

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

April 18, 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

- April Claims \$ 73,593.63

8. **NEW BUSINESS**

- MIDS Ordinance
*Ordinance 507 Attached
(Recommended action)_ (Planning Commission and staff recommendation Attached)
Summary Publication (Recommended Action) (Summary publication and Staff recommendation attached)*
- Deputy Clerk Job
*(Recommended Action)
Recommendation from the Personnel Committee for approval of new job description Attached
Recommendation from personnel Committee of three pay scale scenarios attached
Recommendation to place add in the newspaper and on the League of Minnesota City Web Site
Recommendation to set the interviews for the week of May 9th 2016
(All Recommendations Attached)*
- Quotes to finish the back room making it into a work area for all commissions, committees and boards including council
(All Quotes Attached)
- Key Fob system for City hall
(Quote Attached)
- Roof repair quote
(Quote Attached)
- Adoption of credit card Policy
(Recommended Action) (Policy Attached)
- Washington County Agreement for assessment services
(Recommended action)(Agreement attached)

9. **UNFINISHED BUSINESS**

A.

10. **OTHER BUSINESS**

A.

11. **COUNCIL/STAFF REPORTS**

- A. Councilmember Brown
 - Cable Commission
- B. Councilmember Kline
 - Park Board
- C. Councilmember Reiter
 - Environmental Advisory Board
- D. Councilmember Unker
 - Afton Wastewater treatment System
- E. Mayor McCarthy
 - 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. Approve the minutes of the Regular City Council meeting on March 21, 2016 as presented.
(Copy attached)
- B. Approve the minutes from Special Council meeting the April 7, 2016 as presented
(Copy Attached)
- C. Accept the donation from the Bay Port Legion Gambling proceeds in the amount of \$444.19
(Copy Attached)
- D. Accept a donation of 25 bricks for placement at the Veterans memorial, donated by John Place
(Beach Bar)
- E. Accept donation from Nancy Truax for the little library.

Consent Agenda

**CITY OF LAKE ST. CROIX BEACH
16455 20TH STREET SOUTH
WASHINGTON COUNTY, MINNESOTA**

CITY COUNCIL MEETING

March 21, 2016

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

STAFF PRESENT: John Parotti, Kevin Sandstrom, Amy Truhlar

OTHERS PRESENT: Nick Welsch, Scott Schulte, Mary Parr, Dolly Burns, Jim Golden, Becky Brewster

CALL TO ORDER by Mayor McCarthy at 7:04 p.m.

PLEDGE OF ALLEGIANCE was said.

APPROVE AGENDA Agenda Item 3

Mayor McCarthy asked to add Item 7A2, Stormwater Retention Ponds and add Item 8F, Potholes.

MOTION BY MAYOR MCCARTHY, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE AGENDA WITH THE ADDITION OF ITEMS 7A2 AND 8F. MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA Agenda Item 4

Councilmember Reiter asked to remove Item C from the Consent Agenda and place it as Item 10A.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE CONSENT AGENDA WITH THE REMOVAL OF ITEM C. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: KLINE – AYE, UNKER – AYE, BROWN – AYE, REITER – AYE, MCCARTHY – AYE.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY MEETING ON FEBRUARY 8, 2016 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING ON FEBRUARY 8, 2016 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

PUBLIC COMMENTS Agenda Item 5

Scott Schulte, 11673 Tulip Street in Coon Rapids and Anoka County Commissioner, explained that he was in attendance to provide information Met Council reform, an initiative that was started by Anoka County, Dakota County, Carver County, and Scott County to reform the governance of the Met Council. These counties feel that the Met Council answers to only the governor, who appoints every member. The impetus for the recent movement was the Thrive 2040 Plan, which gave transportation dollars to municipalities based on the number of racially concentrated areas of poverty in the districts. Mr. Schulte stated that Washington County had been involved with the other four counties, but recently backed out because they were working with the Met Council on projects and were afraid of retribution. He stated that their opposition to the current system is that the Met Council answers only to the governor, but their decisions affect the entire metropolitan area. He provided information regarding their principles of reform, which included that Met Council positions should be elected. He stated that the Met Council in the Twin Cities area is the only Met Council in the country which has appointed positions rather than elected positions. Mr. Schulte explained that they do not want to get rid of the Met Council, but they want the governance model changed so the council is accountable to all people, not just the governor. Their plan calls for representation to be based on population. Councilmember Brown stated he would like to see sample resolutions adopted by other cities, and Commissioner Schulte stated he would send a full resolution and an amended resolution.

Jim Golden, 1920 Quarry Avenue South, reported that the City of Afton does not yet have their permit for the Downtown Improvement Project. The Valley Branch Watershed District is considering whether to approve or deny the permit. 11 tribes have toured the site. They were not notified at the start as they were supposed to have been. The Leech Lake Band of Ojibwe is asking for an Environmental Impact Statement (EIS) to be completed. He added that with all the emphasis on water quality, this does not seem to be the best location for this system. Councilmember Unker asked if moving the holding tank of the system would solve their problem. Mr. Golden was unsure. Councilmember Brown asked how the Indian burial ground land was developed into a residential area. Mr. Golden stated the land should have been protected.

PUBLIC SAFETY REPORTS Agenda Item 6

Deputy Sullivan reported 33 calls for law enforcement services in the month of February. He also stated that IRS scams are very high right now. He reminded everyone that they should not send money because of a phone call demanding it. Those are scams. Calls like this are being made to cell phones as well as land lines. If someone receives a call like this, they should try to get the number the person is calling from as well as any number they are given to call back. Councilmember Brown reported no calls for animal services in the month of February. Two dogs were reported lost and no animals were reported found. Mary Parr, a resident, reported there was an accident on St. Croix Trail South on Sunday, March 20, 2016, and many emergency vehicles responded to this accident.

CITY STAFF REPORTS Agenda Item 7

CITY ENGINEER PAROTTI (7A)

Street Sweeping Bids

John Parotti, City Engineer with SEH, reported that he had received two bids for street sweeping. One bid was for \$6,500 from Tri-County for both the spring and fall

street sweeping, and one bid for \$7,050 from Mike McPhillips, Inc. for both the spring and fall street sweeping. Mike McPhillips, Inc. has performed street sweeping for the city for the past several years, while Tri-County has added street sweeping to their list of services this year. It was noted that the equipment used by the two contractors was the same or similar. City Attorney Kevin Sandstrom reported that the City Council did not need to choose the lowest bidder because it is not a sealed bid, but cities usually choose the lowest bid.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER REITER, TO ACCEPT THE BID FROM TRI-COUNTY SERVICES FOR SPRING AND FALL STREET SWEEPING FOR A TOTAL OF \$6,500. MOTION PASSED, 4 AYES, 1 NAY (REITER).

Councilmember Reiter explained that she voted nay on principle because a comment was once made that if the five cities gave Tri-County more business, they could provide more services. She stated that while that may be true, she did not feel it was the job of government to help private businesses in that manner.

City Engineer Parotti suggested directed staff to prepare a contract for execution for the work.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY MAYOR MCCARTHY, TO DIRECT STAFF TO DRAFT A CONTRACT FOR THE WORK. MOTION PASSED UNANIMOUSLY.

Stormwater Retention Pond Inspections

City Engineer Parotti reported that he had met with Mayor McCarthy and a contractor to inspect the city's four stormwater ponds. They are all near the intersection of 13th Street South and St. Croix Trail South. The City Engineer performed these inspections for many years. Approximately eight years ago, the City Council asked him to stop as the inspections would be done by staff or the City Council. The City Council this year directed him to again perform the inspections. He stated that the stormwater ponds suffer from the neglected maintenance. The contractor present at the inspections, Tri-County Services, heard what was needed and provided a quote to Mayor McCarthy to perform the work. City Engineer Parotti stated that he thought the quote was reasonable. It was noted that the city's mowing contractor, LawnBarbers, has been mowing the stormwater pond on the northeast corner of the intersection. Once the other three have been cleaned out, they should be added to the regular mowing as well. City Engineer Parotti noted that there is another stormwater pond in the southeast section of the intersection. It is heavily wooded, and he recommended creating a plan to properly maintain that stormwater pond as well. He stated some easements may be needed for that one. He will work with city staff to determine if any land rights issues exist for that location.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO ACCEPT THE BID FROM TRI-COUNTY SERVICES TO CLEAN OUT STORMWATER PONDS 1, 2,

AND 4 AND TO DIRECT STAFF TO DRAFT A CONTRACT FOR THE WORK. MOTION PASSED, 4 AYES, 1 NAY (REITER).

Councilmember Reiter stated she again voted nay on principle.

Valley Branch Watershed District Boundary Adjustments

The Valley Branch Watershed District and the Middle St. Croix Water Management Organization (WMO) have agreed on the hydrologic boundaries and are in the process of developing legal boundaries. After that has been completed, requests for letters of concurrence from all affected communities will be sent. Resolutions and letter to affected residents will be the steps following the letter of concurrence.

St. Croix River Flood Predictions

As of 3:00 on March 21, 2016, the St. Croix River was just over an elevation of 682 feet, which is 10 feet below the 100-year flood level. The last model has the level dropping over the next 7-10 days, City Engineer Parotti noted that river levels, especially in the spring, are heavily dependent on precipitation. Current outlooks anticipate April and May to be drier than usual.

Street Project Update

The surveys have been completed, and the drafting of the base mapping has been started. The next step will be to order soil borings. Then design and bid document preparation will begin.

Spring Road Restrictions

City Engineer Parotti reported that spring road restrictions went into effect on Monday, February 29, 2016. There is a limit of 5 tons per axle. Law enforcement will respond to violations.

County Striping

Washington County has sent out letters for road striping services. A response is required by April 1, 2016. The city has participated in the past several years. The City Council agreed to participate again for 2016. City Engineer Parotti stated he would work with staff to submit a response.

CITY ATTORNEY SANDSTROM (7B)

City Attorney Kevin Sandstrom had nothing further to report.

CITY CLERK-ADMINISTRATOR SCHULER (7C)

City Clerk-Administrator Schuler was absent.

DEPUTY CLERK-TREASURER TRUHLAR (7D)

Deputy Clerk-Treasurer Amy Truhlar presented the bills for the month totaling \$32,843.95.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE BILLS TOTALING \$32,843.95. MOTION PASSED UNANIMOUSLY.

Deputy Clerk-Treasurer Truhlar then reported that she had submitted her letter of resignation, and her last day with the city would be Thursday, March 31, 2016.

MOTION BY COUNCILMEMBER UNKER, SECONDED BY COUNCILMEMBER BROWN, TO SEND DEPUTY CLERK-TREASURER AMY TRUHLAR A LETTER OF APPRECIATION. MOTION PASSED UNANIMOUSLY.

NEW BUSINESS Agenda Item 8

AUDIT PRESENTATION (8A)

Chris Knopik, principal with CliftonLarsonAllen, has worked with the city on the audit for 4 years. He reviewed the required communications: financial statements, components, schedules, the audit provides a reasonable but not absolute assurance, and auditors received full cooperation of city staff. Mr. Knopik presented the audit results: a clean audit opinion, internal control issues (the auditor prepares the financial statements and the lack of segregation of duties due to small staff), no exceptions to legal compliance were noted, and he suggested formalizing policies and procedures. Receipts and disbursements increased in 2015. The ending 2015 position showed \$230,000 assigned (including building maintenance-\$35,000, bluffland work-\$40,000, and street improvements-\$157,000) and \$333,000 unassigned fund balances. The unassigned balance is 54% of 2016 budgeted general fund expenditures, which is in line with the state auditor's recommendation. The City Council will approve the final audit when it is completed in April.

NEW WATER FOUNTAIN/FOOT WASH AND REROOF CITY GARAGE (8B)

Nick Welsch, Park Board Chair, introduced himself. He noted that both of these items were discussed first before he joined the Park Board. Councilmember Reiter expressed concern at the amount for the water fountain/foot wash and asked whether the current device could be repaired. Alternate Park Board Member Becky Brewster explained that the valve on the foot wash that turns the water on gets stuck so the water continues to run even when no one is using it. The part is replaced twice every year and is still getting stuck. The new device has a button that will allow the water to only run for a certain amount of time.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE PURCHASE OF THE WATER FOUNTAIN/FOOT WASH FOR RIVERFRONT PARK IN THE AMOUNT OF \$3,230. MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER REITER, TO APPROVE THE BID TO REROOF THE CITY GARAGE IN AN AMOUNT NOT TO EXCEED \$5,000.

