

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

CITY COUNCIL MEETING

January 11, 2016

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

STAFF PRESENT: Katie Kranz, John Parotti, Susan Schuler, Amy Truhlar

OTHERS PRESENT: Dolly Burns, Barb Kopp, Jon Place, Becky Brewster

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

PLEDGE OF ALLEGIANCE was said.

APPROVE AGENDA Agenda Item 3

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA Agenda Item 4

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: UNKER – AYE, REITER – AYE, KLINE – AYE, BROWN – AYE, MCCARTHY – AYE.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO APPROVE THE MINUTES OF THE CITY COUNCIL WORKSESSION ON DECEMBER 21, 2015 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING ON DECEMBER 21, 2015 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO APPROVE THE 2016 HERITAGE DAY ICE CREAM SOCIAL FOR TUESDAY, AUGUST 2, 2016, AND DIRECT STAFF TO WORK WITH THE PARK COMMISSION AND ENVIRONMENTAL ADVISORY COMMISSION/RECYCLE COMMITTEE TO MAKE THE USUAL ARRANGEMENTS. MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO AUTHORIZE THE MAYOR, CITY CLERK-ADMINISTRATOR, AND DEPUTY CLERK-TREASURER AS ELIGIBLE SIGNERS AT THE STATE OF MINNESOTA SURPLUS SERVICES FACILITY IN ARDEN HILLS. MOTION PASSED UNANIMOUSLY.

PUBLIC COMMENTS Agenda Item 5

There were no comments from the public.

PUBLIC SAFETY REPORTS Agenda Item 6

Deputy Sullivan reported 23 calls to law enforcement in the month of December. There was one citation issued. There was a stolen vehicle recovery, which was tied to several stolen vehicles out of St. Mary's Point. Final numbers are in for 2015, and there were 461 calls for service to Lake St. Croix Beach in 2015. There were 3,612 calls for service in the Lower St. Croix Valley. There were 32,944 calls for service in Washington County in 2015.

Councilmember Brown noted that the animal report for December listed 5 lost dogs, 1 found dog, and 1 found cat. No warning letters were sent in December.

Jim Stanley, Deputy Chief of the Lower St. Croix Valley Fire Department, reported 24 calls in December, 4 of which were in Lake St. Croix Beach. He will have year-end totals at the next City Council meeting. Councilmember Reiter asked for a total of fire calls vs. medical at the next meeting. Mr. Stanley noted that it is typically 75 – 80% medical calls.

CITY STAFF REPORTS Agenda Item 7

CITY ENGINEER PAROTTI (7A)

John Parotti, City Engineer with SEH, reported that he will be meeting with staff on Wednesday, January 13, 2016 to look at some records to determine if they contain any information on existing easements for the 21st Street levee. He has a meeting set up on January 21, 2016 with representatives from Xcel Energy to begin discussions regarding utility pole relocation.

The flood damage restoration project sites #1 and #2 are complete. Reimbursement has been requested. He reminded the City Council that phase 2 of this project will be completed in the spring. Phase 2 includes planting in cooperation with the Middle St. Croix Water Management Organization (WMO). Money has been set aside for the work.

City Engineer Parotti noted that there were plans for street reconstruction in 2015, but those plans were changed to 2016. The estimated cost for the work in 2016 is \$134,000. Estimated costs for work scheduled for 2017 is \$158,000. The projects planned are to reconstruct a portion of Quebec Avenue South between 20th Street South and Upper 21st Street South, 21st Street South from Queens Avenue South to the dead end, and Upper 21st Street South between Queens Avenue South and Quebec Avenue South. He suggested a worksession or a meeting with the Councilmembers responsible for streets to determine how to best proceed with these projects. Councilmember Reiter stated that some of the streets are shared with St. Mary's Point and asked how that would be handled. Mr. Parotti noted that St. Mary's Point City Council has identified projects for their city and is waiting to hear of Lake St. Croix Beach's decision.

Engineer Parotti explained that the first step is to get direction from the City Council on how much of the work, if not all of it, fits into the 2016 budget. After that is

determined, the scope of the project will be known and surveys can be ordered. Surveys will not be done until the ground is thawed and snow is gone. After the surveys, designs and bid documents can be prepared. Therefore, bids will most likely be performed in May – June. If the city has the funds to do larger projects, better prices can be obtained. Projects for multiple years can be bid together with separated or combined bids. Mr. Parotti will work with staff to set up a meeting date.

CITY ATTORNEY SANDSTROM (7B)

City Attorney Katie Kranz was present in place of Mr. Sandstrom, who was out of town. There was nothing further to report.

CITY CLERK-ADMINISTRATOR SCHULER (7C)

City Clerk-Administrator Susan Schuler reported that the reimbursement for the bluffland restoration has been applied for. The funding has been granted, and the city should receive the money soon. She also reported that she had met with Richard Glasgow, Chair of the Cable Commission, on January 8, 2016. She will be presenting some information at the February City Council meeting. The city has received a check for \$1,681.64 from the Cable Commission, the total of the funds previously returned to the Cable Commission.

