



Mayor Tom McCarthy
Councilmember J.P. Armstrong
Councilmember Noah Bluesky
Councilmember Dawn Bulera
Councilmember Pete Ludwig

City Clerk-Administrator
Dave Engstrom

Deputy City Clerk
Kathy Laur

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

Special City Council Meeting
January 7, 2019
6 PM

AGENDA

Council Members Dawn Bulera, Noah Bluesky and Mayor Tom McCarthy Oath of Office

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVE AGENDA**
4. 2019 Council Member Duties and Responsibilities
5. 2019 Appointments and Designations
 - A. Attorney
 - B. Engineer
 - C. Bank
 - D. Others
6. 2019 Committee and Commission Appointments – per list
7. 2019 Fee Schedule – Ordinance 2019-01
 - A. Parking
 - B. Newsletter sponsors
8. Code of Conduct for City Council – Kevin Sandstrom – City Attorney
 - A. Resolution 2019-02
9. Future Meeting Time Discussion
10. Authorization to sell Gator
11. Council Goals
 - A. Mayor McCarthy

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- B. JP Armstrong
- C. Noah Bluesky
- D. Dawn Bulera
- E. Pete Ludwig

12. Other Items
A. Agenda item deadline

13. Adjourn

RESOLUTION NO. 2019-01

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

A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2019

WHEREAS, annually, at their first meeting in January, the Lake St. Croix Beach City Council handles annual designations and appointments; and

WHEREAS, attached is the designation of the Official Newspaper, Official Posting Location, and the Official dates/times/places of regular Lake St. Croix Beach City Council Meetings and Workshops; and

WHEREAS, attached are the appointments of City Councilmembers and staff to various boards and commissions.

NOW, THEREFORE, BE IT RESOLVED, that the Lake St. Croix Beach City Council does hereby make the annual appointments and designations effective immediately upon adoption.

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

Councilmember Armstrong
Councilmember Ludwig
Councilmember Bluesky
Councilmember Bulera
Mayor McCarthy

WHEREUPON, said Resolution was declared duly passed and adopted.

I certify that the City of Lake St. Croix Beach adopted the above Resolution on this 7th day of January 2019.

Tom McCarthy, Mayor

Dave Engstrom, Clerk

SCCHEDULE "A": 2019 City Fee Schedule

ANIMAL IMPOUND	\$75
ANIMAL LICENSE	
Sterilized	\$10
Unsterilized	\$25
Following Impound	\$50
Kennel (More than 3 animals; Council Approval Required)	\$50
Replacement Tag	\$ 2
ASSESSMENT SEARCH	\$20
BEACH PARKING PERMIT	
Daily	\$ 6
Holiday Parking	\$ 8
Motorcycle Parking	\$ 3
Weekend Parking	\$ 7
Seasonal – Residents	\$10
Seasonal – Residents (Senior Citizens)	FREE
BOAT PERMIT (Sailboat or Powerboat)	\$110
BOAT PERMIT (Shoreboat)	\$25
CITY BOAT DECALS	\$10
CITY HALL RENTAL FEE	\$100
COMMERCIAL VEHICLE PERMIT	\$100
CONDITIONAL USE PERMIT ANNUAL RENEWALS	\$80
COPIES	
Black and White	25 cents/page
Color	50 cents/page
COMPREHENSIVE PLAN	\$30
FAX	
First Page	\$1
Additional Pages	25 cents/page
MISDEMEANOR	\$1000
MUNICIPAL WATER MAIN TAP (Includes \$300 to LWU)	\$5,227
NEWSLETTER SPONSOR	\$300 for the year
NSF CHECK FEE	\$30
ORDINANCE VIOLATIONS	\$1000
RIVERFRONT PARK PAVILION RENTAL FEE – RESIDENTS	FREE/ \$100 Deposit
RIVERFRONT PARK PAVILION RENTAL FEE – NONRESIDENTS	\$25/side
RIVERFRONT PARK PAVILION RENTAL DEPOSIT (REFUNDABLE)	\$50/side
PETTIT PARK PAVILION RENTAL – RESIDENTS	FREE/\$100 Deposit
PETTIT PARK PAVILION RENTAL – NONRESIDENTS	\$25
PETTIT PARK PAVILION RENTAL DEPOSIT (REFUNDABLE)	\$100
POSTAGE/ENVELOPES FOR PUBLIC HEARING NOTICES	60 cents each
PROPERTY OWNER SEARCH	
First 25	\$50
Each Additional	50 cents each
RESEARCH	\$33.50/hour
(Hourly fee formula: 130% of clerk hourly pay rate (additional to cover overhead/fringe benefits)	
UTILITY PERMIT (ROW) (Bond/Security \$5,000)	\$150