City Attorney Sandstrom stated that the terms listed in the contract for the reroof were not favorable to the city. He recommended that the City Council authorize city staff to prepare a different contract to provide to the contractor.

FIRENDLY AMENDMENT MADE BY COUNCILMEMBER BROWN, ACCEPTED BY COUNCILMEMBER REITER, TO APPROVE AN AMOUNT NOT TO EXCEED \$5,700 AND AUTHORIZE CITY STAFF TO PREPARE DIFFERENT CONTRACT TERMS.

MOTION PASSED UNANIMOUSLY.

PLAYGROUND COMMITTEE USE OF PETTITT PARK FOR FLEA MARKET/CAR SHOW (8C)

Park Board Chair Welsch noted that the City Council had approved the use of Pettitt Park for a flea market run by the Playground Committee. He reported that a car show has been added to the flea market. The biggest concern at the current time is where the cars in the show will be parked and where those not in the car show will be parked. There will be a meeting at Shiner's on April 1, 2016 at 3:30 p.m. The plan is to limit the number of cars in the car show to 60 cars. Money collected from the flea market/swap meet table fees and the car show fees will go to the Playground Fund. Donation table sales will also go to the Playground Fund. Mr. Welsch stated that he would come to the City Council in April with an update.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER UNKER, TO ALLOW THE PLAYGROUND COMMITTEE TO USE PETTITT PARK ON MAY 14, 2016 AS REQUESTED FOR THE FLEA MARKET/SWAP MEET AND CAR SHOW. MOTION PASSED UNANIMOUSLY.

PLAYGROUND FUND (8D)

Park Chair Welsch pointed out that the Playground Committee has their fund with the Lower St. Croix Valley Foundation. They must get their money out by June 30, 2016 because the Foundation will absorb the money into their general fund. The Playground Committee is therefore asking the city to keep the Playground Fund as a dedicated fund in the city's account. Deputy Clerk-Treasurer Truhlar reported that City Clerk-Administrator Schuler had spoken with the auditor, who stated this would be acceptable. The Playground Committee would give deposits to the city and would come to the City Council to request withdrawals when a purchase was ready to be made.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER KLINE, TO ALLOW A DEDICATED FUND TO BE SET UP IN THE CITY'S ACCOUNT FOR THE MONIES RAISED BY THE PLAYGROUND COMMITTEE TO BE USED FOR PLAYGROUND EXPENSES.

There was discussion regarding whether donations to the Playground Fund would be tax-deductible since the city was not a 501c3 organization. It was stated that for donations to be tax-deductible, 501c3 status had to be obtained through the IRS as a charitable organization. City staff was asked to investigate and clarify this issue.

MOTION PASSED UNANIMOUSLY.

APPROVAL TO ORDER CLASS 5 ROCK (8E)

Mayor McCarthy reviewed areas where gravel is needed: the Pettitt Park parking lot, the beach parking lot, and next to the city garage. It is estimated that six loads will be needed and a skid loader will need to be used to level out the gravel. He got a quote of \$190 per load for gravel, and the skid loader will cost approximately \$85 per hour. After further discussion, it was agreed that another load should be obtained for around mailboxes on 20th Street South and on Quinlan Avenue South.

MOTION BY COUNCILMEMBER UNKER, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE EXPENDITURE OF UP TO \$1,700 FOR GRAVEL. MOTION PASSED UNANIMOUSLY.

City Attorney Sandstrom suggested a contract since the contractor will be installing the gravel.

POTHoles (8F)

Mayor McCarthy stated he has received many complaints regarding potholes and wondered how quickly a contractor could be out for spray emulsion. City Engineer Parotti reported that a spray emulsion project could usually be started within a couple of days of being asked. He noted that spray emulsion costs a little more, but it lasts longer. In his opinion, spray emulsion is a better value and that cut-and-patch work. He suggested using mostly spray emulsion and then patching in additional areas as needed. There was further discussion regarding patching versus spray emulsion. City Engineer Parotti noted that RCM Specialties, the company the city has used for the past several years for spray emulsion, has been asked for a quote. He cautioned against using the same contractor for every project.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER UNKER, TO APPROVE THE EXPENDITURE OF UP TO \$3,000 FOR PATCHING ON 20TH STREET SOUTH AND QUINLAN AVENUE SOUTH USING TRI-COUNTY. MOTION PASSED UNANIMOUSLY.

RCM Specialties will still come and submit a quote for the other streets in the city.

UNFINISHED BUSINESS Agenda Item 9

CABLE COMMISSION (9A)

Councilmember Unker stated that he was in favor of increasing the PEG fee, as he has advocated for in the past. He explained that PEG stood for public, education, and government. These are the channels run through Valley Access. Increasing the PEG fee would offset the increase the fee Valley Access will be charging for these channels. He wondered if Lake St. Croix Beach could increase the PEG fee or if the Cable Commission as a whole would have to increase the fee. He added that raising the PEG fee would keep the Cable Commission money coming to the city; not raising the PEG fee would decrease the amount of money coming from the Cable Commission.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER UNKER, TO TABLE THIS ISSUE. MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS Agenda Item 10

SHORELAND PARK SUBCOMMITTEE APPOINTMENT LIST (10A)

Councilmember Reiter pointed out that most of the people on the Park Subcommittees were residents of the Riverway. She stated that it may be time to review the boat permitting process and felt that the subcommittees did not fairly represent the entire community. The value of having a boat on the river has greatly increased since the time when the current process was set up, and she felt that for the grandfathered permits especially, it was a value added to the property by the city and was unfair. It was clarified that the city permits boats, not docks and buoys. The boat holds the dock permit or buoy permit. Councilmember Unker asked whether she was suggesting that residents not invested in the process should be involved in reviewing it. Councilmember Reiter stated that she would like to see more diversity on the subcommittees, and she would like to see the subcommittees review the guidelines/process.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO APPROVE THE SHORELAND PARK COMMITTEE/SUBCOMMITTEE STRUCTURE AS PRESENTED. MOTION PASSED, 4 AYES, 1 NAY (REITER).

COUNCIL/STAFF REPORTS Agenda Item 11

COUNCILMEMBER BROWN (11A)

Nothing further to report.

COUNCILMEMBER KLINE (11B)

Nothing further to report.

COUNCILMEMBER REITER (11C)

Nothing further to report.

COUNCILMEMBER UNKER (11D)

Nothing further to report.

MAYOR MCCARTHY (11E)
Nothing further to report.

Councilmember Reiter pointed out that s Special City Council meeting or a Personnel Committee meeting should be set up to discuss the process for replacing Deputy Clerk-Treasurer Truhlar. It was agreed that the Personnel Committee should meet. Councilmember Kline asked whether exit interviews were conducted when staff left. Deputy Clerk-Truhlar stated they had not been performed in the past.

ADJOURNMENT Agenda Item 12

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO ADJOURN THE CITY COUNCIL MEETING AT 9:20 P.M. MOTION PASSED UNANIMOUSLY.

Thomas McCarthy, Mayor

Susan Schuler, City Clerk-Administrator

CITY OF LAKE ST. CROIX BEACH
Washington County, Minnesota
LAWFUL GAMBLING QUARTERLY REPORT
 (City Ordinance No. 2014-166)

Organization Name BAYPORT AMERICAN LEGION POST 491
BOX 187
BAYPORT, MN 55003

Gambling Site BEACH BAR
2071 ST. CROIX TRAIL SOUTH
LAKE ST. CROIX BEACH, MN 55043

Organization's State Lawful Gambling License No. 00467-004

This Quarterly Report Form must be filed with the City no later than the 20th of the month following the end of each quarter.

	<u>Oct-15</u> (Month)	<u>Nov-15</u> (Month)	<u>Dec-15</u> (Month)	Quarter Totals
A. Gross Profit (Line 10C)	\$ <u>4,969.65</u>	\$ <u>4,135.10</u>	\$ <u>7,045.20</u>	\$ <u>16,149.95</u>
B. Less Gambling Taxes Paid	\$ <u>1,407.09</u>	\$ <u>1,817.98</u>	\$ <u>1,674.23</u>	\$ <u>4,899.30</u>
C. Less Allowable Expenses	\$ <u>2,491.44</u>	\$ <u>2,046.33</u>	\$ <u>2,271.00</u>	\$ <u>6,808.77</u>
D. Net Profit <i>(Line A minus Lines B & C)</i>	\$ <u>1,071.12</u>	\$ <u>270.79</u>	\$ <u>3,099.97</u>	\$ <u>4,441.88</u>

Quarterly installment to 10% city fund \$ 444.19

The undersigned hereby certifies that the above information is true, correct and complete.

Date: 1-13-16

Marian Coffey
Signature

Gambling Manager
Print Name and Title

PUBLIC
READING

Public Safety Reports

Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKE ST CROIX BEACH
 For the Period 3/01/16 To 3/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
3/03/16	11:45:22	116007673	0167	RACINE AV	ORDER FOR APPREHENSION/RETURN
3/04/16	2:33:50	116007772	0072	SAINT CROIX TR	ROLL OVER / DWI *STATE ACC
3/05/16	10:19:32	116007974	0160	QUINLAN AV	IRS SCAM REPORT
3/05/16	11:02:58	116007979	0160	19TH ST	RESIDENCE CHECK - NON COMPLIAN
3/05/16	16:38:31	116008004	0176	QUENTIN AV	MISSING CAT
3/06/16	11:54:02	116008072	0075	QUEENS AV	UNWANTED PARTY
3/06/16	23:56:11	116008139	0157	SAINT CROIX TR	TAMPER W/ MV
3/07/16	17:17:26	116008266	0091	19TH ST	WELFARE CHECK
3/07/16	19:01:50	116008282	0091	RACINE AV	RUNAWAY JUV REPORT
3/07/16	21:49:05	116008291	0176	18TH ST	MEDICAL LVL 1
3/08/16	11:20:48	116008360	0130	QUASAR CT	SCAM REPORT
3/10/16	10:31:23	116008630	0130	RACINE AV	RESIDENCE CHECK
3/10/16	18:24:27	116008745	0082	QUENTIN AV	ATV COMPLAINT
3/11/16	12:23:14	116008819	0100	24TH ST	OFFICER INFORMATION
3/11/16	22:07:08	116008924	0084	19TH ST	SUSPICIOUS ACTIVITY
3/12/16	12:38:36	116008971	0160	RACINE AV	SUSPICIOUS ACTIVITY
3/12/16	15:40:34	116008994	0082	QUEENS AV	VANDALISM REPORT
3/12/16	23:11:12	116009033	0080	SAINT CROIX TR	AOA/CHECK WELFARE
3/13/16	23:15:20	116009127	0176	18TH ST	RESIDENCE CHECK
3/14/16	12:15:02	116009184	0083	15TH ST	RECEIPT# 160001431
3/15/16	2:45:12	116009261	1204	19TH ST	MEDICAL LEVEL 1
3/16/16	14:14:09	116009525	0085	SAINT CROIX TR	ANIMAL CONCERN
3/16/16	16:46:36	116009546	0082	QUENTIN AV	WELFARE CONCERN *CALL COMP**R
3/16/16	19:40:57	116009559	0082	RACINE AV	NEIGHBOR CONCERN *CALL*
3/16/16	20:12:58	116009564	0082	RIVIERA AV	ANIMAL CONCERN
3/19/16	10:41:39	116009910	0160	SAINT CROIX TR	WELFARE CONCERN
3/20/16	17:21:20	116010009	0176	RACINE AV	CIVIL/NEIGHBOR DISPUTE
3/21/16	12:33:23	116010079	0075	16TH ST	THEFT REPORT
3/23/16	12:35:48	116010425	0160	RACINE AV	THEFT REPORT
3/23/16	23:12:12	116010505	1205	UPPER 21ST ST	CHECK THE WELFARE **3RD PA
3/24/16	10:38:10	116010551	0150	UPPER 22ND ST	THEFT REPORT
3/24/16	14:10:49	116010577		17TH ST	WARRANT / WCCS / CR152876
3/24/16	20:07:42	116010610	0096	17TH ST	AOA-WOODBURY PD
3/25/16	7:58:22	116010645	0068	UPPER 12TH ST	CHECK ADDRESS
3/25/16	10:41:50	116010680	0068	RACINE AV	PUBLIC ASSIST
3/28/16	10:46:51	116010973	0193	20TH ST	WARRANT ARREST
3/28/16	11:44:22	116010980	0068	QUENTIN AV	SUSPICIOUS ACTIVITY
3/28/16	13:09:05	116010985	0068	UPPER 17TH ST	IRS SCAM
3/29/16	16:52:14	116011151	0093	18TH ST	HARRASSMENT REPORT

CJBWPR\$

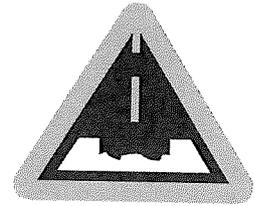
3/30/16 20:02:32 116011320 0176 18TH ST
3/31/16 19:52:46 116011454 0176 RACINE AV

COMP'S DAUGHTER WAS FOLLOWED H
MISSING PERSON/OVERDUE

Total ICRs Processed: 41

** END OF REPORT **

RCM Specialties Inc.
P.O. Box 278
Cottage Grove, MN 55016-0278
Phone (651) 480-8886
Fax (651) 480-8808



March 22, 2016

Spray Patching Project: City Wide Patching {Excluding 20th from St. Croix Trail to Quinlan & Quilan to Upper 12th St}

RCM will apply approximately 18tons of Dresser FA2 Trap rock mixed with CRS2 emulsion to potholes. RCM Specialties will use a RA300 or a RP005 truck mounted spray injection patcher.

