Park Board meetings.

Minutes (council)

Clerk-Admin. Schuler asked the council if they wanted verbatim minutes or just bullet points on their minutes. Clerk-Admin. Schuler stated that staff has hired a company off-site to transcribe the minutes as a test. Clerk-Admin. Schuler stated that the last meeting's minutes were done verbatim by this company and were 76 pages long costing \$167.00.

Budget workshop

The budget work session was scheduled for November 14, 2016 at 5:00 p.m.

- **October Claims: \$47,413.02**, Check Numbers 17338 thru 17368

MOTION BY COUNCILMEMBER REITER, SECONDED BY MAYOR MCCARTHY, TO APPROVE CHECK NUMBER 17338 THROUGH 17368 IN THE AMOUNT OF \$47,413.02. MOTION PASSED, 5 AYES, 0 NAYS.

Deputy Clerk Andrew Brunick

Deputy Clerk Brunick reported that the new street signs arrived and that they are being installed.

NEW BUSINESS Agenda item 9.

UNFINISHED BUSINESS Agenda item 10.

Minutes from July

The July minutes were not included in the packet.

Clerk-Administrator Performance Review

The council agreed to table the performance review for Clerk-Admin. Schuler.

Councilmember Reiter stated that she would like Clerk-Admin. Schuler to get an increase in pay.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER KLINE, TO INCREASE THE CITY CLERK-ADMINISTRATOR'S WAGE BY 3% EFFECTIVE JULY 1, 2016. MOTION PASSED, 5 AYES, 0 NAYS.

OTHER BUSINESS Agenda item 11.

COUNCIL/STAFF REPORTS Agenda item 12.

Councilmember Brown

Cable Commission

Councilmember Brown stated that there was no cable commission meeting and that he will not be in attendance at the November City Council meeting.

Councilmember Reiter asked Councilmember Brown to confirm that there will not be a cable commission meeting for the rest of the year.

Councilmember Brown confirmed that there would not be a cable commission meeting for the rest of the year.

Councilmember Reiter stated that without having a meeting, the four education channels are going to go by the wayside.

Councilmember Browns stated that he would take that concern up with the chairman of the cable commission.

Councilmember Kline

Nothing to report.

Councilmember Reiter

Councilmember Reiter stated that she attended the Sheriff's Department's "Elected Official Officer Training" that went over NIMS, incident command, and the role of elected officials during emergencies. Councilmember Reiter stated that there is another one of these trainings scheduled after the election and encouraged newly elected councilmembers to attend.

Councilmember Reiter read an apology letter to the residents of LSCB regarding the recently discovered paperwork error in the budget and the need to re-examine the streets project. The letter reads as follows, "Recently, the City Council met with our City Auditor and it was explained to us that due to paperwork error that occurred at least two years ago and was duplicated, the appropriate amount of tax levy dollars was not allocated to property owners. Actually, it comes to be that the property owners were undertaxed. Now on the face of it that sounds like not a bad thing but as you know taxes pay for the services and infrastructure of our city, therefore, we have a shortfall. As it was explained, this shortfall impacts our road and street fund. What this means is we (Council and staff) will need to seriously look at the road street projects that we had planned to do and resolve the issue by possibly delaying the project, starting over to replenish the funds, bonding for street and road projects the city had planned to do in the coming year, and to continue to research any other solutions. In the immediate time, if you follow City Council Meetings or minutes you will know that we (City Council) approved a 10% increase in the preliminary levy. A final levy will be approved after a public hearing in December per state statute. Also included in the statute is a provision that states that a levy cannot go up from the preliminary levy except for very specific and limited cause. Therefore, with the combined increase in the housing market and the levy, it will be very likely that you will see a noticeable tax increase for 2017. I just want to let you know that I take this very seriously and in my e-mail I said thank you for taking the time to read this."

Environmental Advisory Board

No recent Environmental Advisory Board meetings.

Councilmember Unker

Afton Wastewater Treatment System

Councilmember Unker stated that during the federal review process for the Afton Wastewater Treatment System, the surrounding Indian communities raised concerns about the process and stated that he and City Attorney Sandstrom sent in their objections to the project as well.

Mayor McCarthy

Veterans' memorial

Mayor McCarthy reported that the steel brick holders are up and mounted and for laser named bricks to be placed in them. Mayor McCarthy also reported that he is making arrangements to have the next flagpole put up.

Sentence -To- Serve (STS)

STS has not been to the city recently.

Middle St Croix Water Management Organization

Mayor McCarthy stated that he attended the recent MSCWMO meeting

Lower St Croix Valley Partnership Team

Mayor McCarthy stated that he attended the recent LSCV Partnership Team meeting.

ADJOURNMENT Agenda item 12.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY MAYOR MCCARTHY, TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY.

Tom McCarthy, Mayor

Susan Schuler, Clerk-Administrator

RESOLUTION NO. 2016-18

**CITY OF LAKE ST CROIX BEACH
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING DONATION FROM FLOOD RUN, INC. IN THE
AMOUNT OF \$500.00.**

**WHEREAS: The City of Lake St Croix Beach City Council accepts the
monetary donation of \$500.00.**

**NOW THEREFORE BE IT RESOLVED; that the funds be placed in the
General Fund under Donations.**

Approved

Councilmember Kline _____
Councilmember Unker _____
Councilmember Brown _____
Councilmember Reiter _____
Mayor McCarthy _____

WHEREUPON, said Resolution was declared duly passed and adopted.

This _____ day of _____, 2016

Mayor, Tom McCarthy

ATTEST: City Clerk-Administrator, Susan Schuler

RESOLUTION NO. 2016-19

**CITY OF LAKE ST CROIX BEACH
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING FUNDS FROM LOWER ST. CROIX VALLEY
JOINT CABLE COMMISSION IN THE AMOUNT OF \$300.00.**

**WHEREAS: The City of Lake St Croix Beach City Council accepts third
quarter LSCV Joint Cable Commission funds in the amount of \$300.00.**

**NOW THEREFORE BE IT RESOLVED; that the funds be placed in the
General Fund under Cable Commission.**

Approved

Councilmember Kline _____
Councilmember Unker _____
Councilmember Brown _____
Councilmember Reiter _____
Mayor McCarthy _____

WHEREUPON, said Resolution was declared duly passed and adopted.

This _____ day of _____, 2016

Mayor, Tom McCarthy

ATTEST: City Clerk-Administrator, Susan Schuler

RESOLUTION NO. 2016-20

**CITY OF LAKE ST CROIX BEACH
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING FUNDS FROM ROGER MOE IN THE AMOUNT
OF \$10.00.**

**WHEREAS: The City of Lake St Croix Beach City Council accepts a
monetary donation in the amount of \$10.00 for the Veteran's Memorial.**

**NOW THEREFORE BE IT RESOLVED; that the funds be placed in the
General Fund under Donations.**

Approved

Councilmember Kline _____
Councilmember Unker _____
Councilmember Brown _____
Councilmember Reiter _____
Mayor McCarthy _____

WHEREUPON, said Resolution was declared duly passed and adopted.

This _____ day of _____, 2016

Mayor, Tom McCarthy

ATTEST: City Clerk-Administrator, Susan Schuler

Councilmember _____ moved the following:

RESOLUTION NO. 2016-21

**CITY OF LAKE ST CROIX BEACH
WASHINGTON COUNTY, MINNESOTA**

A RESOLUTION APPROVING THE RENEWAL OF AN ON-SALE, OFF SALE,
AND SUNDAY LIQUOR LICENSE FOR RIVER VALLEY CATERING, 2030 ST.
CROIX TRAIL.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Lake St. Croix Beach, that:

The City Council approves the on-sale, off sale, and Sunday liquor licenses.

The Motion for the adoption of the foregoing Resolution was duly seconded by
Councilmember _____. The following vote was taken:

Councilmember Kline	_____
Councilmember Unker	_____
Councilmember Brown	_____
Councilmember Reiter	_____
Mayor McCarthy	_____

WHEREUPON, said Resolution was declared duly passed and adopted.

I certify that the City of Lake St. Croix Beach adopted the above Resolution on
this 21st day of November 2016.

Thomas McCarthy, Mayor

Susan Schuler, City Clerk-Administrator

RESOLUTION NO. 2016-22

**CITY OF LAKE ST CROIX BEACH
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING DONATION FROM THE BAYPORT
AMERICAN LEGION POST 491 IN THE AMOUNT OF \$1,187.84.**

**WHEREAS: The City of Lake St Croix Beach City Council accepts the
monetary donation of \$1,187.84.**

**NOW THEREFORE BE IT RESOLVED; that the funds be placed in the
General Fund under Donations.**

Approved

Councilmember Kline _____
Councilmember Unker _____
Councilmember Brown _____
Councilmember Reiter _____
Mayor McCarthy _____

WHEREUPON, said Resolution was declared duly passed and adopted.