Ms. Schuler suggested three worksessions: in-house training for all commissions/committees and the City Council to review duties and processes; review all Joint Powers Agreements (JPA) and franchise agreements; and one with the Planning Commission, the WMO, and the City Council to discuss the Minimal Impact Design Standards (MIDS) ordinance before the Public Hearing. In regards to the worksession with the WMO, Councilmember Reiter asked when the Valley Branch Watershed Boundary Updates would be complete. City Engineer Parotti explained that no firm dates have yet been announced, but he would check with them again for an updated timeline. City Clerk-Administrator Schuler reported that she would be attending the first meetings of all commissions/committees of the year to administer the oaths of office and to provide a brief overview of the duties and responsibilities of each commission/committee. She provided two Codes of Conduct and a City Council meeting protocol for City Council review. These will be discussed further at the February City Council meeting.

DEPUTY CLERK-TREASURER TRUHLAR (7D)

Deputy Clerk-Treasurer Amy Truhlar presented the bills for the month totaling \$19,431.60. Mayor McCarthy noted a bill for Comcast and asked what the city received for free from Comcast. City Clerk-Administrator Schuler explained that the bill was for the phone lines. The city receives free internet service and basic cable TV services.

MOTION BY COUNCILMEMBER REITER, SECONDED BY COUNCILMEMBER BROWN, TO APPROVE THE DISBURSEMENTS AS PRESENTED IN THE TOTAL AMOUNT OF \$19,431.60. MOTION PASSED UNANIMOUSLY.

NEW BUSINESS Agenda Item 8

RESOLUTION 2016-01, A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2016 (8A)

City Clerk-Administrator Schuler reviewed the list of Council Duties and Responsibilities and the Appointment List for 2016 as discussed at the Saturday, January 9, 2016 City Council worksession. Councilmember Unker stated he works every Wednesday night, so he could not be City Council Liaison to the Planning Commission. Councilmember Reiter noted that due to health issues, she needs to withdraw from some duties. Mayor McCarthy stated he would be the City Council Liaison to the Planning Commission, and Councilmember Kline stated she would be the alternate. Councilmember Unker stated he had no interest in being part of the Cable Commission and noted that those meetings also were held on Wednesdays. Councilmember Brown reluctantly accepted that position with Mayor McCarthy as the alternate.

Councilmember Reiter noted that at the worksession Mayor McCarthy had stated that Brad Peters had brought \$84,000 into the city. She asked him what he was referring to and what it had been for. Mayor McCarthy stated that he did not have that information at this time and would bring it to the next City Council meeting.

MOTION BY MAYOR MCCARTHY, SECONDED BY COUNCILMEMBER KLINE, TO ADOPT RESOLUTION 2016-01, A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2016 WITH THE APPOINTMENTS AND DESIGNATIONS AS AMENDED. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: UNKER – AYE, REITER – NAY, KLINE – AYE, BROWN – AYE, MCCARTHY – AYE.

RESOLUTION 2016-02, A RESOLUTION ADOPTING 2016 CITY FEES (8B)

City Clerk-Administrator Schuler explained that the only change to the 2016 fee schedule was the removal of the special charges listed for different portions of the city ordinances. Copies of portions requested would be charged on a per page basis. Councilmember Unker asked if there had been an increase to the boat permit fee. Although Councilmember Reiter had suggested an increase, there was no change.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO ADOPT RESOLUTION 2016-02, A RESOLUTION ADOPTING 2016 CITY FEES. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: UNKER – AYE, REITER – AYE, KLINE – AYE, BROWN – AYE, MCCARTHY – AYE.

RESOLUTION 2016-03, A RESOLUTION AUTHORIZING SIGNATORY POWER WITH US BANK FOR THE CITY OF LAKE ST. CROIX BEACH (8C)

City Clerk-Administrator Schuler explained that this resolution authorized those who could sign for checks issued by the city. Mayor McCarthy, Deputy Mayor Brown, City Clerk-Administrator Schuler, and Deputy Clerk-Treasurer Truhlar were listed on the resolution.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO ADOPT RESOLUTION 2016-03, A RESOLUTION AUTHORIZING SIGNATORY POWER WITH US BANK FOR THE CITY OF LAKE ST. CROIX BEACH. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: UNKER – AYE, REITER – AYE, KLINE – AYE, BROWN – AYE, MCCARTHY – AYE.

ANNUAL TORT LIABILITY LIMIT DESIGNATION (8D)

City Clerk-Administrator Schuler explained that the tort liability limit designation is done annually. The city typically does not waive the tort liability limit.

MOTION BY COUNCILMEMBER REITER, SECONDED BY MAYOR MCCARTHY, TO NOT WAIVE THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY ESTABLISHED BY MINNESOTA STATUTES, SECTION 466.04. MOTION PASSED UNANIMOUSLY.