Spray injection patching is a specialized repair process that combines hot asphalt emulsion and crushed aggregate using forced air. The truck mounted spray patch equipment consists of an aggregate hopper, hot asphalt emulsion tank and a high volume blower which is all mounted on a truck chassis. All of the repair process is controlled from the cab of the truck by one operator.

Project Cost: \$6250.00

This includes time and materials

Approved _____

Date _____

Bid good for 30 days from date

rcmspecialtiesinc@gmail.com

LAKE ST CROIX BEACH

Disbursements List

04/15/2016

Date range: 03/22/2016 to 04/18/2016

Vendor	Date	Check #	Total	Description	Void	Account #	Detail
PUBLIC EMPLOYEES RETIREMENT ASSOCIA	03/28/2016	PERA32816	\$550.21	Staff Retirement - PPE 2/29/2016	No	100-41400-105	\$255.90
Schuler, Susan	03/31/2016	DD25622	\$1,599.07	Payroll - PPE 3/15/2016	No	100-41400-121	\$294.31
TRUHLAR, AMY	03/31/2016	DD25623	\$1,173.45	Payroll - PPE 3/15/2016	No	100-41400-100	\$1,599.07
COMMISSIONER OF REVENUE	03/31/2016	FED31516	\$946.97	Staff Fed & Fica W/H PPE 3/15/16	No	100-41400-100	\$1,173.45
MINNESOTA DEPARTMENT OF REVENUE	03/31/2016	MN31516	\$152.91	Staff W/H PPE 3/15/2016	No	100-49200-106	\$237.53
						100-49200-107	\$55.55
						100-49200-109	\$360.81
						100-49200-122	\$237.53
						100-49200-123	\$55.55
PUBLIC EMPLOYEES RETIREMENT ASSOCIA	04/01/2016	PERA412016	\$542.34	Staff Retirement - PPE 3/15/2016	No	100-49200-108	\$152.91
SavATree	04/15/2016	17119	\$16,959.00	Stump Grinding & General Tree Care	No	100-41400-105	\$251.80
						100-41400-121	\$290.54
TRUHLAR, AMY	04/15/2016	17120	\$136.30	Mileage	No	100-43270-310	\$1,125.00
TRI-COUNTY SERVICES, INC	04/15/2016	17121	\$2,850.00	Fill pothole	No	100-43270-310	\$2,240.00
LAKELAND WATER UTILITY	04/15/2016	17122	\$38.28	Water Bill	No	100-43270-310	\$13,594.00
ECM Publishers, Inc.	04/15/2016	17123	\$71.10	Open Book Meetings	No	100-41940-310	\$38.28
International Institute of Mun Cler	04/15/2016	17124	\$195.00	Annual Dues - Sue Schuler	No	100-41930-351	\$71.10
Century Link	04/15/2016	17125	\$42.80	Phone Lines	No	100-41911-430	\$195.00
ECM Publishers, Inc.	04/15/2016	17126	\$93.80	Replacing water drainage	No	100-41940-380	\$42.80
WASHINGTON COUNTY	04/15/2016	17127	\$1,546.84	Snow and Ice Control	No	100-41930-351	\$93.80
Schuler, Susan	04/15/2016	17128	\$252.41	Mileage	No	100-43125-310	\$1,546.84
COMCAST	04/15/2016	17129	\$168.13	Phone Lines	No	100-41400-331	\$252.41
						100-41940-380	\$168.13

LAKE ST CROIX BEACH

Disbursements List

04/15/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
LOWER ST CROIX VALLEY FIRE DISTRICT	04/15/2016	17130	\$13,768.75	Fire Protection Services - 2016 Quarter 2	No	100-42200-310	\$13,768.75
WASTE MANAGEMENT OF MINNESOTA	04/15/2016	17131	\$2,021.38	Monthly Recycling Bill	No	100-43245-310	\$2,021.38
CENTERPOINT	04/15/2016	17132	\$133.57	Monthly Service - Acct 7711653-1&7711657-2 & 7711658-0	No	100-41940-380 100-41940-380 100-41940-380	\$91.11 \$17.98 \$24.48
QUILL OFFICE SUPPLIES	04/15/2016	17133	\$146.68	Office Supplies	No	100-41570-200	\$146.68
Freedom Valu Centers	04/15/2016	17134	\$3.99	Retail Merchandise	No	100-41570-200	\$3.99
XCEL ENERGY	04/15/2016	17135	\$735.49	Street Lights & City Hall Electric	No	100-41940-380 100-43160-380	\$675.99 \$59.50
Clifton Larson Allen	04/15/2016	17136	\$3,915.00	2015 Audit	No	100-41500-300	\$3,915.00
MENARDS	04/15/2016	17137	\$128.57	office supplies, other	No	100-41570-200 100-45201-210	\$48.45 \$80.12
LEAGUE OF MINNESOTA CITIES	04/15/2016	17138	\$6,773.00	mayor's association	No	100-41910-430	\$6,773.00
SHORT ELLIOTT HENDRICKSON	04/15/2016	17139	\$2,423.80	City Engineer Services	No	100-43122-300	\$2,423.80
LEAGUE OF MINNESOTA CITIES	04/15/2016	17140	\$1,036.00	mayor's association	No	100-41910-430	\$1,036.00
FIXMER, DON	04/15/2016	17141	\$97.50	Video Taping Services	No	100-41575-300	\$97.50
XCEL ENERGY	04/15/2016	17142	\$259.94	Street Lights & City Hall Electric	No	100-41940-380 100-43160-380	\$199.38 \$60.56
ECKBERG LAMMERS BRIGGS	04/15/2016	17143	\$1,368.98	City Attorney Fees	No	100-41600-310	\$1,368.98
Chris Amdahl Locksmith, Inc	04/15/2016	17144	\$209.00	Main Lock	No	100-41940-300	\$209.00
Grandstay Residential Suites	04/15/2016	17145	\$579.88	Hotel stay for Sue	No	100-49250-308	\$579.88
Lower St. Croix Valley Fire Dept	04/15/2016	17146	\$63.54	Defibrillator Pads	No	100-41570-210	\$63.54
LEAGUE OF MINNESOTA CITIES	04/15/2016	17147	\$855.00	mayor's association	No	100-41910-430	\$855.00
Brown, Charles	04/15/2016	DD25624	\$110.64	City Council Wages - March 2016	No	100-41110-100	\$110.64
Kline, Michelle	04/15/2016	DD25625	\$115.44	City Council Wages - March 2016	No	100-41110-100	\$115.44

LAKE ST CROIX BEACH

Disbursements List

04/15/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
REITER CINDIE	04/15/2016	DD25626	\$109.19	City Council Wages - March 2016	No	100-41110-100	\$115.44
Schuler, Susan	04/15/2016	DD25627	\$1,599.07	Payroll - PPE 3/31/2016	No	100-41110-100	\$109.19
TRUHLAR, AMY	04/15/2016	DD25628	\$5,470.74	Payroll - PPE 3/31/2016	No	100-41400-100	\$1,599.07
MCCARTHY, THOMAS	04/15/2016	DD25629	\$138.53	City Council Wages - March 2016	No	100-41400-100	\$5,470.74
Unker, Jim	04/15/2016	DD25630	\$115.44	City Council Wages - March 2016	No	100-41110-100	\$138.53
COMMISSIONER OF REVENUE	04/15/2016	FED33116	\$3,003.82	Staff Fed & Fica W/H PPE 3/31/16	No	100-41110-100	\$115.44
MINNESOTA DEPARTMENT OF REVENUE	04/15/2016	MN33116	\$497.86	Staff WH PPE 3/31/2016	No	100-49200-106 100-49200-107 100-49200-109 100-49200-122 100-49200-123	\$658.68 \$154.03 \$1,378.39 \$658.68 \$154.04
PUBLIC EMPLOYEES RETIREMENT ASSOCIA	04/15/2016	PERA33116	\$594.22	Staff Retirement - PPE 3/31/2016	No	100-49200-108 100-41400-105 100-41400-121	\$497.86 \$275.89 \$318.33

Total For Selected Checks

\$73,593.63

\$73,593.63

Date: April 14, 2016
To: Mayor and City Council
From: Sue Schuler, City Administrator/Clerk
Re: Replacing Ordinance 507 Water drainage with 507 Stormwater Ordinance Integrating MIDS into Lake St Croix Beach City Code and adding sections 507.01 through 507.29

DISCUSSION

On March 6, 2016 a public hearing was held and the Planning Commission recommends approval of the Middle St. Croix Watershed Management Organization's (MSCWMO) draft Stormwater Ordinance replacing section 507 Water Drainage with 507 Minimal Impact Design Standards (MIDS) and adding section 507.01 through 507.29 as presented into the Lake St Croix Beach City Code. Suggested modifications were incorporated into the document. The final ordinance and summary publication are including in tonight's packet for approval for final adoption into Lake St Croix Beach City Code and approval to publish the summary in the city's legal newspaper.

RECOMMENDATION

It was by unanimous vote by the Planning Commission and Staff recommends the City Council approve the replacement of 507 water drainage Ordinance and adding section 507.01 through 507.29 Stormwater Ordinance Integrating Minimal Impact Design Standards (MIDS) into Lake St Croix Beach City Code. Motion, second and majority vote needed.

Staff recommends the City Council approve Summary Publication for Ordinance 507 Stormwater Ordinance Integrating Minimal Impact Design Standards (MIDS) into Lake St Croix Beach City Code. Motion, second and 4/5 majority vote needed.

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

ORDINANCE 507

SUMMARY PUBLICATION

**REPLACING SECTION 507 WATER DRAINAGE CODE WITH STORMWATER
MANAGEMENT CODE INCORPORATING
MINIMAL IMPACT DESIGN STANDARDS (MIDS) PERTAINING TO STORMWATER
MANAGEMENT AND EROSION CONTROL ACTIVITIES AND ADDING SECTIONS 507.01
THROUGH SECTION 507.29 IN THE CODES AND ORDINANCES**

THE CITY COUNCIL FOR THE CITY OF LAKE ST CROIX BEACH DOES ORDAIN:

Section 1: ADOPTION. Adopting and replacing Water Drainage Code Ordinance 507 Incorporating Minimal Impact Design Standards pertaining to Stormwater Management Regulations and Erosion Control Activities. And adding sections 507.01 through 507.29

Section 2. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its adoption and publication according to law. The full ordinance may be inspected at city offices. Passed and adopted by the City Council for the City of Lake St Croix Beach on the 18th day of April 2016.