This _____ day of _____, 2016

Mayor, Tom McCarthy

ATTEST: City Clerk-Administrator, Susan Schuler

RESOLUTION NO. 2016-23

**CITY OF LAKE ST CROIX BEACH
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING FUNDS FROM TOM KINGSTON IN THE
AMOUNT OF \$500.00.**

**WHEREAS: The City of Lake St Croix Beach City Council accepts a
monetary donation in the amount of \$500.00 for the Veteran's Memorial.**

**NOW THEREFORE BE IT RESOLVED; that the funds be placed in the
General Fund under Donations.**

Approved

Councilmember Kline _____
Councilmember Unker _____
Councilmember Brown _____
Councilmember Reiter _____
Mayor McCarthy _____

WHEREUPON, said Resolution was declared duly passed and adopted.

This _____ day of _____, 2016

Mayor, Tom McCarthy

ATTEST: City Clerk-Administrator, Susan Schuler

Citations for: St. Croix Beach

10/1/2016 To 10/31/2016

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
------	------	-----------------	-------	--------------	---------------	-------	-------------	---------	-------------------	--------------	------	---------------------	---------

11/01/16 5:16:45

Washington County Sheriff's Office

CONTRACT ICR's

Contract Report for LAKE ST CROIX BEACH

For the Period 10/01/16 To 10/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
10/01/16	14:21:44	116036531	1280	RACINE AV	RUNAWAY REPORT *RSTK*
10/03/16	16:34:43	116036757	0093	16TH ST	PUBLIC HAZARD
10/04/16	16:48:02	116036884	0076	QUINLAN AV	GUN POINTING INCIDENT
10/04/16	16:48:02	116502491	0079	QUINLAN AV	GUN POINTING INCIDENT/AOA
10/07/16	12:07:07	116037266	0063	18TH ST	WELFAREE CONCERN
10/07/16	19:35:02	116037328	0176	RACINE AV	NOISE COMPLAINT
10/07/16	20:00:56	116037330	0176	SAINT CROIX TR	AUD BURG ALARM
10/10/16	23:12:30	116037678	0067	QUEBEC AV	SUSPICIOUS MALE/VEH
10/12/16	15:00:52	116037879	0079	18TH ST	JUVENILE COMPLAINT
10/12/16	17:42:26	116037900	0133	23RD ST	SUICIDAL MALE
10/13/16	15:42:27	116038025	0074	QUEBEC AV	THEFT
10/15/16	13:24:13	116038273	0094	QUENTIN AV	MEDICAL LEVEL 1
10/15/16	18:57:08	116038307	0176	SAINT CROIX TR	VIOLATION OF OFP
10/17/16	14:23:21	116038477	0094	20TH ST	DIRTBIKE COMPLAINT
10/17/16	18:51:56	116038520	0176	SAINT CROIX TR	OFP VIOLATION
10/18/16	10:59:14	116038593	0096	QUENTIN AV	PUBLIC ASSIST
10/18/16	18:37:01	116038678	0130	QUINLAN AV	ORD VIOLATION
10/19/16	14:49:29	116038787	0076	SAINT CROIX TR	GAS DRIVE OFF
10/19/16	20:07:15	116038823	0174	21ST ST	BARKING DOG
10/20/16	16:29:19	116038905	0174	23RD ST	FAMILY ASSIST *REF ICR #116038
10/20/16	17:30:47	116038915	0079	23RD ST	FAMILY ASSIST *REF ICR #1160
10/20/16	18:55:39	116038933	0123	QUINLAN AV	CAR FIRE
10/22/16	20:00:12	116039181	0176	QUELLO AV	BARKING DOG COMPLAINT
10/23/16	15:11:57	116039241	0160	RAMADA AV	VEH LOCKOUT
10/24/16	6:50:33	116039280	1282	SAINT CROIX TR	TRAFFIC-SEATBELT
10/25/16	16:17:57	116039533	0079	18TH ST	MAIL THEFT
10/25/16	16:42:51	116039535	0079	18TH ST	DRIVING COMPLAINT
10/25/16	19:19:12	116039554	0079	16TH ST	DRIVING COMPLAINT *CONTACT CA
10/26/16	9:14:36	116039604	0130	RAMADA AV	SUSP ACT
10/29/16	3:41:43	116040058	0092	RIVIERA AV	ASSAULT/DUI
10/29/16	15:46:04	116040104	0176	SAINT CROIX TR	THREATS REPORT

Total ICRs Processed: 31

** END OF REPORT **

From: City of Lake St. Croix Beach, MN
To: [Andrew Brunick](#)
Subject: FW: Impound Invoice 2016 3rd Q
Date: Monday, October 31, 2016 1:00:01 PM

From: Jennifer Miller [mailto:jmiller@animalhumanesociety.org]
Sent: Saturday, October 29, 2016 11:45 AM
To: Lake St Croix Beach
Subject: Impound Invoice 2016 3rd Q

Hello,

Please note, there are no charges for the 3rd quarter of 2016 as no animals were impounded by Lake St. Croix Beach at Animal Humane Society. Thank you.

[Jenney Miller](#)

Animal Services Supervisor
Animal Humane Society, Woodbury
651-788-4669 Office
jmiller@animalhumanesociety.org
www.animalhumanesociety.org

I am typically in office Tuesday-Saturday

City of Lake St. Croix Beach
Minnesota

**Request for Proposals
for
Professional Auditing Services**

For the periods ending
December 31, 2016
December 31, 2017
December 31, 2018

For the CITY OF LAKE ST. CROIX BEACH

Sue Schuler
City Clerk/Administrator

16455 20th Street South
Lake St. Croix Beach, MN 55043

651-436-7031
sschulerlscb@comcast.net

Christopher G. Knopik
Principal
CliftonLarsonAllen LLP
220 South Sixth Street
Suite 300
Minneapolis, MN 55402
christopher.knopik@claconnect.com
(612) 397-3266

or

Brian A. Swanson
CFO/Controller
CliftonLarsonAllen LLP
220 South Sixth Street
Suite 300
Minneapolis, MN 55402
brian.swanson@claconnect.com
(612) 376-4824

**CITY OF LAKE ST. CROIX BEACH
REQUEST FOR PROPOSALS**

TABLE OF CONTENTS

I. INTRODUCTION

- A. General Information
- B. Term of Engagement
- C. Subcontracting

II. NATURE OF SERVICES REQUIRED

- A. Scope of Work to be Performed
- B. Auditing Standards to be Followed
- C. Reports to be Issued
- D. Special Considerations
- E. Working Paper Retention and Access to Working Papers
- F. Contract Termination

III. DESCRIPTION OF THE GOVERNMENT

- A. Background information
- B. Pension Plans
- C. Component Units
- D. Personnel Assigned
- E. Technology Infrastructure
- F. Availability of Prior Year Audit Reports and Working Papers

IV. TIME REQUIREMENTS

- A. Proposal Calendar
- B. Firm Selection
- C. Schedule for the 2016 Fiscal Year Audit (Assumes Regulatory Basis)
- D. Entrance and Exit Conferences
- E. Date Final Report is Due

V. ASSISTANCE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

- A. Staff Available and Staffing Model
- B. Work Area and Equipment to be Made Available
- C. Report Preparation

VI. PROPOSAL REQUIREMENTS

- A. General Requirements
- B. Technical Proposal
- C. Dollar Cost Proposal for Regulatory and Summary of Statement No. 34 Basis

VII. EVALUATION PROCEDURES

- A. Review of Proposals
- B. Evaluation Criteria
- C. Presentations
- D. Final Selection
- E. Right to Reject Proposals
- F. Disclaimer

VIII. APPENDICES

- A. Proposer Guarantees and Warranties
- B-1 Schedule of Professional Fees and Expenses – All Inclusive Maximum Price
- B-2 Schedule of Detail for Professional Fees and Expenses – All Inclusive Maximum Price -
Regulatory Basis

**CITY OF LAKE ST. CROIX BEACH
REQUEST FOR PROPOSALS**

I. INTRODUCTION

A. General Information

The City of Lake St. Croix Beach is requesting proposals from qualified certified public accounting firms to audit the financial statements for the City for the three (3) fiscal years ending December 31, 2016, 2017 and 2018. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the federal Single Audit Act of 1996 and the Uniform Guidance, as well as other Federal, State and local requirements in effect now or placed in effect during the engagement.