UNFINISHED BUSINESS Agenda Item 9

FIRE DEPARTMENT SIGN DONATION (9A)

Mayor McCarthy explained that the Fire Department has asked the cities for donations to help with the costs of their new sign. He felt that the city should donate something, as the other 4 cities had done (Afton, Lakeland, Lakeland Shores, St. Mary's Point). He provided the donations of the other cities, although he noted that he had not been able to confirm the amount donated by the City of Afton.

MOTION BY COUNCILMEMBER BROWN, SECONDED BY MAYOR MCCARTHY, TO AUTHORIZE A DONATION OF \$1,500 TO THE FIRE DEPARTMENT FOR THEIR NEW LED SIGN.

City Clerk-Administrator Schuler reported that the city received the replacement check from the Cable Commission for the one that was returned because of the memo line. The amount of the check was \$1,681.64. Councilmember Unker noted that they had budgeted a certain amount for donations and asked whether this money had been included in the budgeted amount. The city did not budget any money for the donation to the fire sign. Councilmember Unker stated he was glad this was the city's decision to make, and not the Cable Commission's decision.

There was discussion regarding where the money would come from since it was not budgeted for. Councilmember Unker asked how the amount had been decided upon.

MOTION PASSED, 4 AYES, 1 NAY (REITER).

Councilmember Reiter explained that she voted no on the donation because she had voted no for the sign.

COUNCIL/STAFF REPORTS Agenda Item 11

COUNCILMEMBER BROWN (11A)

Councilmember Brown reported that the Cable Commission met on Wednesday, January 6, 2016, and they will vote to transfer excess funds to the 5 cities for the entire

year at the next meeting. The Central Valley Cable Agreement has been extended through June 2016. This includes local channels 14, 15, 16, and 18. Central Valley Cable is increasing fees substantially, and the Cable Commission is considering options. Fees have not been increased in many years. Councilmember Unker suggested holding on to the channels if possible. It was noted that the 5 cities are subscribers to those channels, Valley Access owns them. Councilmember Unker suggested running the channels out of the Lakeland Water Utility because cable television is a utility. Councilmember Reiter pointed out that originally, the franchise fees were going to be used to set up a station and broadcast for Lower St. Croix Valley area. When that did not happen, the Cable Commission was set up so the franchise fees could be distributed to the cities. A data request was submitted to the Cable Commission from the City of Lake St. Croix Beach for the financials for the past two years.

Councilmember Brown and City Clerk-Administrator Schuler are exploring new options for website hosting and domain names.

COUNCILMEMBER KLINE (11B)

Nothing further to report.

COUNCILMEMBER REITER (11C)

Councilmember Reiter reported that once the School Carnival date is known, a meeting of the Environmental Advisory Commission will be set up. The next WMO meeting is on Thursday, January 14, 2016.

COUNCILMEMBER UNKER (11D)

Councilmember Unker reported that the city has not been allowed as a consulting party regarding the Afton Wastewater Treatment System. He sent a letter to the Minnesota Pollution Control Agency (MPCA) explaining his unhappiness with that decision. Jim Golden has reported to him that multiple tribes have submitted documents stating their opposition to the system moving forward. This may create further delays for the City of Afton.

MAYOR MCCARTHY (11E)

Mayor McCarthy reported that Sentenced-To-Service (STS) crews were in the city clearing the bike path, burning brush, and performing work at City Hall. City Clerk-Administrator Schuler explained that STS crews are scheduled every two weeks in the city this year and asked Councilmembers to submit projects to her. Councilmember Unker suggested sandbags around the mailboxes where large puddles form in the spring.

Heritage Day, held in conjunction with Night to Unite (formerly National Night Out), is the first Tuesday in August. Mayor McCarthy noted that he often sees St. Mary's Point residents attending the event. He suggested making the event a two-city event. It was noted that St. Mary's Point holds their City Council meetings on the first Tuesday of the month, so they would need to change the date of their meeting if this were to occur. Councilmember Reiter noted that St. Mary's Point has already approved their regular meeting schedule. She also pointed out that Lake St. Croix Beach budgets for this, so it should be for the residents.

Councilmember Unker asked about the Veterans Memorial. Mayor McCarthy reported that two flags have been installed. The Yellow Ribbon Alliance is raising money for another flag pole, which will be taller than the other two, for the American

flag. The Yellow Ribbon Alliance also wants to raise enough money to use electricity at the site to light the flags at night.

ADJOURNMENT Agenda Item 12

MOTION BY COUNCILMEMBER BROWN, SECONDED BY COUNCILMEMBER KLINE, TO ADJOURN THE CITY COUNCIL MEETING AT 8:09 P.M. MOTION PASSED UNANIMOUSLY.

Thomas McCarthy, Mayor

Susan Schuler, City Clerk-Administrator