S/S Tom McCarthy Mayor
S/S Susan Schuler/City Clerk-Administrator

Lake St. Croix Beach Stormwater Ordinance 1/28/2016

1. Authorization, Purpose, Scope, and Interpretation

A. Statutory authorization

1. This ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes §§ 103B, 103D, and 462; Minnesota Rules, Parts 6120.2500-6120.3900; and Minnesota Rules Chapters 8410 and 8420.
2. This ordinance is intended to meet the construction site erosion and sediment control and post-construction stormwater management regulatory requirements for construction activity and small construction activity (NPDES Permit) as defined in 40 CFR 122.26(b)(14)(x) and (b)(15), respectively.
3. This ordinance is intended to meet the Minimal Impact Design Standards (MIDS) developed under Minnesota Statutes § 115.03 subd. 5c.

B. Purpose

1. The purpose of this ordinance is to establish regulatory requirements for land development and land disturbing activities aimed at minimizing the threats to public health, safety, public and private property and natural resources within the City from construction site erosion and post-construction stormwater runoff. Specifically, the ordinance establishes regulatory requirements that:
 - a. Meet MIDS performance standards;
 - b. Assist in meeting NPDES/SDS Construction Stormwater General Permit requirements;
 - c. Assist in meeting Total Maximum Daily Load (TMDL) plan wasteload allocations for impaired waters through quantification of load reductions;
 - d. Assist in meeting policies and performance standards of the Middle St. Croix Water Management Organization (MSCWMO) and Valley Branch Watershed District (VBWD);
 - e. Protect life and property from dangers associated with flooding;
 - f. Protect public and private property and natural resources from damage resulting from stormwater runoff and erosion;
 - g. Ensure site design minimizes the generation of stormwater runoff and maximizes pervious areas for stormwater treatment within the context of the allowable use;
 - h. Provide a single, consistent set of performance goals that apply to all developments;
 - i. Protect water quality from pollutant loadings of sediment, suspended solids, nutrients, heavy metals, toxics, debris, bacteria, pathogens, biological impairments, thermal stress and other pollutants;
 - j. Promote infiltration and groundwater recharge;
 - k. Provide vegetated corridors (buffers) to protect water resources from development;
 - l. Protect functional values of all types of natural waterbodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds); and

- m. Sustain or enhance biodiversity (native plant and animal habitat) and support riparian ecosystems.

C. Scope

1. Land shall not be developed for any use without providing stormwater management measures and erosion and sediment control measures that control or manage stormwater runoff from such developments.

D. Greater restrictions

1. Relationship to WD/WMO Requirements - All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the relevant Watershed Management Organization or Watershed District. In the case of conflict between provisions of this ordinance and other stormwater regulations, the strictest provisions shall apply to land development and/or land disturbing activities.
2. Relationship to Existing Easements, Covenants, and Deed Restrictions – The provisions of this ordinance are not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions the provisions of this ordinance shall prevail.

E. Severability

1. The provisions of this ordinance are severable, and if any provision of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance must not be affected thereby.

2. Applicability

A. Stormwater management permit

Unless otherwise exempted by Section 3, an approved Stormwater Management Permit shall be required prior to any proposed land development activity that meets any of the criteria in 1. through 5. immediately below. All stormwater management permits shall include an erosion and sediment control plan or a Stormwater Pollution Prevention Plan (SWPPP)

1. Any project that creates or fully reconstruct 6,000 square feet or more of impervious surface.
2. All major subdivisions or minor subdivisions that are part of a common plan of development.
3. Projects within the St. Croix Riverway that add 500 square feet of additional impervious surface.
4. Any project requiring a variance from the current local impervious surface zoning requirements for the property.
5. Any land development activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

B. Erosion and sediment control plan

Unless otherwise exempted by this ordinance in Section 3, a Grading and Filling Permit including an Erosion and Sediment Control Plan shall be required prior to any proposed land disturbing activity that meets any of the criteria in 1. through 3. below.

1. Any project undertaking grading, filling, or other land alteration activities which involve movement of 100 cubic yards of earth or removal of vegetation on greater than 10,000 square feet of land.

2. Any project with wetland impacts, grading within public waters, grading within buffers or within 40-feet of the bluff line.
3. A land disturbing activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.

C. Buffers

A buffer of unmowed natural vegetation shall be required upslope of wetlands, lakes and streams prior to any proposed land development that meets any of the criteria below, unless otherwise exempted in this ordinance in Section 3

1. Sites that have been (a) subdivided or split or (b) subject to a new primary use for which a necessary rezoning, special use permit or variance has been approved.

3. Exemptions

The following activities shall be exempt from all of the requirements of this ordinance:

- A. Emergency work necessary to protect life, limb, or property.
- B. Routine agricultural activity such as tilling, planting, harvesting, and associated activities. Other agricultural activities are not exempt including activities such as construction of structures.
- C. Silvicultural/forestry activity.

4. Definitions

Words or phrases used in this ordinance shall have the meanings as defined by Appendix B of the Minnesota Construction Stormwater Permit No: MN R100001 (Construction Permit) available at <http://www.pca.state.mn.us/wfhya5b>:

If not defined in the Construction Permit, then words or phrases shall be interpreted to have the meaning they have in common usage.

Words or phrases shall be interpreted so as to give this ordinance its most reasonable application.

For the purpose of this ordinance, the words “must”, “shall”, and “will” are mandatory and not permissive.

- a. “Applicant” means the owner of land submitting an application under the provisions of this ordinance for a stormwater and/or erosion control permit to be issued by the community.
- b. “Atlas 14” means the Precipitation Frequency Estimates released by the National Weather Service Hydrometeorological Studies Design Center. Volume 8, released in 2013, provides precipitation frequency estimates for many Midwestern states including Minnesota.
- c. “Best management practices (BMPs)” means the most effective and practicable means of erosion prevention and sediment control, and water quality management practices that are the most effective and practicable means to control, prevent, and minimize degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, pollution prevention through good housekeeping, and other management practices published by state or designated area-wide planning agencies.
- d. “Better Site Design” means the control and management of stormwater quantity and quality through the application of Better Site Design Techniques as outlined in the

current version of the Minnesota Stormwater Manual:

http://stormwater.pca.state.mn.us/index.php/Main_Page Better Site Design includes: preservation of natural areas; site reforestation; stream and shoreland buffers; open space design; disconnection of impervious cover; rooftop disconnection; grass channels; stormwater landscaping; compost and amended soils; impervious surface reduction; and trout stream protection.

- e. "Common plan of development or sale" means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.
- f. "Construction activity" includes construction activity as defined in 40 CFR pt. 122.26(b)(14)(x) and small construction activity as defined in 40 CFR pt. 122.26(b)(15) and construction activity as defined by Minn. R. 709.0080, subp. 4. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of construction activity may include clearing, grading, filling, and excavating. Construction activity includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one (1) acre or more. Construction activity does not include a disturbance to the land of less than five (5) acres for the purpose of routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. (NOTE – The community may wish to change this to a smaller disturbance area. A smaller area is more restrictive than the state/federal requirements, so it would be allowable for a local government.)
- g. "Development, new" Any development that results in the conversion of land that is currently prairie, agriculture, forest, or meadow and has less than 15% impervious surface. Land that was previously developed, but now razed and vacant, will not be considered new development.
- h. "Dewatering" means the removal of surface or ground water to dry and/or solidify a construction site to enable construction activity. Dewatering may require a Minnesota Department of Natural Resources (DNR) water appropriation permit, and if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.
- i. "Energy dissipation" means methods employed at pipe outlets to prevent erosion caused by the rapid discharge of water scouring soils. Examples include, but are not limited to: concrete aprons, riprap, splash pads, and gabions that are designed to prevent erosion.
- j. "Erosion and sediment control plan" means a plan for projects disturbing less than one acre that is in compliance with the minimum requirements of the MSCWMO and VBWD. The plan identifies erosion prevention and sediment control practices, location and timelines for installation. The plan also includes responsible parties and timelines for inspection and maintenance.

- k. "Erosion prevention" means measures employed to prevent erosion. Examples include but not limited to: soil stabilization practices, limited grading, mulch, temporary erosion protection or permanent cover, and construction phasing.
- l. "Fully Reconstructed Impervious Surface" means areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and pavement rehabilitation projects that do not alter underlying soil material beneath the structure, pavement, or activity are not considered fully reconstructed impervious surfaces. Reusing the entire existing building foundation and re-roofing of an existing building are not considered fully reconstructed.
- m. "General contractor" means the party who signs the construction contract with the owner or operator to construct the project described in the final plans and specifications. Where the construction project involves more than one contractor, the general contractor could be the party responsible for managing the project on behalf of the owner or operator. In some cases, the owner or operator may be the general contractor. In these cases, the owner may contract an individual as the operator who would become the co-permittee.
- n. "Green Infrastructure" means a wide array of practices at multiple scales that manage wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, couples with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On a local scale, green infrastructure consists of site and neighborhood-specific practices, such as bioretention, trees, green roofs, permeable pavements and cisterns.
- o. "Impervious Surface" means a constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.
- p. "Land Disturbance" means any activity that result in a change or alteration in the existing ground cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, stockpiling, excavation, and borrow pits. Routine vegetation management, and mill and overlay/resurfacing activities that do not alter the soil material beneath the pavement base, are not considered land disturbance. In addition, other maintenance activities such as catch basin and pipe repair/replacement, lighting, and pedestrian ramp improvements shall not be considered land disturbance for the purposes of determining permanent stormwater management requirements.
- q. "Linear Project" means construction or reconstruction of roads, trails, sidewalks, and rail lines that are not part of a common plan of development or sale. Mill, overlay and other resurfacing projects are not considered to be reconstruction.
- r. "Major Subdivision" means all subdivisions not classified as minor subdivisions including, but not limited to, subdivisions of four (4) or more lots, or any size subdivision requiring any new street or extension of an existing street.

- s. "Minor Subdivision" means any subdivision containing three (3) or less lots fronting on an existing street, not part of a common plan of development nor involving any new street or road or the extension of municipal facilities.
- t. "National Pollutant Discharge Elimination System (NPDES)" means the program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Sections 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Sections 1317, 1328, 1342, and 1345.
- u. "Normal wetted perimeter" means the area of a conveyance, such as a ditch, channel, or pipe that is in contact with water during flow events that are expected to occur from a two-year 24 hour storm event.
- v. "Notice of termination" means notice to terminate coverage under this permit after construction is complete, the site has undergone final stabilization, and maintenance agreements for all permanent facilities have been established, in accordance with all applicable conditions of this permit.
- w. "Operator" means the person designated by the owner, who has day to day operational control and/or the ability to modify project plans and specifications related to the SWPPP. The operator must be names on the permit as the Permittee.
- x. "Owner" means the person or party possessing the title of the land on which the construction activities will occur; or if the construction activity is for a lease, easement, or mineral rights license holder, the party or individual identified as the lease, easement or mineral rights license holder; or the contracting government agency responsible for the construction activity.
- y. "Permanent cover" means surface types that will prevent soil failure under erosive conditions. Examples include: gravel, asphalt, concrete, rip rap, roof tops, perennial cover, or other landscaped material that will permanently arrest soil erosion. A uniform perennial vegetative cover (e.g., evenly distributed, without large bare areas) with a density of 70% of the native background vegetative cover for the area must be established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures. Permanent cover does not include the practices listed under temporary erosion protection.
- z. "Permittee" means a person or persons, firm, or governmental agency or other entity that signs the application submitted to the MPCA and is responsible for compliance with the terms and conditions of the construction permit.
- aa. "Public waters" means all water basins and watercourses that are described in Minn. Stat. § 103G.005 subd. 15.
- bb. "Redevelopment" means any development that is not considered new development.
- cc. "Retain" means manage stormwater on site using a low-impact development approach so that the rate and volume of predevelopment stormwater reaching receiving waters is unchanged.
- dd. "St. Croix Riverway" means all lands and public waters within the riverway boundary subject to the standards and criteria for the Lower Saint Croix National Scenic Riverway in Minnesota.
- ee. "Saturated soil" means the highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of redoximorphic features or other information.