Inquiries about the engagement or the request for proposal should be addressed to:

Christopher G. Knopik	or	Brian A. Swanson
Principal		CFO/Controller
CliftonLarsonAllen LLP		CliftonLarsonAllen LLP
220 South Sixth Street		220 South Sixth Street
Suite 300		Suite 300
Minneapolis, MN 55402		Minneapolis, MN 55402
christopher.knopik@claconnect.com		brian.swanson@claconnect.com
(612) 397-3266		(612) 376-4824

Firms shall not contact any other City staff or elected officials with any questions or inquiries.

There is no expressed or implied obligation for the City of Lake St. Croix Beach or CliftonLarsonAllen LLP to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

For consideration, qualified firms must submit a master copy of the Technical Proposal and two (2) copies and an electronic copy in PDF format of the proposal to Christopher G. Knopik, Principal, at CliftonLarsonAllen LLP, 220 South Sixth Street, Suite 300, Minneapolis MN, 55402 and Christopher.knopik@claconnect.com by 12:00 p.m. on Monday December 12, 2016. The City of Lake St. Croix Beach reserves the right to reject any or all proposals submitted.

The City of Lake St. Croix Beach reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make a presentation as part of the evaluation process. Following the review of the proposals, and

possible presentations, CliftonLarsonAllen and City Clerk/Administrator will make a recommendation for award or rejection to the City Council for consideration and final approval or rejection of the work will occur by majority vote of the City of Lake St. Croix Beach City Council.

The City of Lake St. Croix Beach reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the written contract between the City of Lake St. Croix Beach and the firm selected.

Anticipated selection or rejection of a firm will be in January of 2017.

B. Term of Engagement

A three-year contract is contemplated, subject to annual review and renewal. Based on satisfactory performance, the concurrence of the City of Lake St. Croix Beach City Council and the annual availability of an appropriation, the City may extend the agreement annually without solicitations from other firms. In the event of unsatisfactory performance, or when in the best interest of the City, proposals may be solicited before the end of the three-year period.

The agreement between the City of Lake St. Croix Beach and the auditing firm shall be in the form of a written contract. The City reserves the right to negotiate all terms and conditions of the contract. In the event the City and the firm are unable to agree upon all contract provisions, the City reserves the right to cease negotiations, reject the firm's proposal, and proceed to negotiate with the next selected firm.

C. Subcontracting

Following the award of the audit contract, no subcontracting will be allowed without the express prior written consent of the City of Lake St. Croix Beach.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The City of Lake St. Croix Beach will retain the accounting firm to perform the following tasks:

Audit the City's financial processes, records and statements in order to express an opinion on the fairness of the presentation of its financial statements in conformity with the financial reporting provisions of the accounting practices prescribed or permitted by the Minnesota Office of the State Auditor, for municipalities with a population of less than 2,500 (regulatory basis of accounting).

The auditor will not be required to audit the schedule of expenditures of federal awards if such audit is not triggered by the threshold of funding received by the City for the fiscal year.

B. Auditing Standards to be Followed

To meet the requirements of this Request for Proposal, the auditor's work shall be performed in accordance with:

- Generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA);
- The standards for financial audits set forth in the U.S. General Accounting Office's (GAO) *Government Auditing Standards*;
- The requirements of Title 2 U.S. Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), if required;
- The provisions of the *Minnesota Legal Compliance Audit Guide for Local Governments*;
- Any other Federal, State and local requirements in effect now or placed into effect during the engagements.

C. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall:

1. Issue a report on the fair presentation of the financial statements in conformity with the regulatory basis of accounting.
2. Issue a report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. Issue a report on compliance with applicable laws and regulations.
4. Communicate in a letter to City management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the reports.

Non-reportable conditions discovered by the auditors will be reported in the separate letter to City management, which shall be referred to in the report(s) on internal controls.

The audit firm will be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Clerk/Administrator, the Mayor of the City, and CliftonLarsonAllen LLP.

5. If applicable, issue a report on the Schedule of Expenditures of Federal Awards required by the Uniform Guidance.
6. Prepare any other requested or required reports agreed upon in the annual engagement letter.

Final reporting to the City Council. Auditors will ensure that the partner in charge of the audit and/or the Audit Manager is available to attend public meetings for discussion of the final report should his/her attendance be requested by the City Council. Auditors will assure themselves that the City of Lake St. Croix Beach City Council is informed of each of the following:

- a) The auditor's responsibility under generally accepted auditing standards and government auditing standards.
- b) Significant accounting policies.
- c) Management judgments and accounting estimates.
- d) Significant audit adjustments.
- e) Other information in documents containing audited financial statements.
- f) Disagreements with management.
- g) Management consultation with other accountants.
- h) Major issues discussed with management prior to retention.
- i) Difficulties encountered in performing the audit.
- j) Performance/efficiency of the City in the fiscal year versus prior years and as compared to other government agencies.
- k) Assumed potential that a single audit may need to be performed and the reports that may have to be included.

D. Special Conditions

1. The City of Lake St. Croix Beach is considering a conversion from the regulatory basis of accounting to a financial report in accordance with Governmental Accounting Standards Board Statement No. 34 and generally accepted accounting principles for its financial reporting for Fiscal Year 2016. As such, proposers will be asked to submit dollar cost proposals for the regulatory basis and GASB Statement No. 34 basis for its financial reporting. In Appendix B-1, in the column labeled Alternative 1 please provide the additional fees to audit the City in accordance with GASB Statement No. 34 and generally accepted accounting principles. Anticipated items related to adjusting the City's records to a GAAP basis presentation would include the addition of infrastructure, compensated absences (accrued vacation/sick), pension liability and related deferred in/outflows and accruals related to delinquent taxes and special assessments.

2. The City may prepare one or more official statements in connection with the future sale of debt securities, which will contain the general-purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
3. The schedule of federal financial assistance and related auditor's report, as well as the reports on the internal controls and compliance, are not to be included in the CAFR, but are to be issued separately.
4. The City of Lake St. Croix Beach is considering converting from the CTAS platform to Intacct for its General Ledger, Accounts Payable, Accounts Receivable, Cash Receipts and capital asset modules in the first quarter of 2017. See section III.E for additional information regarding Intacct.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years following the issuance of an opinion, unless the firm is notified in writing by the City of Lake St. Croix Beach of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. City of Lake St. Croix Beach
2. CliftonLarsonAllen LLP
3. Office of the State Auditor
4. U.S. General Accounting Office (GAO)
5. Parties designated by the federal or state governments or by the City of Lake St. Croix Beach as part of an audit quality review process
6. Auditors of entities of which the City of Lake St. Croix Beach is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

F. Contract Termination

Either party may cancel the contract for an audit year by giving notice in writing to the other party at least ninety (90) days prior to January 1 of the audit year.

III. DESCRIPTION OF THE GOVERNMENT

A. Background Information

The City of Lake St. Croix Beach (population 1,140) is a small rural community located in the Urban Fringe of the Twin Cities. It borders east of Washington County along the scenic St. Croix River and just two miles south of Interstate 94 at Exit 258. The City is bounded on the north by the City of Lakeland, the south by the City of St. Mary's Point, and the west by the City of Afton. Lake St. Croix Beach has been designated "Diversified Rural" by the Metropolitan Council.

The City of Lake St. Croix Beach functions under a statutory plan A government structure. It is governed by a City Council composed of a Mayor and four Council Members. All are elected at-large.

The present Mayor and Council members with their respective terms are:

Tom McCarthy	Mayor	December 31, 2016
Cindie Reiter	Council Member	December 31, 2018
Charles Brown	Council Member	December 31, 2016
Jim Unker	Council Member	December 31, 2016
Michelle Kline	Council Member	December 31, 2018

Lake St Croix Beach has one (2) full-time employees, two (2) seasonal employees, a Planning Commission, Park Board, Environmental Advisory Commission, Floodplain Advisory Committee, and a Personnel Committee plus other committees assigned as needed. The City of Lake St. Croix Beach had a 2016 total budget of \$606,846. Due to the small size and limited resources, the City has entered into agreements and contracts for a number of services providing for health, welfare and safety of the residents.

Service	Contract Entity
Animal Control	Contract with Ms. Kathi Pelnar for Animal Control Services Contract with Humane Society For Companion Animals for Impounding Service
Building Inspections	Contract with Green Code Knowledge LLC - Peter Kulczyk – Building Inspector
Emergency Medical	Joint Powers Agreement: Lower St. Croix Valley Fire Protection District
Fire Protection	Joint Powers Agreement: Lower St. Croix Valley Fire Protection District
Law Enforcement	Contract with Washington County Sheriff's Department
Street Maintenance	Contracts with various services providers
Municipal Water	Agreement with City of Lakeland/Lakeland Water Utility
Watershed Organization	Joint Powers Agreement with Middle St. Croix Valley Watershed Management
Recycle	Contract with Waste Management Inc.
Cable Television Commission	Joint Powers Agreement: Lower St. Croix Valley Cable Communications
Assessment Services	Contract with Washington County
Attorney	Contract with Eckberg-Lammers
Engineer	Contract with Short Elliot-Hendrickson
Watershed Organization	Joint Powers Agreement with Valley Branch Watershed District

B. Pension Plans

All full-time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The association administers the Public Employees Retirement Fund and the Public Employees Police and Fire Fund, which are cost sharing multiple employer retirement plans.