SCHEDULE "A": 2019 City Fee Schedule

ZONING	<u>FILING FEE</u>	PLUS	<u>DEPOSIT*</u>
Amendment (Zoning Code)	\$200		\$500
Appeals	\$75		\$400
Certificates of Compliance	\$75		\$400
C of C Home Occupation	\$25		\$350
Conditional Use Permits – New	\$75		\$425
Conditional Use Permits – Amend	\$50		\$400
Interim Use Permits	\$75		\$425
MSCWMO Application Review	\$250 (billed by MSCWMO)		
Planned Unit Development – Major	\$200		\$1500
Planned Unit Development – Minor	\$200		\$400
Special Use Permit (w/Public Hearing)	\$75		\$425
Subdivision – Major	\$200		\$1500
Subdivision – Minor	\$200		\$350
Variances (Floodplain/Riverway)	\$250		\$1500
Variances (All other zoning districts)	\$75		\$525
Not Specified	\$75		\$525

CITY COUNCIL COMPENSATION

Meeting Per Diem	\$10
Mileage (see current IRS allowable rates)	IRS
Other: Reimbursement for expenses must be accompanied by a signed request for reimbursement form and valid receipts for the expenditures.	

**CITY OF LAKE ST. CROIX BEACH
COUNTY OF WASHINGTON
STATE OF MINNESOTA**

AN ORDINANCE ADOPTING 2019 CITY FEE SCHEDULE AND AMENDING CODE

WHEREAS, the City wishes to adopt a schedule of uniform fees by which the City will charge for land use, planning, zoning, animal licenses, garbage haulers and other fees to applicants for city services, licenses, and permits, and

WHEREAS, a copy of the proposed 2019 Fee Schedule is attached hereto as “Exhibit A” and incorporated herein by reference, to be effective from and after the passage of this Ordinance; and

WHEREAS, the City duly considered this Fee Schedule at its January 7, 2019 council meeting.

NOW THEREFORE, THE COUNCIL OF THE CITY OF LAKE ST. CROIX BEACH ORDAINS:

1. That the City hereby approves, adopts and enacts the 2019 Fee Schedule attached hereto as “Exhibit A” (as presented/as amended).
2. The attached Fee Schedule shall remain effective until such time as a new fee schedule is duly adopted.
3. Any term or provision of the existing City Code that references or relates to any application fee, license, permit or other charges referenced in this Fee Schedule, shall be and are hereby amended to be consistent with the provision of the attached Fee Schedule, and the City Clerk is directed to effectuate such changes in the City’s official Code Book and records.

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law.

Vote: McCarthy_____, Armstrong_____, Bluesky_____, Bulera_____, Ludwig_____.

Adopted by the City of Lake St. Croix Beach this 7th day of January, 2019.
(Day) (Month) (Year)

Attest: _____ Mayor
Thomas McCarthy

Attest: _____, City Clerk
Dave Engstrom

RESOLUTION NO. 2019-02
CITY OF LAKE ST. CROIX BEACH
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION ADOPTING A CODE OF CONDUCT FOR CITY COUNCIL MEETINGS

Purpose

To establish a code of conduct and associated remedies that the Lake St. Croix Beach, Council Members, agree to abide by in carrying out their duties as elected officials. This code of conduct does not supersede any existing or future statutory or constitutional rights, but simply outlines appropriate Council expectations, behavior and interactions with each other, city staff, citizens and all other groups encountered as a result of city business, so as to efficiently and effectively develop and carry out the mission, vision, goals and established policies of the city.

Roles/Responsibilities

Meetings – By statute, the Mayor presides over meetings of the City Council. Speakers who wish to address the Council do not speak until recognized by the Mayor.

Act in the Public Interest – Recognizing that service to our citizens must be our primary concern; Council Members shall work for the common good of the people of Lake St. Croix Beach and not for any private or personal interest. Council Members will treat all persons, claims and transactions in a fair and equitable manner.

Preparation – Council Members are expected to be prepared for City Council meetings and work sessions.

Agenda Preparation – The City Clerk-Administrator and or the Deputy Clerk-Treasurer directs preparation of meeting agendas. At the Council meeting, agenda items may be added or deleted by Council members per procedures established in the City code.

Conduct of Members

Staff Direction – The Mayor and City Council members may direct city staff, contract employees and consultants only through the City Clerk-Administrator, as determined by majority vote. At work sessions, the Mayor will state the concerns of the Council or specific directions provided by the Council to the staff. The City Clerk-Administrator will request further clarification if he/she feels it is required so that there is a clear understanding of what the Council's expectations are in terms of the actions to be taken by staff.

Respect for Staff Time – If a Council member is utilizing an inordinate amount of staff time, the City Administrator is required to bring this to the attention of the City Council for resolution.

Interactions – Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff or the public

Respect for Process – Council member duties shall be performed in accordance with the processes and rules or order established by the City Council.

Use of Public Resources – Public resources unavailable to the general public (e.g., city staff time, equipment, supplies or facilities) shall not be used by Council members for private, personal or political purposes.