- ff. "Sediment control" means methods employed to prevent sediment from leaving the site. Sediment control practices include: silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, bio rolls, rock logs, compost logs, storm drain inlet protection, and temporary or permanent sedimentation basins.
- gg. "Small construction activity" means small construction activity as defined in 40 CFR part 122.26(b)(15). Small construction activities include clearing, grading and excavating that result in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five (5) acres.
- hh. "Stabilized" means exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Grass, agricultural crop or other seeding alone is not stabilization. Mulch materials must achieve approximately 90 percent ground coverage (typically 2 ton/acre).
- ii. "Standard plates" means general drawings showing a common or repeated construction activity or practice.
- jj. "Stormwater" is defined under Minn. R. 7077.0105, subp. 41(b), and includes precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage.
- kk. "Stormwater Pollution Prevention Plan" (SWPPP) means a plan for stormwater discharge that includes erosion prevention BMPs, sediment control BMPs and permanent stormwater management systems that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site nonpoint pollution.
- ll. "Surface water or waters" means all streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private, except that surface waters do not include treatment basins or ponds that were constructed from upland.
- mm. "Temporary erosion protection" means methods employed to prevent erosion during construction activities. Examples of temporary erosion protection include; straw, wood fiber blanket, wood chips, vegetation, mulch and rolled erosion control products.
- nn. "Underground waters (Groundwater)" means water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground. The term groundwater shall be synonymous with underground water.
- oo. "Waters of the State" (as defined in Minn. Stat. § 115.01, subd. 22) means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.
- pp. "Wetland" or "Wetlands" is defined in Minn. R. 7050.0130, subp. F and includes those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands

designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:

- i. A predominance of hydric soils.
- ii. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition.
- iii. Under normal circumstances support a prevalence of such vegetation.

5. Permit Review Process

A. Pre- application meeting

1. At the discretion of the Zoning Administrator, the City shall facilitate a pre-application meeting with the applicant, City staff (or their authorized representative), and staff of relevant partner agencies (e.g. WCD, MSCWMO, MDNR, etc.). The purposes of the meeting are to understand the general parameters of the proposed project and to convey the requirements of meeting the provisions of the ordinance.

B. Application completeness review

1. The City shall make a determination regarding the completeness of a permit application and notify the applicant in writing if the application is not complete including the reasons the application was deemed incomplete.

C. Application review

1. The applicant shall not commence any construction activity subject to this ordinance until a permit has been authorized by the City.

D. Permit authorization

1. If the City determines that the application meets the requirements of this ordinance, the City may issue approval authorizing the project or activity. The approval shall be valid for one year.

E. Permit denial

1. If the City determines the application does not meet the requirements of this ordinance the application must be denied. If the application is denied, the applicant will be notified of the denial in writing including reasons for the denial. Once denied, a new application must be resubmitted for approval before any activity may begin.

F. Plan information requirements

1. The minimum information requirements of the application shall be consistent with the requirements in the most recent version of the NPDES/SDS Construction Stormwater General Permit and Middle St. Croix WMO or Valley Branch Watershed District performance standards. The application information must also include permanent treatment information showing the proposed project meets the MSCWMO or VBWD performance goals.

G. Modification of permitted plans

1. The applicant must amend an approved ESC Plan or SWPPP to include additional requirements such as additional or modified BMPs designed to correct problems whenever:

- a. There is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface water or underground water.
- b. Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in eliminating or significantly minimizing the discharge of pollutants to surface water or underground water or that the discharges are causing water quality standard exceedances.
- c. The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity.

H. Permit completion

1. Before work under the permit is deemed complete, the permittee must submit as-builts, a long term maintenance plan and information demonstrating that the stormwater facilities conform to design specifications.

6. Site Design and MIDS Calculator

A. Better Site Design

Whenever possible, development projects shall be designed using the Better Site Design Techniques of the current version of the Minnesota Stormwater Manual.¹

B. MIDS calculator

Final site design and choice of permanent stormwater volume reduction practices shall be based on outcomes of the MIDS Calculator (or other model that shows the performance goal can be met) and shall meet the performance goals in section 6 of this ordinance.

C. Buffer requirement

Buffer locations and widths must comply with the State of Minnesota, Minnesota Pollution Control Agency, and Middle St. Croix Watershed Management Organization or Valley Branch Watershed District standards.

7. Stormwater Volume Reduction Performance Standards

Any applicant for a Stormwater Management Permit as defined in Section 2 of this ordinance must meet all of the following performance goals:

- A. New development volume control:** For new, nonlinear developments on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site.
- B. Redevelopment volume control:** Nonlinear redevelopment projects on sites without restrictions that create or fully reconstruct impervious surfaces shall capture and retain on site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.
- C. Linear development volume control:** Linear projects on sites without restrictions that create new and/or fully reconstructed impervious surfaces, shall capture and retain the larger of the following:
 1. 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site

¹ Available at http://stormwater.pca.state.mn.us/index.php/Better_site_design.

2. 1.1 inches of runoff from the net increase in impervious area on the site. Mill and overlay and other resurfacing activities are not considered fully reconstructed.

Flexible treatment alternatives for sites with restrictions: Applicant shall attempt to comply fully with the appropriate performance standards described above. Alternatives considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site. If full compliance is not possible due to any of the factors listed below, the applicant must document the reason. If site constraints or restrictions limit the full treatment goal, the following flexible treatment alternatives shall be used:

Applicant shall document the flexible treatment alternatives sequence starting with Alternative #1. If Alternative #1 cannot be met, then Alternative #2 shall be analyzed. Applicants must document the specific reasons why Alternative #1 cannot be met based on the factors listed below. If Alternative #2 cannot be met then Alternative #3 shall be met. Applicants must document the specific reasons why Alternative #2 cannot be met based on the factors listed below. When all of the conditions are fulfilled within an alternative, this sequence is completed.

Volume reduction techniques considered shall include infiltration, reuse & rainwater harvesting, and canopy interception & evapotranspiration and/or additional techniques included in the MIDS calculator and the Minnesota Stormwater Manual.

Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs.

Factors to be considered for each alternative will include:

- i. Karst geology
- ii. Shallow bedrock
- iii. High groundwater
- iv. Hotspots or contaminated soils
- v. Drinking Water Source Management Areas or within 200 feet of drinking water well
- vi. Zoning, setbacks or other land use requirements
- vii. Poor soils (infiltration rates that are too low or too high, problematic urban soils)

Alternative #1: Applicant attempts to comply with the following conditions:

- i. Achieve at least 0.55" volume reduction from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment or linear development site.
- ii. Remove 75% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
- iii. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

Alternative #2: Applicant attempts to comply with the following conditions:

- i. Achieve volume reduction to the maximum extent practicable.
- ii. Remove 60% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
- iii. Options considered and presented shall examine the merits of relocating project

elements to address, varying soil conditions and other constraints across the site.

Alternative #3: Off-site Treatment. Mitigation equivalent to the performance of 1.1 inches of volume reduction for new development, linear development or redevelopment as described above in this section, (including banking or cash) can be performed off-site to protect the receiving water body. Off-site treatment shall be achieved in areas selected in the following order of preference:

- i. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
- ii. Locations within the same Department of Natural Resource (DNR) catchment area (Hydrologic Unit 08) as the original construction activity.
- iii. Locations within the next adjacent DNR catchment area upstream.
- iv. Locations anywhere within the City's jurisdiction.

The MIDS Design Sequence Flowchart can be found in the Minnesota Stormwater Manual: http://stormwater.pca.state.mn.us/index.php/Flexible_treatment_options

8. Stormwater Management Rate Control

- A. For new development, redevelopment and linear development sites the site design shall provide on-site treatment during construction and post-construction to ensure no increase from existing conditions in offsite peak discharge for the 1-year, 2-year, 10- year, and 100-year, 24-hour storm events based on the standards defined by the MSCWMO or VBWD. For single family residential building lots not part of a common plan of development site rate control requirements do not apply.

9. Other Design Standards

- A. Minnesota Stormwater Manual: All volume control for water quality and quantity and site design specifications shall conform to the current version of the Minnesota Stormwater Manual.
- B. NPDES/SDS Construction Stormwater General Permit: All volume control and water quality and quantity Best Management Practice design specifications shall conform to the current version of the NPDES/SDS Construction Stormwater General Permit.
- C. Site erosion and sediment control requirements: All erosion and sediment control requirements shall conform to the current requirements of NPDES/SDS Construction Stormwater General Permit.
- D. Watershed District/WMO requirements: All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the Watershed Districts or Watershed Management Organizations in which the project is located. In case provisions in this ordinance and requirements of watershed district or watershed management organizations overlap or conflict, the strictest provisions shall apply to the activities.
- E. Where applicable, a minimum of 20' shall be provided on all sides of all publicly owned stormwater facilities for facility maintenance.

10. Inspections and Maintenance

A. Inspections and record keeping

1. Applicant responsibilities

The applicant is responsible for inspections and record keeping during and after construction for all privately-owned stormwater treatment practices on the site.

2. City inspections

The City reserves the right to conduct inspections on a regular basis to ensure that both temporary and permanent stormwater management and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project.

B. Right of entry and inspection

1. Powers - The issuance of a permit constitutes a right-of-entry for the City or its authorized representative to enter upon the construction site. The applicant shall allow the City and its authorized representatives, upon presentation of credentials, to:
 - a. Enter upon the permitted site for the purpose of obtaining information, examining records, and conducting investigations or surveys;
 - b. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations;
 - c. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit;
 - d. Inspect the stormwater pollution control measures;
 - e. Sample and monitor any items or activities pertaining to stormwater pollution control measures; and
 - f. Correct deficiencies in stormwater and erosion and sediment control measures.

C. Fees

1. Fees will be applied per City Fee Schedule

D. Enforcement tools/stop work orders

1. The City reserves the right to issue construction stop work orders when cooperation with inspections is withheld or when a violation has been identified that needs immediate attention to protect human health and/or the environment.
 - a. **Construction stop work order:** The City may issue construction stop work orders until stormwater management measures meet specifications and the applicant repairs any damage caused by stormwater runoff. An inspection by the City must follow before the construction project work can resume.
 - b. **Other actions to ensure compliance:** The City can take any combination of the following actions in the event of a failure by applicant to meet the terms of this ordinance:
 - i. Withhold inspections or issuance of certificates or approvals.
 - ii. Revoke any permit issued by the City to the applicant.
 - iii. Conduct remedial or corrective action on the development site or adjacent site affected by the failure.
 - iv. Charge applicant for all costs associated with correcting the failure or remediating damage from the failure; if payment is not made within thirty days, payment will be made from the applicant's financial securities.

- v. Bring other actions against the applicant to recover costs of remediation or meeting the terms of this ordinance.
- vi. Any person, firm or corporation failing to comply with or violating any of these regulation, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. Each day that a separate violation exists shall constitute a separate offense.

E. Long term inspection and maintenance of stormwater facilities

1. Private stormwater facilities

- a. **Maintenance Plan Required:** No private stormwater facilities may be approved unless a maintenance agreement is provided that defines who will conduct the maintenance, the type of maintenance necessary to ensure effective performance, and the maintenance intervals. All private stormwater facilities shall be inspected by the property owner and maintained in proper condition by the owner consistent with the performance goals for which they were originally designed.
- b. **Facility Access:** The applicant shall obtain all necessary easements or other property interests to allow access to the facilities for inspection or maintenance for both the responsible party and the City or authorized representative.
- c. **Removal of Settled Materials:** All settled materials including settled solids, shall be removed from ponds, sumps, grit chambers, and other devices as necessary and disposed of properly.
- d. **Inspections:** All stormwater facilities within the City shall be inspected by the property owner at a frequency consistent with the maintenance plan. Inspection reports shall be provided to the City upon request.

2. Public stormwater facilities

- a. **Acceptance of Publicly Owned Facilities:** Before work under the permit is deemed complete; the permittee must submit as-builts and a Maintenance Plan demonstrating at the time of final stabilization that the stormwater facilities conform to design specifications. A final inspection shall be required before the City accepts ownership of the stormwater facilities.
- b. **Maintenance:** The City shall perform maintenance of publicly owned stormwater facilities in accordance with their comprehensive stormwater management plan and other regulatory requirements.