C. Component Units

The Lake St. Croix Beach Economic Development Authority is a blended component unit of the City. The operational responsibility of the EDA rests with management of the City. The EDA does not issue separate financial statements and are included with the City's financial statements.

D. Personnel Assigned

The City Clerk/Administrator handles the day-to-day operations of the City along with the Deputy City Clerk/Administrator. CliftonLarsonAllen LLP is contracted to handle the accounting and finance related operations of the City and reports to the City Clerk/Administrator.

E. Technology Infrastructure

The City of Lake St. Croix Beach is currently using the accounting system CTAS, but is anticipating a migration to Intacct which consists of the General Ledger, Accounts Payable, Accounts Receivable, Cash Receipts, and Fixed Assets. Intacct is a cloud based, AICPA approved, financial application that interfaces with many different applications allowing for extremely flexible customization for an organization. Paychex, whos is an outside vendor handles payroll.

F. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact:

Christopher G. Knopik Principal CliftonLarsonAllen LLP 220 South Sixth Street Suite 300 Minneapolis, MN 55402 christopher.knopik@claconnect.com (612) 397-3266	or	Brian A. Swanson CFO/Controller CliftonLarsonAllen LLP 220 South Sixth Street Suite 300 Minneapolis, MN 55402 brian.swanson@claconnect.com (612) 376-4824
--	----	--

The City of Lake St. Croix Beach and CliftonLarsonAllen LLP will make its best efforts to make prior audit reports and supporting working papers available to proposers if requested.

IV. TIME REQUIREMENTS

A. Proposal Calendar

Request for proposal issued	November 22, 2016
Last date for submission of questions	November 30, 2016
Responses to questions distributed	No later than December 5, 2016
Due date for proposals	December 12, 2016, 12:00 pm
Firms notified and possibility of interviews	December 19 - 30, 2016

B. Firm Selection

Selected firm notified	January 3 - 6, 2017
Contract negotiation completed	Week of January 9, 2017

NOTE: ALL STATEMENTS OF PROPOSAL MUST BE RECEIVED BY DECEMBER 12, 2016 AT CLIFTONLARSONALLEN LLP NO LATER THAN 12:00 P.M.

C. Schedule for the 2016 Fiscal Year Audit (Assumes Regulatory Basis)

1. Detailed Audit Plan: The auditor will provide both the City of Lake St. Croix Beach and CliftonLarsonAllen a detailed audit plan and a list of all schedules to be prepared by no later than January 31, 2017.
2. Fieldwork: The auditor will complete all fieldwork by March 3, 2017. A schedule for interim work, fieldwork and draft reports will be determined upon completion of this selection process. A similar time schedule will be developed for audits of future fiscal years.

D. Entrance and Exit Conferences

At a minimum, the following conferences should occur by the dates indicated on the schedule. These dates may be modified by mutual agreement between the City of Lake St. Croix Beach and the selected auditor.

By January 31, 2017: Entrance conference with City Clerk/Administrator and CliftonLarsonAllen. The purpose of this meeting will be to discuss the audit process, timing and work performed. This meeting will establish an overall liaison for the audit; make arrangements for workspace and other needs of the auditor.

No Later than March 15, 2017: Exit conference with City Clerk/Administrator and CliftonLarsonAllen. The purpose of this meeting will be to summarize the results of the fieldwork and to review results and findings.

E. Date Final Report is Due

The City Clerk/Administrator and CliftonLarsonAllen LLP will complete a review of the draft report as expeditiously as possible. During that review period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to CliftonLarsonAllen by March 16, 2017. The audit and final report presentation to the City Council will be scheduled for the third Monday in March of 2017 (for 2017 this would be March 20th).

Note: Pending the City converts to a financial report in accordance with GASB Statement No. 34 for Fiscal Year 2016, this schedule could be modified to accommodate that change.

V. ASSISTANCE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. City of Lake St. Croix Beach and CliftonLarsonAllen LLP

The City Clerk/Administrator and Deputy City Clerk/Administrator from the City of Lake St. Croix Beach will be available during the audit to assist the firm by providing information, documentation and explanations. In addition, CliftonLarsonAllen, LLP, who provides accounting and financial services to the City, will be available to assist the firm also in conducting the audit. The preparation of confirmations will be the responsibility of the City under the direction of the auditor. In addition agreed upon working papers will be prepared and completed prior to the arrival of the audit firm for fieldwork.

B. Work Area and Equipment Made Available.

The City of Lake St. Croix Beach will provide the auditor with reasonable workspace, desks and chairs. In addition, the auditor will have access to a telephone line, photocopying facilities and fax machines. If possible, and applicable, the audit firm will be provided “read-only” access to the City of Lake St. Croix Beach’s various software applications.

C. Report Preparation

Financial Statements: Report preparation, editing, printing and binding shall be the responsibility of the City of Lake St. Croix Beach and CliftonLarsonAllen LLP. It is anticipated the audit firm will provide review and guidance on the financial statements as needed.

All Other Reports: Report preparation, editing, printing and binding shall be the responsibility of the audit firm.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

Responses to this Request should include the following information in the order prescribed below. Submissions must be received by **12:00 p.m. on Monday December 12, 2016** for a proposal/response to be considered by the City:

1. Title Page: Title page showing the request for proposal subject; the firm’s name; the name, address and telephone number of the contact person; and the date of the proposal.
2. Table of Contents

3. Transmittal Letter: A signed letter of transmittal which briefly states the proposers' understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and an acknowledgement that the proposal is a firm and irrevocable offer for the three year period.
4. Technical Proposal: The Technical Proposal should follow the order set forth in Section VI – B below.
5. An executed copy of the Proposer Warranties attached to this Request for Proposal (Appendix A).
6. Dollar Cost Proposal: The Dollar Cost Proposal should follow the order set forth in Section VI – C below (Appendix B).

Proposers should send three (3) completed proposal packets to the following address:

CliftonLarsonAllen LLP
Attn: Mr. Christopher G. Knopik
Principal
220 South Sixth Street, Suite 300
Minneapolis, MN 55402

Please label the package: “City of Lake St. Croix Beach Audit RFP.”

B. Technical Proposal

General Requirements: The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Lake St. Croix Beach in conformity with the requirements of this request for proposal. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The Technical Proposal should address all the points outlined in the request for proposal (excluding any cost information, which should only be included in the dollar cost proposal). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following items must be included. They represent the primary criteria against which the proposal will be evaluated:

1. Independence: The firm should provide an affirmative statement that it is independent of the City of Lake St. Croix Beach as defined by generally accepted auditing standards.

The firm also should provide an affirmative statement that it is independent of all of the City's agencies and component units.

The firm should also list and describe the firm's professional relationships involving the City or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City written notice of any relevant professional relationships entered into during the period of this agreement.

2. License to Practice in Minnesota: An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.
3. Firm Qualifications and Experience: The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office or offices from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific city engagements.

The firm shall also provide information on the results of any federal or state desk review of field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience: Identify the principal supervisory and management staff, including engagement partner, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person.

Provide information regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of the staff, over the term of the engagement, will be assured.

Audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Prior Engagements with the City of Lake St. Croix Beach: List separately by type of engagement (i.e., audit, management advisory services, other) all engagements within the last five years for the City of Lake St. Croix Beach, ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed and the name and telephone number of the principal client contact.
6. Similar Engagements with Other Government Entities: For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last three (3) years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours and the name and telephone number of the principal client contact.
7. Specific Audit Approach: The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section II of this request for proposal.

Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation of the engagement
 - b) Level of staff and number of hours to be assigned to each proposed segment of the engagement
 - c) Sample size and the extent to which statistical sampling is to be used in the engagement
 - d) Type and extent of analytical procedures to be used in the engagement
 - e) Approach to be taken to gain and document an understanding of the City's internal control structure
 - f) Approach to be taken in determining laws and regulations that will be subject to audit test work
 - g) Approach to be taken in drawing audit samples for purposes of tests of compliance
8. Identification of Anticipated Potential Audit Problems: The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Lake St. Croix Beach.
 9. Acknowledgement of Required Audit Schedule: The proposal should include an acknowledgment of the required audit schedule and a statement as to the firm's ability to meet the schedule.