11. Financial Securities

A. Amount

At the discretion of the City, the City may require a Financial Security from the Applicant in an amount sufficient to cover the entirety of the estimated costs of permitted and remedial work based on the final design as established in a set financial security schedule determined by the City.

B. Release

The Financial Security shall not be released until all permitted and remedial work is completed.

C. Use by City

The Financial Security may be used by the City to complete work not completed by the Applicant.

D. Form of security

The form of the Financial Security shall be one or a combination of the following to be determined by the City:

1. **Cash deposit** - A Financial Security for erosion and sediment control, as determined by the City, shall be by cash deposit to the City. The cash will be held by City in a separate account.
2. **Security deposit** - Deposit, either with the City, a responsible escrow agent, or trust company, at the option of the City, either:
 - a. An irrevocable letter of credit, negotiable bonds of the kind approved for securing deposits of public money, or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment.
 - b. Cash in U.S. currency.
 - c. Other forms and securities (e.g., disbursing agreement) as approved by the City.

E. City indemnity

This Financial Security shall hold the City free and harmless from all suits or claims for damages resulting from the negligent grading, removal, placement or storage of rock, sand, gravel, soil or other like material within the City.

F. Maintaining the financial security

If at any time during the course of the work the balance of the Financial Security falls below 50% of the total required deposit, the Applicant shall make another deposit in the amount necessary to restore the cash deposit to the required amount. If the Applicant does not bring the financial security back up to the required amount within seven (7) days after notification by the City that the amount has fallen below 50% of the required amount the City may:

1. **Withhold inspections** - Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
2. **Revoke permits** - Revoke any permit issued by the City to the Applicant for the site in question or any other of the Applicant's sites within the City's jurisdiction.

G. Action against the financial security

The City may access the Financial Security for remediation actions if any of the conditions listed below exist. The City shall use the Financial Security to pay for remedial work undertaken by the City, or a private contractor under contract with the City, or to reimburse the City for all

costs incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.

1. **Abandonment** - The Applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.
2. **Failure to implement the SWPPP or ESC Plan** - The Applicant fails to conform to the grading plan and/or the SWPPP as approved by the City.
3. **Failure to perform** - The BMPs utilized on the project fail within one year of installation.
 - a. **Failure to reimburse City** - The Applicant fails to reimburse the City for corrective action taken.

H. Proportional reduction of the financial security

1. When more than one-third of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security by one-third. When more than two-thirds of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security to two-thirds of the initial amount. This reduction in financial security will be determined by the City.

I. Returning the financial security

1. The security deposited with the City for faithful performance of the SWPPP or the ESC Plan and any related remedial work shall be released one full year after the completion of the installation of all stormwater pollution control measures, including vegetation establishment, as shown on the SWPPP or ESC Plan.

J. Emergency action

1. If circumstances exist such that noncompliance with this ordinance poses an immediate danger to the public health, safety and welfare, as determined by the City, the City may take emergency preventative action. The City shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the City for emergency action may be recovered from the applicant's financial security.

12. Enforcement Actions

A. Notification of Failure of the Permit: The City shall notify the permit holder of the failure of the permit's measures.

1. **Initial Contact** - The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, forty-eight (48) hours after notification by the City or seventy-two (72) hours after the failure of erosion and sediment control measures, whichever is less, the City at its discretion, may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the City has been unable to establish contact, the City may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition the City may take immediate action, and then notify the applicant as soon as possible.

2. Erosion Off-site - If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, may more than seven (7) calendar days go by without corrective action being taken. If in the discretion of the City, the permit holder does not repair the damage caused by the erosion, the City may do the remedial work required. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agencies to ensure that the work is done properly.
 3. Erosion into Streets, Wetlands or Water Bodies - If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
 4. Failure to do Corrective Work - When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions.
 - a. Stop Work Order - Issue a stop work order, withhold the scheduling of inspections, and/or withhold the issuance of a Certificate of Occupancy.
 - b. Permit Revocation - Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.
 - c. Correction by City - Correct the deficiency or hire a contractor to correct the deficiency.
 - i. The applicant will be required to reimburse the City for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within thirty (30) days after costs are incurred by the City, payment will be made from the applicant's financial securities as described in Section 8 above.
 - ii. If there is an insufficient financial amount in the applicant's financial securities as described in Section 8 above, the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of assessment.
- B. Misdemeanor. Any person, firm or corporation failing to comply with, or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both.
1. All land use and building permits may be suspended until the applicant has corrected the violation.
 2. Each day that a separate violation exists shall constitute a separate offense.

City of Lake St. Croix Beach

JOB DESCRIPTION

DEPUTY CLERK

Position Title: Deputy Clerk

Department: Administration

Immediate Supervisor's Title: City Clerk-Administrator

Employment Status: Non- Exempt

PRIMARY OBJECTIVE OF THE POSITION

This position serves at the pleasure of the City Council as Deputy City Clerk. As Deputy Clerk, this position supports the volunteer commissions/committees and the City Council, and communicates with residents of the city. As a visible face of the city, excellent clerical and communication skills are essential.

ORGANIZATIONAL RELATIONSHIPS

Direct supervisor: City Clerk-Administrator

Indirect Supervisor: City Council

Communicates with:

Internally- City Clerk-Administrator, City Council, commissions, committees.

Externally- The public, and contracted consultants and vendors on an as needed basis.

ESSENTIAL FUNCTIONS

This position requires hands-on involvement in multiple areas of city business. Duties shall include, but not be limited to, the following:

Clerical and Administrative Support

- Attends City Council and select commission and committee meetings as directed by City Clerk-Administrator; prepares agenda packets and meeting minutes for the City Council and other commissions and committees as directed. Posts agenda packets and minutes on the city's website regularly.
- Performs secretarial duties including sorting incoming mail, answering incoming calls, checking phone messages, routing calls and messages to the appropriate person, and ordering office supplies as needed.
- Serves as interim Clerk-Administrator in his/her absence.
- Responsible for posting city meetings as directed by the City Clerk-Administrator in a timely manner as required by the Open Meeting Law and maintaining an accurate and current list of those who have requested meeting notifications.
- Prepares monthly city newsletter; coordinates publication and distribution of newsletter with printing company and postal service.
- Implements the timely collection of newsletter advertisement fees.
- Assists the City Clerk-Administrator in the preparation and coordination of City Clean-Up Day and City Heritage Day.
- Administers the city's recycling incentive program.
- Responsible for requiring timely collection of garbage, recycling, and shredded materials for City Hall building.

- Maintains the City Website
- Prepares resident mailings as assigned.
- Assists the City Clerk-Administrator in the preparation and coordination of local elections as assigned.
- Assists City Clerk-Administrator in preparing annual CUP/Certificate of Compliance mailing to permit/certificate holders.
- Assists City Clerk-Administrator in preparing the required CRS (community rating System) documentation annually
- Administers payroll for the city; provides timesheets to payroll service provider, ensures accurate payroll amounts, submits regular reports of PERA, and works with the treasure, maintaining a nm current payroll journal.
- Assists the Clerk-Administrator, a recommended annual budget and Capital Improvement Plan for review and approval by the City Council.
- Deliver preliminary year-end financial reports to the City Council that includes balances, receipts, and disbursements by fund; works with the city's auditor to produce final report to be approved by the city council and submitted to the State Auditor's Office each year.
- Stays current with new legislation involving financial management at the local level. Provides updates to the City Council and Clerk-Administrator on legislative changes.
- Works as advised by the City Clerk-Administrator with the Park Commission Chair in writing all letters for the City in regards to the banner Program at the ballfield and collect appropriate fees
- Works as directed by the City Clerk-Administrator with the parks Board Chair in Maintaining an accurate record of all boat/mooring licenses and applications, to include, current registrations, insurance requirements, and Non-Compliance issues
- Keeps and prepares an accurate waiting list for all dock placements
- Collects all License fee's in reference to Docks, Moorings, Shore boats, and waiting lists
- Works with the Treasurer in coding accounts to general ledger
- Makes deposits as directed by Clerk/Administrator and keeps an accurate account of when deposits were made and where they are to be coded
- All other duties as assigned

QUALIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

- Organized, handles details well, flexible and adept at multi-tasking.
- Ability to focus on the big picture with the City Council, staff and public through positive action and interaction.
- Understands political implications of actions.
- Excellent listening and communication skills, both oral and written.
- Participate in preparing the city's annual budget.
- Ability to communicate the importance of excellent and responsive service through handling of everyday issues and requests for service.
- Ability to adapt to technological advances and to communicate to City Council the benefits of utilizing technology.
- Knowledge of computers, Microsoft Office programs, and modern office practices.

- Ability to deal with people in a professional and effective manner.
- Ability to accept responsibility and accountability for actions.
- Demonstrated ability to calmly face and resolve difficult issues.
- Knowledge of local government accounting requirements, practices, and procedures.
- Knowledge of City code and other legal requirements.
- Ability to use good judgment skills.

LANGUAGE SKILLS

- Ability to read, analyze and interpret plans and specifications, contracts, ordinances, technical journals, financial reports and legal documents.
- Ability to prepare reports and correspondence.
- Ability to present reports and make recommendations to the City Council and other boards and commissions.
- Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteers and the general public.

REASONING ABILITY

- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job the employee is regularly required to sit; use hands, and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Memo of Recommendations to City Council from the Personnel Committee members

April 11, 2016

The Personnel Committee met on Monday April 11, 2016 and makes the following recommendations to council: Requested Action and attachments provided

- 1. MOTION BY RILEY SECOND BY MCCARTHEY TO APPROVE AND RECOMMEND THE NEW JOB DESCRIPTION FOR A FULL TIME DEPUTY CLERK TO CITY COUNCIL: AYES: ALL PRESENT MOTION CARRIED. *(See Attached)***

- 2. MOTION BY RILEY SECOND BY SIEVERT TO RECOMMEND THE HIRE OF A FULL TIME DEPUTY CLERK AND TO HAVE CLERK/ADMINISTRATOR SCHULER PREPARE A SPREAD SHEET WITH THREE WAGE SCENERIOS TO INCLUDE THE CONTRACT OF THE TREASURER FOR THE COUNCIL TO DECIDE ON A STARTING WAGE. THE THREE RECCOMENDED WAGES ARE \$15.00, \$18.00, AND \$21.00 INCLUDING BENEFITS AND TO INCLUDE IT IN THE COUNCIL PACKETS FOR THE REGULAR COUNCIL MEETING ON APRIL 18, 2016. AYES: ALL PRESENT. MOTION CARRIED. *(See Attached)***

- 3. MOTION BY SEIVERT SECOND BY RILEY TO RECOMMEND TO COUNCIL THEY RUN AN AD IN THE NEWSPAPER FOR DEPUTY CLERK, THE WEEK OF THE 18TH, AND THE WEEK OF THE 25TH, OF APRIL AND ALSO PLACE IT ON THE LEAGUE OF MINNESOTA CITY WEBSITE. RECOMMEND TO HAVE THE CITY ATTORNEY DO THE RANKING SYSTEM AS HE DID WITH CLERK-ADMINISTRATOR DEADLINE FOR RECEIVING THEM MAY 3RD 2016. THE COMMITTEE WILL REVIEW ALL APPLICATIONS. THE COMMITTEE HAS A MEETING AND WILL SCHEDULE INTERVIEWS ON MONDAY MAY 9TH TO HAVE A RECCOMENDATION READY FOR COUNCIL AT THEIR REGULAR MEETING MAY 16, 2016. AYES: ALL PRESENT MOTION CARRIED.**

- 4. MOTION BY SIEVERT SECOND BY MCCARTHY TO RECOMMEND TO COUNCIL ALLOWING THE CLERK-ADMINISTRATOR TO SEEK PART TIME INTERIM HELP IN THE OFFICE UNTIL SOMEONE IS HIRED. AYES: ALL. MOTION CARRIED**

CITY OF LAKE ST. CROIX BEACH
WAGE AND CONTRACT COMPARISONS
DEPUTY CITY CLERK AND CLA AS TREASURER FUNCTION

	<u>Annual Salary</u>	<u>PERA</u>	<u>Social Security</u>	<u>Medicare</u>	<u>LTD/STD</u>	<u>Ins.</u>	<u>Work Comp.</u>	<u>Total Wage and Benefits</u>
FT Deputy Clerk - 2080 Hours @ \$15.00/hr.	\$ 31,200	\$ 2,340	\$ 1,934	\$ 452	\$ 482	\$ 8,346	\$ 240	\$ 44,995
FT Deputy Clerk - 2080 Hours @ \$18.00/hr.	\$ 37,440	\$ 2,808	\$ 2,321	\$ 543	\$ 578	\$ 8,346	\$ 288	\$ 52,325
FT Deputy Clerk - 2080 Hours @ \$20.00/hr.	\$ 41,600	\$ 3,120	\$ 2,579	\$ 603	\$ 643	\$ 8,346	\$ 320	\$ 57,211

Total Cost for FT Deputy Clerk and CLA Treasurer:

	<u>Total Cost With Low Est. For CLA Treasurer</u>	<u>Total Cost With High Est. For CLA Treasurer</u>
FT Deputy Clerk at \$15.00/hr.	\$ 44,995	\$ 44,995
CLA Treasurer - \$1,080 to \$1,875 per Month	\$ 12,960	\$ 22,500
Total: Dep. Clerk @ \$15/hr and CLA Treasurer	\$ 57,955	\$ 67,495

Total Cost for FT Deputy Clerk and CLA Treasurer:

	<u>Total Cost With Low Est. For CLA Treasurer</u>	<u>Total Cost With High Est. For CLA Treasurer</u>
FT Deputy Clerk at \$18.00/hr.	\$ 52,325	\$ 52,325
CLA Treasurer - \$1,080 to \$1,875 per Month	\$ 12,960	\$ 22,500
Total: Dep. Clerk @ \$18/hr and CLA Treasurer	\$ 65,285	\$ 74,825

Total Cost for FT Deputy Clerk and CLA Treasurer:

	<u>Total Cost With Low Est. For CLA Treasurer</u>	<u>Total Cost With High Est. For CLA Treasurer</u>
FT Deputy Clerk at \$20.00/hr.	\$ 57,211	\$ 57,211
CLA Treasurer - \$1,080 to \$1,875 per Month	\$ 12,960	\$ 22,500
Total: Dep. Clerk @ \$20/hr and CLA Treasurer	\$ 70,171	\$ 79,711

* All figures are estimates and subject to change based on hourly wage, benefits offered, and scope of engagement.

CITY OF LAKE ST. CROIX BEACH
WAGE AND CONTRACT COMPARISONS
DEPUTY CITY CLERK AND CLA AS TREASURER FUNCTION

	<u>Annual Salary</u>	<u>PERA</u>	<u>Social Security</u>	<u>Medicare</u>	<u>LTD/STD</u>	<u>Ins.</u>	<u>Work Comp.</u>	<u>Total Wage and Benefits</u>
FT Deputy Clerk - 2080 Hours @ \$14.00/hr.	\$ 29,120	\$ 2,184	\$ 1,805	\$ 422	\$ 482	\$ 8,346	\$ 224	\$ 42,584
FT Deputy Clerk - 2080 Hours @ \$15.00/hr.	\$ 31,200	\$ 2,340	\$ 1,934	\$ 452	\$ 482	\$ 8,346	\$ 240	\$ 44,995

	<u>Total Cost With Low Est. For CLA Treasurer</u>	<u>Total Cost With High Est. For CLA Treasurer</u>
--	---	--

Total Cost for FT Deputy Clerk and CLA Treasurer:

FT Deputy Clerk at \$14.00/hr.	\$ 42,584	\$ 42,584
CLA Treasurer - \$1,080 to \$1,875 per Month	\$ 12,960	\$ 22,500
Total: Dep. Clerk @ \$14/hr and CLA Treasurer	\$ 55,544	\$ 65,084

FT Deputy Clerk at \$15.00/hr.	\$ 44,995	\$ 44,995
CLA Treasurer - \$1,080 to \$1,875 per Month	\$ 12,960	\$ 22,500
Total: Dep. Clerk @ \$15/hr and CLA Treasurer	\$ 57,955	\$ 67,495

* All figures are estimates and subject to change based on hourly wage, benefits offered, and scope of engagement.

①

PROPOSAL

Jeff Nelson

121 Maple Street - Eau Claire, WI 54703
Phone (715) 874-6165

Date 3/22/16

Proposal Submitted To: LAKE ST. CROIX BEACH Phone 651-436-8757

Street 16455 20TH STREET S. Job Name REMODELING

City, State, Zip LAKE ST. CROIX BEACH, MINNESOTA 55043 Job Location SAME
ATTN: SUE

WE HEREBY SUBMIT specifications and estimates for: LABOR & MATERIALS ON THE
FOLLOWING PROJECTS:

NEW WALK & DOOR ENTRANCE
MATERIAL & LABOR - 950 -

NEW SEAMLESS FLOOR
MATERIAL & LABOR - 1450 -

NEW CEILING TILE
MATERIAL & LABOR - 600 -

NEW BASE
MATERIAL & LABOR - 125 -

BOARD UP THREE WINDOWS
MATERIAL & LABOR - 875 -

NEW TREATED STOOP (DECK)
MATERIAL & LABOR - 450 -

CABINETS / COUNTERTOPS / SINK W/ PLUMBING
MATERIALS & LABOR - 1600 -

NEXT PAGE →

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
_____ dollars (\$ _____).

Payment to be made as follows: _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Contractor to carry liability insurance.

Authorized Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

2

PROPOSAL

Jeff Nelson

121 Maple Street - Eau Claire, WI 54703

Phone (715) 874-6165

Date 3/22/16

Proposal Submitted To: Lake St Croix Beach Phone _____

Street _____ Job Name _____

City, State, Zip _____ Job Location _____

WE HEREBY SUBMIT specifications and estimates for: _____

Cont. &

Paint / stain / varnish -

MATERIALS & LABOR - 750 -

Some new trim

MATERIALS & LABOR - 150 -

Have all pipes & wires w/ access

MATERIALS & LABOR - 425 -

HAULING WASTE

DUMP & LABOR - 300 -

TOTAL PROPOSAL -> 7675.00

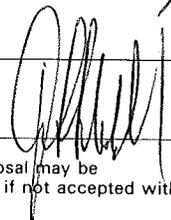
THANK YOU!

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

above proposal dollars (\$ _____).

Payment to be made as follows: intermittent cash down payment, balance upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Contractor to carry liability insurance.

Authorized Signature 

NOTE: This proposal may be withdrawn by us if not accepted within 60 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



EDGELL CONSTRUCTION LLC

Client: City of lake st croix beach
Property: 1919 Quebec
Lake st croix beach, MN 55043

Operator: EDGELLCO

Estimator: M Edgell
Company: EDGELL CONSTRUCTION LLC
Business: 14141 15TH ST S
AFTON, MN 55001

Business: (651) 998-1188
E-mail: edgellconstruction@hotmail.com

Reference:
Company: EDGELL CONSTRUCTION LLC
Business: 1980 Quasar Ave S
Lakeland, MN 55043

Business: (651) 998-1188

Type of Estimate: Other
Date Entered: 2/15/2016
Date Est. Completed: 2/15/2016
Date Assigned:
Date Job Completed:

Price List: MNMN8X_FEB16
Labor Efficiency: Restoration/Service/Remodel
Estimate: 2016-02-15-1420



EDGELL CONSTRUCTION LLC

CONTINUED - 2016-02-15-1420

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
34. DOR	X	+ Exterior door - metal - insulated - flush or panel style					
		1.00 EA	0.00+	277.53 =	14.44	58.38	350.35
FRONT ENTRY							
31. FCW	LAM	& R&R Laminate - simulated wood flooring					
		295 295.00 SF	1.05+	5.79 =	64.32	416.44	2,498.56
33. FNC	QR	& R&R Quarter round - 3/4"					
		78 78.00 LF	0.16+	1.23 =	2.72	22.22	133.36
Total: 2016-02-15-1420					237.22	1,851.78	11,110.67

Labor Minimums Applied

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
7. DRY	MN-A	+ Drywall labor minimum					
		1 1.00 EA	0.00+	114.19 =	0.00	22.84	137.03
35. DOR	MN-A	+ Door labor minimum					
		1 1.00 EA	0.00+	100.57 =	0.00	20.12	120.69
Totals: Labor Minimums Applied					0.00	42.96	257.72

Line Item Totals: 2016-02-15-1420

237.22 1,894.74 11,368.39



EDGELL CONSTRUCTION LLC

Summary

Line Item Total	9,236.43
Matl Sales Tax Reimb	237.22
Subtotal	<hr/> 9,473.65
Overhead	947.37
Profit	947.37
Replacement Cost Value	<hr/> \$11,368.39
Net Claim	<hr/> <hr/> \$11,368.39

M Edgell

PROPOSAL



from
Edward Kiel
2281 Itasca ave. so.
Lakeland, Minn.
55043 651-792-6794

to
city of
Lake St.Croix Beach
for- office remodel

	material	labor
1. install solid core flush door (oak)	200	150
2. install keyed lock	25	25
3. install ceiling tiles and T braces	200	200
4. install 3 unfinished base cabinets	350	200
5. install counter tops	300	100
6. install single bowl prep/utility sink	125	100
7. install faucet, drain, water valves	175	200
8. install oak stairway	275	200
9. install black heavy duty rubber runners	30	25
10. install bamboo flooring and pad	375	400
11. install trim around base and doors	300	300
12. install cap on knee wall (oak)	50	50
13. paint walls, stain and varnish base cabinets, knee wall cap, trim, stairway	200	400
14. misc. supplies- nails/screws/sheetrock/tape/ plastic/insulation/steel studs etc.	300	
15. demo plexiglass an infill walls		150
16. infill wall over 2 windows on east office wall		150
17. remove ceiling tiles		100
18. demo stairway		50
19. misc. labor		300
	<hr/>	<hr/>
total-	2905	3100

sum of \$6,005 dollars due upon completion
dated March 10, 2016

PROPOSAL



from
Edward Kiel
2281 Itasca ave. so.
Lakeland, Minn.
55043 651-792-6794

to
city of
Lake St.Croix Beach
for- office remodel

work as described in itemized proposal for time and material @ \$ 50.00 an hour and material receipts.

	<p>411 Marie Ave Suite B South St. Paul, MN 55075 Office: (651) 340-1791 Fax: (651) 493-3957 MN License # BC638317</p>				
					

City of Lake St Croix Beach
16455 20th St S
Lake St Croix Beach, MN 55043

Scope of Work

- Replace Exterior Steel Service Door in back room
- Install New Steel Half Glass Service Door to back room
- Install new 60” Cabinets, Lower and Upper, w/countertop
- Install New Stainless Steel Sink and Faucet
- Build custom wall to surround piping and wires on west wall of back room with access panels
- Trim doorway to utility room
- Frame, Insulate, Sheetrock, Tape, Paint window opening in back room
- Install Board and Batten Siding Patch to Exterior Wall where window was removed.
- Frame, Sheetrock, Tape, Paint (2) Utility Room Windows
- Construct New Landing and Stairs full width in back room to hallway
- Install Maple Laminate Flooring to Landing, treads, and entire back room flooring except record room.
- Paint Complete Back Room except Records Room and Utility Closet
- Install TV Mount Supplied by City
- Install Shelving provided by City

Initials: _____

Proposal Notes:

- Antonsen Construction may withdraw this proposal if not accepted in (60) days.
- Installed material become the property of the building owner
- Any material onsite unused or purchase by Antonsen Construction Inc. are the property of Antonsen Construction, Inc..
- The following items are not included in the proposed amount.
Additional charges may apply.
 - Damage to asphalt, sidewalks, or lawn due to the weight of the dumpster or crane
 - Saturated insulation (Billed on a Time & Material basis)
 - Any unforeseen asbestos abatement or lead removal
 - Additional costs may be incurred if Building Official Requires

Performance Guidelines

Minn. Stat. 236B.809(b)

Antonsen Construction, Inc. agrees to complete the work set forth in the contract documents in accordance with manufacturer's specifications for installation of all materials and all applicable construction codes. If the city requires additional work outside the scope of this bid it will be billed at time and material plus additional permits as required for plumbing, electrical and HVAC.