C. Dollar Cost Proposal for Regulatory and Summary of Statement No. 34 Basis

1. Total All-Inclusive Maximum Price: The dollar cost proposed should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of Lake St. Croix Beach or CliftonLarsonAllen LLP will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The following information should be included in the Dollar Cost Proposal:

- a) Name of Firm
- b) Certification that the person signing the proposal is empowered to submit the proposal, and authorized to sign a contract with the City of Lake St. Croix Beach if the firm is selected.
- c) A total all-inclusive maximum price for the 2016, 2017 and 2018 engagements for **both** the regulatory basis and GASB Statement No. 34 basis.
- d) Rates by Partner, Specialist, Supervisory and Staff Level and hours anticipated for each.
- e) A schedule of professional fees and expenses, presented in the format provided in the attached Appendix B, which supports the total all-inclusive maximum price for each year. The cost of special services should be disclosed as separate components of the total all-inclusive maximum price.
- f) Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates: All reimbursable expenses by category as included in the total all-inclusive maximum price submitted by the firm.
- g) Manner of Payment: The City expects that payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal. Interim billing shall cover a period of not less than a calendar month. Payment of the final billing will be held by the City pending the delivery of the firm's final reports.
- h) Rates for Additional Professional Services: If it should become necessary for the City to request the auditor to render any additional services to either supplement the services requested in this Request for Proposal, or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

VII. EVALUATION PROCEDURES

A. Review of Proposal

The City of Lake St. Croix Beach reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The selection process will include, but not be limited to, the following criteria:

1. Mandatory Elements

- a) The audit firm is independent and licensed to practice in Minnesota.
- b) The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- c) The firm adheres to the instructions in this request for proposal.
- d) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Quality

a) Expertise and Experience

- 1) The firm's past experience and performance on comparable government engagements.
- 2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- 3) The firm's past experience and knowledge of the City and/or similar size and types of cities in the metro area.

b) Audit Approach

- 1) Adequacy of proposed staffing plan for various segments of the engagement.
- 2) Adequacy of sampling techniques.
- 3) Adequacy of analytical procedures.
- 4) Ability to meet scheduled deadlines

3. Price - Cost will be a factor in the selection of an audit firm. However, price will not be the sole factor in the selection process.

C. Presentations

During the evaluation process, the City may at its discretion, request any one or all firms submitting proposals to make presentations. Such presentation will provide firms with an

opportunity to answer any questions the City may have on a firm's proposal. If required, interviews are tentatively scheduled for December 19 – 30, 2016.

D. Final Selection

Staff and CliftonLarsonAllen LLP will recommend to the City of Lake St. Croix Beach City Council to consider the appointment of an independent CPA firm judged to be in the best interests of the City for the auditing services required. The final decision with respect to the appointment will be made by the City Council.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Lake St. Croix Beach and the firm selected.

The City of Lake St. Croix Beach reserves the right to reject any or all proposals.

F. Disclaimer

There is no expressed or implied obligation for the City of Lake St. Croix Beach or CliftonLarsonAllen LLP to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

VIII. APPENDICES

- A. Proposer Guarantees and Warranties
- B. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price
- C. Format for Schedule of Firm's Professionals, City Clients and Experience

APPENDIX A

CITY OF LAKE ST. CROIX BEACH

PROPOSER GUARANTEES AND WARRANTIES

- I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.
- II. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- III. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Lake St. Croix Beach.
- IV. The proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporations.
- V. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B-1

CITY OF LAKE ST. CROIX BEACH

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

ALL INCLUSIVE AUDIT COSTS

Year	Total All Inclusive Cost – Regulatory Basis	Alternate #1 – GASB Statement No. 34	Total Cost
2016	\$	\$	\$
2017	\$	\$	\$
2018	\$	\$	\$
Total	\$	\$	\$

Note: the amount included in the Alternative #1 column, should be the additional fees conduct an audit of the City’s financial report in accordance with GASB Statement No. 34 and generally accepted accounting principles.

APPENDIX B-2

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE DECEMBER 31, 2016 FINANCIAL STATEMENTS
FOR THE CITY OF LAKE ST. CROIX BEACH**

Regulatory Basis

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners		\$	\$	\$
Managers		\$	\$	\$
Supervisory Staff		\$	\$	\$
Other (Specify)		\$	\$	\$
Subtotal		\$	\$	\$ _____
Out-of-Pocket Expenses				\$
Meals and Lodging				\$
Transportation				\$
Other (Specify)				\$
Total All- inclusive Price for 2016 Audit Services				\$ _____

Grantee: Lake St. Croix Beach

Grant No.: SGXXXX-XX

Grant Amount: \$ 10,000

End Date: December 31, 2019

Council's Authorized Agent:

**METROPOLITAN COUNCIL
LOCAL PLANNING ASSISTANCE PROGRAM**

GRANT AGREEMENT

THIS GRANT AGREEMENT is made and entered into by the Metropolitan Council (“Council”) and the metropolitan-area governmental unit identified above as the “Grantee.”

WHEREAS, Minnesota Statutes section 473.867 authorizes the Council to establish a planning assistance fund for the purpose of making grants and loans to local governmental units to help local governmental units in the seven-county metropolitan area conduct and implement comprehensive planning activities, including the “decennial” review of local comprehensive plans and fiscal devices and official controls as required by section 473.864, subdivision 2; and

WHEREAS, on May 25, 2015 the Council adopted need-based eligibility criteria for awarding available local planning program assistance and established potential grant amounts for eligible grantees to help grantees review and update their comprehensive plans as required by the “decennial” review provisions of Minnesota Statutes section 473.864, subdivision 2; and

WHEREAS, on December 10, 2014, the Council authorized an initial transfer of funds to the planning assistance fund, and on December 9, 2015, the Council authorized an additional transfer of funds to the total planning assistance fund for grants or loans to local governments under Minnesota Statutes section 473.867;

WHEREAS, the Grantee is an eligible city, county, or town in the metropolitan area as defined in Minnesota Statutes section 473.121, or is an eligible metropolitan-area city or town acting in partnership with at least 4 other cities or towns and is authorized to submit a joint application and execute this Agreement on behalf of the partnership or consortium; and

WHEREAS, the Grantee submitted an application for local planning assistance grant funds and was awarded a grant to help fund eligible comprehensive planning activities identified in the application.

NOW THEREFORE, in reliance on the representations and statements above and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

I. DEFINITIONS

1.01 Definition of Terms. For the purposes of this Agreement, the terms defined in this paragraph have the meanings given them in this paragraph unless otherwise provided or indicated by the context.

- (a) “***Comprehensive Development Guide***” means the comprehensive development guide for the seven-county metropolitan area adopted by the Council pursuant to Minnesota Statutes section 473.145. The *Comprehensive Development* guide includes: *Thrive MSP 2040* and the *Housing Policy Plan* (as amended) adopted by the Council pursuant to Minnesota Statutes section 473.145; the *Master Water Supply Plan* adopted by the Council pursuant to Minnesota Statutes section 473.1565; and the “metropolitan systems plans” adopted by the Council pursuant to Minnesota Statutes sections 473.146 and 473.147.
- (b) “***Comprehensive plan***” means a local comprehensive plan update required under Minnesota Statutes section 473.864, subdivision 2 that complies with Minnesota Statutes sections 473.858 through 473.865 and other applicable laws, including those provisions in section 473.859 requiring housing elements and housing implementation programs.
- (c) “***Metropolitan Land Planning Act***” means the land use planning provisions of Minnesota Statutes Chapter 473, including Minnesota Statutes section 473.175 and sections 473.851 through 473.871.
- (d) “***Metropolitan system plans***” means the transportation portion of the *Comprehensive Development Guide*, and the policy plans, and capital budgets for metropolitan wastewater service, transportation, and regional recreation open space.

II. GRANT FUNDS

2.01 Grant Amount and Conditions. The Council will provide to the Grantee the “Grant Amount” identified at Page 1 of this Agreement which the Grantee shall use for authorized purposes and eligible activities. The grant funds are made available to the Grantee subject to the following terms and conditions:

- (a) ***Timely Plan Update Submission.*** Notwithstanding the December 31, 2019 “End Date” identified on Page 1 of this Agreement, the Grantee must review and update its comprehensive plan as required by Minnesota Statutes section 473.864, subdivision 2, by December 31, 2018.
- (b) ***Consultation with Council and Adjacent Review.*** The Grantee must submit its draft plan update to adjacent governmental units for a 6-month adjacent review period as required by Minnesota Statutes section 473.858, subdivision 2 prior to submitting the plan update to the Council for review. Prior to submitting its draft plan to adjacent units, the Grantee must consult with the Metropolitan Council Sector Representative for its district at least twice to update the Council on plan progress and potential policy conflicts.
- (c) ***Consultation with Watershed Management Organizations.*** The Grantee must ensure local surface water management planning requirements of Minnesota Statutes sections 473.859, subdivision 2 and 103B.235 are met by the December 31, 2018, deadline.
- (d) ***Completeness; Plan Content.*** The comprehensive plan submitted by the Grantee must be “complete” as described in the Council’s *Local Planning Handbook*, which is available online at metro council.org/handbook.aspx, and must comply with the plan content requirements of Minnesota Statutes section 473.859 and other applicable law. If the plan is not complete as described in the *Local Planning Handbook*, the plan must be made complete within three (3) months of the incompleteness determination, or as otherwise mutually agreed to by the Council and the Grantee.
- (e) ***Conformance to Metropolitan System Plans and Policy Plans.*** The comprehensive plan submitted by the Grantee must conform to metropolitan system plans of the Council. The comprehen-

sive plan is deemed to comply with this condition if the Council concludes after its review that the plan is not likely to have a substantial impact on or contain a substantial departure from metropolitan system plans and allows the plan to go into effect without a plan modification.

- (f) **Consistency and Compatibility.** The comprehensive plan update submitted by the Grantee must be consistent with the adopted policies of the Council, including housing policy. In addition, the comprehensive plan must also be compatible with the plans of adjacent and affected jurisdictions.

2.02 Disbursement Schedule. The Council will disburse fifty percent (50%) of the Grant Amount to the Grantee within thirty (30) days after final execution of this Agreement. The Council will disburse the remaining fifty percent (50%) of the Grant Amount after:

- (a) the Grantee has submitted, as appropriate, either (i) the entire current comprehensive plan and the certification required under Minnesota Statutes section 473.864, subdivision 2(a); or (ii) submitted the entire updated comprehensive plan and amendment or amendments to its comprehensive plan necessitated by its review to the Council for review; and
- (b) the Council has reviewed and acted upon the Grantee's submission; and
- (c) the Grantee has complied with the terms and conditions stated in Paragraph 2.01.

2.03 Authorized Use of Funds. The grant funds provided to the Grantee under this Agreement shall be used only for the purposes and eligible activities described in the Grantee's work plan and budget as approved by the Council. A copy of the Grantee's approved work plan and budget is attached to and incorporated into this Agreement as Attachment A. Eligible activities include, but are not limited to, staff pay, consultant and professional services, printing, and publishing. Grant funds may not be used for per diem payments to appointed or elected board or commission members. Grant funds also may not be used to purchase or acquire equipment or other tangible, nonexpendable personal property, or for activities inconsistent with the Council's *Comprehensive Development Guide*, the Metropolitan Land Planning Act, Minnesota's Critical Areas Act, or other applicable state laws. The Grantee agrees to promptly remit to the Council any unspent grant funds and any grant funds that are not used for the authorized purposes specified in this paragraph.

III. REPORTING, ACCOUNTING, AND AUDIT REQUIREMENTS

3.01 Progress Reports. The Grantee will provide to the Grantee's assigned Sector Representative a written midpoint progress report and a written final progress report describing the status of the work plan activities described in Attachment A. These reports ensure the grant funds are appropriately expended as described in the work plan and budget. The reports shall be subject to the following content and schedule requirements.

- (a) **Midpoint Progress Report.** At approximately the midpoint of the Grantee's work plan activities, the Grantee must submit to the Council a written midpoint progress report which includes: a summary of the work plan activities completed; a summary of work plan activities to be accomplished during the remaining months of the work plan with associated anticipated completion dates; and a summary of unanticipated issues and opportunities that affect the work plan, time schedule for project completion, or budget. The midpoint progress report also must include a summary of project costs and sources of funds for those expenditures, and a list of itemized expenditures of funds received from the Council and matching funds by category in the budget.

(b) **Final Progress Report.** Upon completion of the work plan activities described in Attachment A, the Grantee must submit to the Council a written final progress report which includes: a summary of the work plan activities completed since the submission of the midpoint progress report; a summary of project outcomes, total project costs and sources of funds for those expenditures including both this grant, city funds, and other sources of funds; and a list of itemized expenditures of the grant funds.

3.02 Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts, financial records, and supporting documents relating to the receipt and expenditure of the grant funds. Notwithstanding the expiration and termination provisions of Paragraphs 4.01 and 4.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the work plan activities described in Attachment A. If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved or until the end of the regular six-year period, whichever is later.

3.03 Audits. The books, records, documents, and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years following the completion of the work plan activities described in Attachment A.

3.04 Authorized Agent. The Council's authorized agent for purposes of administering this Agreement is the individual identified on page 1 of this Agreement, or another designated Council employee. Written reports submitted to the Council should be directed to the attention of the authorized agent at the following address:

Metropolitan Council
Community Development Division
390 Robert Street North
Saint Paul, Minnesota 55101-1805

IV. GRANT AGREEMENT TERM

4.01 Term and End Date. This Agreement is effective upon execution of the Agreement by the Council. Unless terminated pursuant to Paragraph 4.02 or extended by written agreement pursuant to Paragraph 4.03, this Agreement will expire on the "End Date" identified at Page 1 of this Agreement. The term of this Agreement may be extended by written agreement of the Council, but only in conjunction with an extension authorized under Minnesota Statutes section 473.864, subdivision 2.

4.02 Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days' written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. Termination of this Agreement does not alter the Council's authority to recover funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement, the Council may take any action to protect its interests and may require the Grantee to return all or part of the funds.

4.03 Amendment. The Council and the Grantee may amend this Agreement by written mutual consent. Amendments, changes, or modifications to the Grantee's approved work plan and budget shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee.

V. GENERAL PROVISIONS

5.01 Conflict of Interest. The members, officers, and employees of the Grantee shall comply with all applicable federal and state statutory and regulatory conflict of interest laws and provisions.

5.02 Liability. To the fullest extent permitted by law, the Grantee shall defend, indemnify and hold harmless the Council and its members, employees and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from the conduct or implementation of the funded work plan activities. This obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this paragraph shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes Chapter 466, or other applicable state or federal law.

5.03 Compliance with Law. The Grantee agrees to conduct the work plan activities in compliance with all applicable provisions of federal, state, and local laws.

5.04 Acknowledgment. The Grantee shall appropriately acknowledge the funding assistance provided by the Council in promotional materials, reports, publications, and notices relating to the project activities funded under this Agreement.

5.05 Warranty of Legal Capacity. The individual signing this Agreement on behalf of the Grantee represents and warrants that the individual is duly authorized to execute this Agreement and that this Agreement constitutes the Grantee’s valid, binding, and enforceable agreements.

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

METROPOLITAN COUNCIL

GRANTEE

By: _____
Beth Reetz, Director
Community Development Division

By: _____
Susan Schuler, City Clerk/Administrator

Date: _____

Name: _____

Title: _____

Date: _____

By: _____
Tom McCarthy, Mayor

Name: _____

Title: _____

Date: _____

ATTACHMENT A

Grantee's Work Plan and Budget

This Attachment A comprises this page and the Grantee's work plan and budget as approved by the Council.

RESOLUTION NO. 2016-24

**CITY OF LAKE ST CROIX BEACH
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION IDENTIFYING THE NEED FOR
FUNDING TO COMPLETE ITS 2040 COMPREHENSIVE PLAN UPDATE AND
AUTHORIZING AN APPLICATION FOR
PLANNING ASSISTANCE GRANT FUNDS**

WHEREAS the City of Lake St Croix Beach must review and update its comprehensive plan as required by the “decennial” review provision of Minnesota Statutes section 473.864 , subdivision 2; and

WHEREAS, on April 27, 2016, the Metropolitan Council adopted need-based eligibility criteria for awarding available local planning assistance grant funds and established maximum grant amounts for eligible grantees to help grantees review and update their comprehensive plans as required by the “decennial” review provisions of Minnesota Statutes section 473.864, subdivision 2; and

WHEREAS, the City is an eligible city, county, or town in the metropolitan area as defined in Minnesota Statutes section 473.121; AND

WHEREAS, planning assistance grant funds will be made available to eligible applicants subject to terms and conditions contained in Metropolitan Council grant agreements.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

Authorizes its City Clerk/Administrator to:

- 1) submit on behalf of the City an application to the Metropolitan Council for Local Planning Assistance grant funds for the decennial review and update of the City’s local comprehensive plan required under Minnesota Statutes section 473.864; and
- 2) execute on behalf of the City a grant agreement with the Metropolitan Council for planning assistance grant funds.

Adopted this 21st day of November 2016.