Initials: _____

All Work is Weather Permitting

Included in the project we will provide the following:

- Material, equipment, labor and supervision to complete the project
- Certificates of insurance, upon request
- Lien waivers following payment upon request
- Removal of all roof debris due to construction

Project Cost

All material is guaranteed to be as specified, and the above work to be preformed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the project cost:

Project total.....\$12,990.00

Initials: _____

April 15,2016

Proposal for Lake St. Croix Beach City Hall

Page 4-4

Respectfully Submitted by Antonsen Construction, Inc.

Marty Dunleavy, Estimator
Martywithaci@gmail.com
612-581-8854

Date

ACCETPANCE

I accept your proposal. In signing this document I acknowledge that I have completely read this document and agree to be bound by its terms and conditions and that I have the authority to bind the company/person named as the owner above.

Signature

Date

Title

Initials: _____

2028 US Hwy 8
 St. Croix Falls, WI 54024
www.CWSsecuritywatch.com



715-483-0083
 (Fax) 715-483-9876

Contact Name: Sue, Manager	Business Name: St. Croix Beach City Hall	Date 01/26/16	Job #: Rlp
Service Address: 16455 Upper 20th Street South, MN 55043	Billing Address (if different):		
County: Washington	Account # (for office use only)		
Premises Phone #: 651-436-7031	E-mail Address:		
Best Phone #(s):	sschulerlscb@comcast.net		

A 50% deposit will be required prior to the beginning of the project.

SYSTEM COMPONENTS	Qty	Price
DMP XR150 Panel	1	\$ 569.58
Keypad with Proxy	1	\$ 255.75
Back-up Battery	3	\$ 69.30
SMP5 Power Supply	1	\$ 102.12
Mini Proxy reader	2	\$ 209.68
Door Strike	2	\$ 313.50
Face Plate option	2	\$ 25.08
Wire	1	\$ 63.48
734 Module	2	\$ 289.74
System link	1	\$ 474.05
Transformer	2	\$ 34.65
Fobs- 10- Pack	1	\$ 70.13
Panduit	1	\$ 24.75
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

Installation Costs: \$ 1,250.00
 Equipment Costs: \$ 2,501.80
 Tax: \$ -
TOTAL COST: \$ 3,751.80
 Installation Deposit: \$ -
BALANCE DUE UPON INSTALLATION \$ 3,751.80

The prices included with this proposal are valid for 90 days from the time of receipt

Proposal Notes:
 Current number pad door knobs need to be removed so equipment is effective

 Client Signature

 CWS Security Watch, LLC

 Date

 Date

	<p>411 Marie Ave Suite B South St. Paul, MN 55075 Office: (651) 340-1791 Fax: (651) 493-3957 MN License # BC638317</p>							
<table border="0"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
								

City of Lake St Croix Beach
16455 20th St S
Lake St Croix Beach, MN 55043

Scope of Work

- Remove and replace 2 Roof Top Skylights with New Velux Curb Mount Tempered Glass Skylight Assemblies.
- Remove Skylight & and Roofing material approximately 18-24” surrounding Skylights.
- Remove Original Built Up Roof Sub Straight
- Re-flash Curb to accommodate new Skylight
- Fill in surrounding cavity with a 2 Part Spray Foam Insulation
- Coat area surrounding Skylights with a Acrylic Roof Coating Compound.
- No warranty will exist on leakage due to roof being coated with a spray foam insulation as a maintenance item.

Initials: _____

Proposal Notes:

- Antonsen Construction may withdraw this proposal if not accepted in (60) days.
- Installed material become the property of the building owner
- Any material onsite unused or purchase by Antonsen Construction Inc. are the property of Antonsen Construction, Inc..
- The following items are not included in the proposed amount.
Additional charges may apply.
 - Damage to asphalt, sidewalks, or lawn due to the weight of the dumpster or crane
 - Saturated insulation (Billed on a Time & Material basis)
 - Any unforeseen asbestos abatement or lead removal
 - Additional costs may be incurred if Building Official Requires

Performance Guidelines

Minn. Stat. 236B.809(b)

Antonsen Construction, Inc. agrees to complete the work set forth in the contract documents in accordance with manufacturer's specifications for installation of all materials and all applicable construction codes. If the city requires additional work outside the scope of this bid it will be billed at time and material plus additional permits as required for plumbing, electrical and HVAC.

Initials: _____

All Work is Weather Permitting

Included in the project we will provide the following:

- Material, equipment, labor and supervision to complete the project
- Certificates of insurance, upon request
- Lien waivers following payment upon request
- Removal of all roof debris due to construction

Project Cost

All material is guaranteed to be as specified, and the above work to be preformed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the project cost:

Project total.....\$5000.00

Initials: _____

April 15, 2016

Proposal for Lake St. Croix Beach City Hall

Page 4-4

Respectfully Submitted by Antonsen Construction, Inc.

Marty Dunleavy, Estimator
Martywithaci@gmail.com
612-581-8854

Date

ACCEPTANCE

I accept your proposal. In signing this document I acknowledge that I have completely read this document and agree to be bound by its terms and conditions and that I have the authority to bind the company/person named as the owner above.

Signature

Date

Title

Initials: _____

CITY OF LAKE ST CROIX BEACH

Terms and Conditions

Adopted April 18, 2016

Lake St Croix Beach Credit Card Policy

As stated in MN Statute 471.382, the City of Lake St Croix beach Council may authorize the use of a credit card by any City employee otherwise authorized to make a purchase on behalf of the City. In accordance with this statute, if a city employee makes or directs a purchase by credit card that is not approved by the Lake St Croix Beach City Council, the employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules, and policies applicable to City purchases. The Lake St Croix beach City Council shall approve the establishment of all credit card accounts. The City Clerk-Administrator shall keep a record of all persons authorized to use the credit card. Authorized persons will receive, sign, and file an acknowledgment form regarding credit card use. A list of all credit cards charges will be included with monthly expenditures for Council review and approval. *(MN Stat 412.271 subd. 2, MN Stat 471.38 subd 1)*

Purchases must comply with the following requirements:

1. Claims presented to the City for payment must be in writing and itemized. Billings from credit card companies do not contain the detail necessary to satisfy these requirements; therefore, the City must retain original invoices and receipts for all items charged on a City credit card.
2. The City will not use credit cards for carrying debt. The City will pay all credit card balances each month. The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests. Such payment delays caused by the employee failing to submit the necessary receipts to support the credit card statement in a timely manner shall be the responsibility of the employee. The City will use all methods available to effort collection of these interest and carrying charges.
3. Individuals failing to comply with this policy shall have credit card privileges revoked and will be responsible for interest and late charges that result from their failure to comply with this policy.
4. Credit cards will carry a card limit of no more than \$2000.00

City of Lake St Croix Beach Card Policy Acknowledgment

The City of Lake St Croix Beach hereby authorizes you to use its credit cards on its behalf. It is important that you understand the rules regarding credit card use. If these rules are not followed, the City may cancel the card and you may be personally liable for any misuse.

- Credit cards may only be used for appropriate City business. Unauthorized use or abuse of a City credit card will result in disciplinary action, up to and including termination of employment.
- Credit cards shall not be used to obtain a cash advance.
- Credit cards must at all times be protected from theft and unauthorized use.
- A lost or stolen credit card must be reported immediately to the City Clerk-Administrator.
- Credit card receipts, invoices or cash register tapes for all purchases must be turned into Clerk's office upon return.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests.

I acknowledge receipt of the City of lake St Croix Beach Credit Card Policy and confirm that I have read and understand its terms and conditions. I agree to abide by the terms of the Policy and the above statements. I also understand that all credit card use is subject to audit.

Employee Signature

Date

Clerk-Administrator

Date

AGREEMENT FOR ASSESSMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2016 by and between the City of Lake St. Croix Beach, a Minnesota municipal corporation, herein referred to as the City, and Washington County, a body politic and corporate, herein referred to as "Washington County" pursuant to the authority contained in Minnesota Statutes 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties and Minnesota Statute 273.072 Subd. 1, which provides that a county and city or town may, by agreement entered into under 471.59 provide for the assessment of property in the municipality or town by the county assessor.

WITNESS:

WHEREAS, the City desires to retain Washington County and the Washington County Assessor to perform assessment services for the City; and

WHEREAS, Washington County desires to perform assessment services required by the City; and

WHEREAS, the City and Washington County deem it mutually advantageous to set forth the terms and conditions of their relationship in writing;

NOW, THEREFORE, the parties hereto agree that the following shall constitute joint agreement for assessment services:

SECTION ONE-PARTIES

The City hereby contracts with Washington County to perform, and Washington County hereby agrees to perform, the assessment services hereinafter described.

SECTION TWO-SERVICES

Washington County Assessor shall perform all assessment services required by State statute and the City. Such services shall include, but are not limited to the following:

- a. Appraisal of all real and personal property located within the City.
- b. Interprets regulations, rules and legislative changes to the City Council, Realtors, bankers, citizens and civic groups as necessary or upon request.
- c. Answers questions/concerns regarding property values and classifications.

- d. Draws and calculates "splits" of real estate sales reflective of joint ownership of land parcels.
- e. Maintains a listing of the assessment of each and every parcel of property within the City.
- f. Each parcel of property within the City shall be reviewed at least once every five years. It is the intention of the parties that the Washington County Assessor shall make every effort to view and revalue approximately one-fifth of the parcels during each year that this Agreement remains in force.
- g. Holds and staffs an annual Board of Appeal or Open Book Meeting. The format of this appeals meeting will be at the discretion of the City and guided by Minn. Stat. § 274.01, subd. 1.
- h. Interprets and applies regulations, rules and legislative changes to other appraisers, real estate professionals, citizens and civic groups, other governmental bodies and personnel as necessary and upon request.
- i. Answers property owner questions/concerns regarding appraisal practices, property values and classifications. Draws and interprets maps, charts and other descriptions to assist property owners in understanding the process.
- j. Develops land and building valuation schedules; conducts statistical analysis to support appraisal decisions, and oversees Computer Aided Mass Appraisal system (CAMA) table adjustments; and draws and calculates "splits" of real estate and new plats of property, including land areas, classes and valuations. Conducts statistical surveys to support appraisal decision e.g., current sales study using the CAMA system.
- k. Coordinates research of complex appraisal issues, reviews, investigates and makes recommendations on applications for abatement or other reduction of assessed value.
- l. Coordinates collection of sales information and annual assessment activities in apartment, commercial, industrial, residential and personal property markets.
- m. Coordinates the valuation and classification of exempt properties, including interpreting laws applying to exempt organizations and processing exemption requests.
- n. Manages state tax court petitions and coordinates TIF assessment functions with the city. Provides values to city for various projects in which there may be an assessment agreement.
- o. Investigates and handles all applications for abatement or reduction of assessed value.
- p. Provides a report of assessment activities (Assessment Report) each year prior to the appeals period.

SECTION THREE-AGREEMENT PRICE

The City shall pay a fee to the County each year for assessment services based on the parcel mix located within each community. The assessment fee schedule is approved by the County Board each year and establishes the fee associated with each property use. The County will utilize the same fee schedule for all of its contract communities. The City will be billed for assessing services upon the completion of the assessment cycle. The County will provide an invoice to the City no later than June 1 of each year payable on or around July 1.

SECTION FOUR-INDEPENDENT CONTRACTOR

It is understood and agreed between the parties that the Assessor is an independent contractor and not an employee of the City. The Assessor shall be responsible for furnishing its own transportation, books and any other documents or items of personal property required to perform the services. The City shall not be required to maintain any insurance coverage needed in connection with the performance of the Assessor's services, including but not limited to automobile liability insurance, workers compensation insurance and public liability insurance.

SECTION FIVE-DURATION AND TERMINATION

This Agreement shall commence on July 1, 2016 and remain in force until terminated by either party giving the other party a six-month written notice of its intent to terminate the Agreement per Minnesota Statute 273.072 Subd. 4.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF LAKE ST.CROIX BEACH

WASHINGTON COUNTY

By _____
Mayor

By _____
County Board Chair

Attest _____
City Clerk

By _____
County Administrator

Recommended By:

Jennifer Wagenius
Director, Property Records and Taxpayer Services

Approved as to form by:

George Kuprian
Assistant Washington County Attorney