Tom McCarthy,
Mayor

Susan Schuler
City Clerk/Administrator

Date range: 10/18/2016 to 11/18/2016

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Detail</u>
10/24/2016	COMCAST	Phone Lines	10212	\$171.44	100-41575-380	\$171.44
10/25/2016	DON FIXMER	Video Taping Services	10214	\$202.50	100-41575-300	\$97.50
10/25/2016	HIGHLAND SANITATION	City Garage Trash	10219	\$102.75	100-41575-300	\$105.00
10/25/2016	SHORT ELLIOTT HENDRICKSON	Engineering Services INV. 322859	10228	\$2,273.79	100-41940-380	\$102.75
10/25/2016	US Postal Service	Annual Fee for presorted price	10230	\$215.00	100-43122-300	\$411.00
10/25/2016	WASTE MANAGEMENT OF MINNESOTA	Monthly Services & Cleanup bill	10233	\$3,464.22	100-43122-300	\$920.73
10/26/2016	CENTERPOINT	Monthly Service - Acct 7711653-1&7711657-2 & 7711658-0	10211	\$61.01	420-43122-300	\$942.06
10/30/2016	River Valley Printing	Newsletter- October, Inspection notices and Permit cards	10227	\$644.00	100-41920-322	\$215.00
10/31/2016	4M Fund	Stop Payment Fees	10208	\$70.00	100-43245-380	\$2,021.38
10/31/2016	Clifton Larson Allen	Weekly processing, Budgeting inv 1375426	10210	\$2,722.00	100-43240-310	\$1,442.84
10/31/2016	ECKBERG LAMMERS BRIGGS	City Attorney Fees Inv 3442	10215	\$1,986.50	100-41940-380	\$16.98
10/31/2016	ECM Publishers, Inc.	Publications - Invoice 426679 & 424558	10216	\$173.80	100-41940-380	\$17.66
10/31/2016	Election Source	Election supplies	10217	\$79.92	100-41920-350	\$248.00
10/31/2016	Green Code Knowledge, LLC	Building Inspector	10218	\$6,280.50	100-41960-431	\$70.00
10/31/2016	J R APPLIANCE DISPOSAL	APPLIANCE DISPOSAL - CLEAN UP DAY	10220	\$93.00	100-41510-300	\$2,722.00
10/31/2016	MARONEYS SANITATION INC	Sanitation Services	10223	\$55.92	100-41600-300	\$1,986.50
					100-41930-351	\$142.20
					100-41930-351	\$31.60
					100-41410-210	\$79.92
					100-46101-300	\$3,239.00
					100-46101-300	\$3,041.50
					100-43240-310	\$93.00
					100-43245-380	\$27.96
					100-43245-380	\$27.96

Date	Vendor	Description	Claim #	Account #	Total	Detail
10/31/2016	Madison National Life Ins Co, Inc	Disability Insurance	10225	100-41900-360	\$97.05	\$97.05
10/31/2016	T2 Systems Canada Inc.	Digital Iris/E/MS Services	10229	100-45201-400	\$55.00	\$55.00
11/01/2016	CWS Security	Invoice 28941 - Test and monitoring	10213	100-41940-380	\$265.86	\$265.86
11/04/2016	MENARDS	Summary	10224	100-41570-210	\$200.71	\$17.52
				100-45201-220		\$14.89
				100-45201-220		\$14.89
				100-41570-200		\$46.94
				100-41570-210		\$89.73
				100-45201-210		\$16.74
11/04/2016	U.S. Bank Equipment Finance	Copier Lease - November	10231	100-41575-390	\$180.00	\$180.00
11/08/2016	XCEL ENERGY	Electricity for accounts 51-0011291859-6 & 51-5580426-7	10232		\$1,188.23	
11/08/2016	Nancy Truax	Election Judge pay	10234	410-43280-380	\$480.00	\$26.18
11/08/2016	Cheryl Kopp	Election Judge	10235	100-41940-380	\$165.00	\$137.07
11/08/2016	Barb Kopp	Election Judge	10236	100-49860-380	\$190.00	\$62.30
11/08/2016	Robert Swenson	Election Judge	10237	100-41940-380	\$165.00	\$162.13
11/08/2016	Terry Hall	Election Judge	10238	100-43160-380	\$180.00	\$735.74
11/08/2016	Mary Yanchar	Election Judge	10239	100-49860-380	\$190.00	\$64.81
11/08/2016	Dolly Burns	Election Judge	10240	100-41410-110	\$200.00	\$480.00
11/08/2016	Chris Wallberg	Election Judge	10241	100-41410-110	\$185.00	\$165.00
11/08/2016	U.S. Bank	Transactions on Charge Card	10242	100-41410-110	\$75.00	\$190.00
				100-41410-110	\$905.70	\$165.00
				100-41960-610		\$180.00
				100-45201-210		\$200.00
				100-41410-210		\$185.00
				100-41410-210		\$75.00
				100-45201-210		\$905.70
				100-41911-308		(\$4.20)
				100-41570-322		\$25.00
				100-41570-310		\$17.88
				100-41570-322		\$30.04
				100-41570-310		\$20.01
				100-41570-310		\$24.85
				100-41570-322		\$12.17
				100-41570-310		\$278.00
				100-41570-310		\$1.57
				100-41570-322		\$167.00
				100-41570-310		\$6.00
				100-43126-210		\$28.38

LAKE ST CROIX BEACH

Claims List for Approval

11/18/2016

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Detail</u>
11/08/2016	Helen Broecker	Election Judge	10243	\$60.00	100-41575-210	\$299.00
11/10/2016	LEAGUE OF MINNESOTA CITIES	2017 Leadership Conference for newly elected officials	10222	\$650.00	100-41410-110	\$60.00
11/10/2016	PUBLIC EMPLOYEES INSURANCE PROGRAM	Staff Insurance Premium	10226	\$476.57	100-41910-308	\$650.00
11/16/2016	LEONA RAVEN	Cleaning - October	10221	\$100.00	100-41400-131	\$476.57
11/17/2016	Andrew Brunick	Mileage reimbursement	10209	\$49.84	100-41940-310	\$100.00
					100-41590-331	\$49.84

Total For Selected Claims

\$24,465.31

\$24,465.31

Approved _____ Date _____

Valley Access Channels
1492 Frontage Road West
Stillwater, MN 55082

November 14, 2016

Dear City Clerks,

Enclosed please find more responses we have received from residents in your area regarding public access in your communities. Please distribute these with this letter to all Mayors, City Council Members, and City Managers for review.

A lot of the discussions I have heard center around access to city council meetings. I understand there are some cities who stream their meetings live and some who do not. One of the benefits of Channel 16 (Government) is the ability to have them available for replay to all subscribers.

This includes not only your meetings but all the cities in our area. Bayport, Oak Park Heights and Stillwater meetings can be watched live and are replayed. The Washington County board, budget workshops, Truth in Taxation hearings, Veteran's events, and programs produced by the State are also available on channel 16.

The loss of Channel 15 (Educational) will result in less access for your residents of school board meetings, Stillwater boy's football and hockey games, and Ponies girl's hockey. The loss of all school programs including bands, choirs, orchestras, and plays. High School, Junior High and Afton-Lakeland School programs are not streamed and only available for purchase, or viewed for free on Channel 15.

Channel 18 (inspirational) has two live church services available on Sundays from Salem Lutheran of Afton and St. Michael's Catholic. St. Peter's Lutheran brings in their Sunday service to replay throughout the week. Many seniors and shut-ins have thanked us for providing this over the years. There is also a wide variety of other denominations and programs available on this channel.

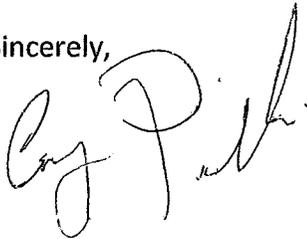
Channel 14 (Public) provides programs from all over the world. This is also the channel most programs produced by the public will play on.

The loss of using our facility takes voices from the community away. Free and open discussion is important for a successful Community Access Station. We train the public in the use of cameras, editing their programs and how to use a studio. All for free.

We have a very successful freelance program using mostly youth from the high school or those attending college for Video Production. Our program puts them well ahead of their classmates as they get experience working with groups, camera operation, setting up field shoots and many move up to become directors of these shoots. Over the years many have either obtained full or part time jobs at Valley Access, and have become prominent members of the Twin Cities film community. Best of all, they get paid to learn.

In closing, the loss of the four channels goes far beyond city council meetings. On Veterans Day we will be at Afton-Lakeland School to record a special Veterans program the school is producing. I have also included DVDs of the Afton Parade; St. Mary's Art in the Park; an Afton-Lakeland grade school program; and a service from St. Peter's church in Afton.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Piekarski". The signature is written in a cursive style with a large, prominent initial "G".

Greg Piekarski
Manager, Valley Access Channels
651-430-2921

Name_(Optional)= Allison Puhmann
E-mail_(Optional)= puhrmanna@stillwaterschools.org
City= Lakeland
Date recieved - June 7, 2016

Comments= I am a resident of Lakeland and a teacher at Afton-Lakeland. I have used Valley Access Channel for many community events and appreciate all of the offerings they have for our school district. I would like to advocate to keep them in operation in the lower valley as many people appreciate all that they do for the community. Please feel free to contact me for further discussion, if need be. Thank you for consideration. Allison Puhmann 651.402.0010

Name_(Optional)= Katherine Lenaburg
E-mail_(Optional)= katwomanpr@aol.com
City= Lakeland
Date - June 22, 2016

Comments= Please continue to support Valley Access Channels. It is important local programming. It is live, it is hyper local and it is valued by the community! We watch it!

Name_(Optional)= Saint Peter Lutheran Church
E-mail_(Optional)= room103@stpeterafton.org
City= Afton
Date - July 3, 2016

Comments= It would be a shame to lose public access for our Church, home bound and other watch our dvd's we send to public access for broadcast.

Name_(Optional)=
E-mail_(Optional)= ztuenge@comcast.net
City= Lakeland
Date - October 11, 2016

Comments= This would be tragic to lose these stations. Is there a way we could still get it by purchasing the channels?

Name_(Optional)= Paul Brown

E-mail_(Optional)= pbrowkblak@aol.com

City= St. Mary's Pt.

Date - August 8, 2016

Comments= As the former Chair of the Lower Valley Cable Commission and a representative for several years, I would like to add my voice to those who would speak to the importance of continuing the present service vs. attempting to set-up and staff a new service to our cable subscribers, interested still in the many benefits linking to local programming done with professional leadership allows. The question of amending the agreement to reflect costs and exclusions not addressed in the founding agreement(s) is only right and natural. The long debated - with far too much acrimony - question of a "peg fee" paid, not by cities as a whole, but subscribers, should not negate the reality that ALL the population has access to the access studio services and training! What would cost thousands of dollars in hardware, software, and training

is available to all for free; though you can certainly pay quite a hefty tuition bill at an accredited (or non) institution of learning. Why would, after so many years, and a return being paid to the cities of the Lower Valley, we not invest in dealing with 2016 costs and pay our fair share! Even if it hurts a bit as it was never budgeted. Which might be the problem inherent in the founding agreements...lack of timely fiscal review. Does anyone think we should ask the other commission to subsidize our residents by overtaxing their subscribers? And let's not confuse this issue with the controversial for profit providers that are hated by consumers in their own right when we look at peg or transmission fees that bring the signal... It is a different battle. The question of setting up another facility has been explored. The Afton-Lakeland Elementary is not in the business of providing studio space, nor in this day and age able to have custodians on call or security for the public to use access facilities.

The Library is in the same situation and has no space. Is any City Hall ready to staff? For years, the equipment the Lower Valley was provided in the founding agreement was left to sit in an attorney's office, unused and un-administered...pieces in boxes, getting old and needing the care and knowledge and security and repair that comes with more than a shelf to put these items on. Why would we not take advantage of our partners in Stillwater...tried and true professionals who show many hours of programming from the Lower Valley as well as beyond 194, or are we also still having the historic us vs. them question in Washington County. Our cities have sound and video equipment, in great part thanks to the cable commissioners, fees collected and rebated. A situation that would have been infinitely harder to pull-off if we had to pay the full freight.

The taping of Council Meetings has aided all who can receive them, need a record of meetings not reflected in the minutes, and as a tool in monitoring public meetings, especially for residents with schedules that do not allow them to attend monthly. When I was Chair, we began looking into streaming services to the internet live on the link provided by Comcast to each City; live Council meetings in your home. This can be done much more cheaply now and should be done, not replacing cable transmission,

but IN ADDITION to the cable recording meeting record. As everyone does not have cable nor do all have internet skills. It can't be that difficult to expand democracy for City residents, especially as attitudes have also changed regarding the meetings public distribution - several councils in my time being resistant to recording. It is true that we live in a different age. Phones stream live, as do cameras. Other delivery systems bring subscribers digital services with NO requirement written into their authorization to pay into the kitty of access to allow "John Q. Public" to the forum of public discourse - a forum on cable that Congress required cable providers to fund...the promise of a soap box, local choice in covering events and institutions important to the communities we live in.

IT IS A GRAND EXPERIMENT THAT WAS LAUNCHED IN DEMOCRACY AND DISCOURSE AND IS MORE IMPORTANT NOW THAN EVER. All in exchange for using utility poles on public right-of-ways and other considerations - we all got a couple of spaces on their channels and the equipment and ability to put content on them...our local video magazine. Meanwhile, more recent entrants had better lawyers, I guess, and did not get legislated into providing the same opportunity for using the public's airspace and bandwidth. Our bad! But, would we still be discussing about cheaping out as a community?

My town has been the beneficiary of grants administered thru the Central Commission...our Lower Valley Board never got that far. It has sent paid staff from the Central Access bring volunteers, allow for sound systems to bring Art in the Park to citizens at lower expense than renting, programmed edited materials played year-round for residents who could not attend - what is a good time in the summer - as well as allowing viewing of fairs and festival events as part of the cable package. We watch Council meetings and watch other meetings of cities and County assemblies. I have recorded and learned to edit for a congressional candidate, gotten professional advice for my town, seen those unable to attend events of a civic or religious nature renewed in their disability... Are the local papers providing this service? Radio and television stations? MPR or PBS? This is our local voice. I suggest subscribers who pay a fee on their bill should not be denied the opportunity to fund their interest - just as we don't dis-allow newspaper delivery vehicles from using the streets because it costs all the taxpayers wear and tear and not everyone subscribes. This is what we lose for tossing out the promise that is still alive thru the Central Valley's and Lower Valley's contributions to Access. It goes away, and perhaps with it, any access to the public record provided thru taping council meetings. Is one to believe the current commission in the Lower Valley - 2 people per town, appointed by five mayors is actively sourcing realistic options for presentation to the Lower Valley Cities?

That is not the impression to be had in reports I've heard; issues centering around the reality of no escalators for real world cost increases. Let's allow our residents the opportunity to maintain the service they have. Let's ask our separate City Council's why they are not streaming the audio and video signal they already have with each meeting to the internet and do something about it separate from the Lower St. Croix Valley Cable Commission. That is a worthy communication service. And then let's build an agreement between the Commissions that discards language of the past that has proven to be misguided and form a path that is fiscally sound and responsible to the entire community, recognizing that the current population and fiscal is NOT sufficient to sustain a high quality 24/7/365 operation. As from the beginning, we are now stronger united than disbanded.

Older Comments

Name_(Optional)=

E-mail_(Optional)=

City= Afton

Comments= This is ridiculous. They provide a huge services for us and we can't afford to pay what everyone else is? Stop being cheap.

Name_(Optional)= Terri Anderson

E-mail_(Optional)= terricanderson@gmail.com

City= Lakeland

Comments= I would like to know how these services and programs would otherwise be available to residents if the agreement ends? If these services will not be replaced with another option of equal or better service, I don't believe the agreement should be terminated. I believe all residents should have access to this type of programming to remain informed.

Name_(Optional)= Nikolay

E-mail_(Optional)= nikolaydiletsky@gmail.com

City= Afton

Comments= Cable access is among the most remarkable freedoms this country has to offer. Please do not end this programming under any circumstances it's critical to effective democracy. ND

Name_(Optional)= Erin McDowell

E-mail_(Optional)= erinamcdowell@gmail.com

City= Afton

Comments= We just started an Afton based program, partnering with the Afton Museum, to bring interesting voices to Afton. Our first event was "Seafood from Slaves" and featured Afton's new Pulitzer prize winner.... the museum got \$10 per attendee. Valley Access provided FREE video equipment for use (two top notch cameras, video editing station, mics, etc), helped to train us, and is currently airing the show and it's available in Afton. We plan to do more Afton based shows, eventually monthly if it works out. VAC is a great service not just for watching the cable, but for enabling this type of activity. We also created other content from the video which we will be featuring on YouTube or other online forums. VAC is something that I feel we should support, and we should even get more involved with from City and Citizens. It's a great way for citizens to get involved in any way they want, and to get broader exposure, interest, involvement.

Name_(Optional)= Matt Spector

E-mail_(Optional)= matt5med@gmail.com

City= St. Mary's Point

Comments= It sounds more like the Central St Croix Valley Joint Cable Communications Commission wants to sever ties to the Lower St Croix Valley Joint Cable Commission rather than a contemplation. Seems to me that we all live in the same county and should have access to the same services whatever the variations of population density. These access channels are important to the civic life in this day and age. Setting up a new studio facility in the lower valley seems to be redundant and expensive. Streaming access to the city meetings is important. Cable is growing obsolete. I would encourage both commissions to work together to come to an understanding on peg fees and and keep public meetings and cultural activities available to the Lower St Croix Valley.