Advocacy – To the best of their ability, Council members shall speak with one voice in representing the official policies and positions of the City Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the city.

Improper Influence – Council members shall refrain from using their position to improperly influence the deliberations or decisions of city, staff, boards, commission or committees.

Positive Work Place Environment – Members shall support the maintenance of a positive and constructive work place environment for City employees and for persons dealing with the City. Members shall follow the appropriate chain of command through the city administrator when it comes to dealings and directives to City Staff.

Steward of City Funds – When the end of a Council member’s service on the City Council has been determined by means of not seeking re-election, resignation, or the results of an elections, that Council member shall not subject the city to unnecessary travel and /or tuition costs.

Gifts and Favors – Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. Members shall refrain from accepting any gifts, favors or promises of future benefits, which might compromise their independence of judgment or action or give the appearance of being, compromised.

Communication

Sharing of Information – It is the responsibility of Council members to publicly share information with all other Council members that they have received from sources outside of the public decision-making process, which pertains to a topic under consideration. Whenever possible, new information or data obtained by Council members, pertinent to a topic being discussed, will be distributed through the City Clerk-Administrator to the City Council members. Upon reviewing the “new information” the Council may adopt a motion to postpone further consideration of the information until all members have had time to review and interpret this new information.

Focused Discussions – Council members shall work to keep discussions and debates focused on the item under discussion without introducing extraneous or irrelevant information.

Request for Information – All Council members shall receive the same information at the same time when deemed ready for distribution by staff. If an elected official requests information in advance of others on the City Council, the matter shall be resolved by a majority of the City Council

Coordination with City Staff – City staff should be involved when Council members meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep staff appropriately informed.

Citizen Questions – Elected officials should refer questions and concerns from citizens to the City Administrator or appropriate department director. City staff should report back to the City Council on the resolution of the referral.

Confidential Information – Council members shall respect and preserve the confidentiality of non-public, protected non-public, private, and confidential information provided to them concerning matters of the city. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interest.

Notice of Attendance – If any Council member has knowledge or reason to believe that there will be a large or emotional attendance at an upcoming Council meeting or work session, they have an obligation to inform the City Administrator as soon as they become aware of the potential situation.

Implementation

The Code of Conduct shall be included in the regular orientations for new City Council members. Following each election, the new Council shall, by resolution of its elected members, adopt a City Council code of conduct.

Compliance and Enforcement – Council members themselves have the primary responsibility to assure that the code of conduct is understood and followed and that the public can continue to have full confidence in the integrity of the Lake St. Croix Beach city government.

Remedies

It is the responsibility of the City Council to police its members. When inappropriate behaviors are observed, any member of the Council can intervene. If inappropriate behavior is observed, the City Council will discuss the behavior at a Council work session. By direction of the Council, it will be determined whether:

- a. A letter is sent to the offending Council member stating that they have been found operating outside the established code of conduct, requesting them to correct the behavior identified as inappropriate; or
- b. The Council member is formally sanctioned by resolution at a Council meeting.

Approved

Councilmember Armstrong _____
Councilmember Ludwig _____
Councilmember Truax _____
Councilmember Reiter _____
Mayor McCarthy _____

WHEREUPON said Resolution was declared duly passed and adopted.

This 21st day of January, 2019

Mayor, Tom McCarthy

ATTEST: City Clerk/Administrator, Dave Engstrom

Citizen Survey Results

The City of Lake St. Croix Beach sent a community wide survey in the monthly city newsletter and on its website. The City received a total of 44 responses, a 4.1% response rate. These results show the responses for the questions.

GENERAL INFORMATION

How would you rate the quality of life in LSCB (Lake St. Croix Beach)?

- 20 Excellent
- 18 Good
- 6 Fair
- 0 Poor

When you moved to LSCB what factors were important to you in selecting the city?

- 21 River, Boating, Parks
- 18 Friendly, Small Town, Quiet
- 8 Affordable Houses, Low Taxes
- 8 Location, Near Twin Cities, Hudson, Stillwater
- 7 Schools

What do you like MOST about living in LSCB?

- 24 Friendly, Small Town, Quiet
- 18 River, Boating, Parks
- 4 Location
- 2 Affordable Houses, Low Taxes

What do you like LEAST about living in LSCB?

- 7 Junk Yards and Junk Houses
- 6 Local Politics
- 4 Crime, Noisy Motorcycles

What is the most serious issue facing LSCB today?

- 9 Crime/Drugs/Enforcement
- 4 Streets/Signs/Maintenance
- 4 Improve Housing
- 3 Stormwater Erosion in Bluffland and Streets
- 2 Riverfront Park Parking and Crowd Issues
- 2 Local Politics

Are you aware that the City has:

An area of LSCB in the National Scenic Riverway?

40 Yes 4 No

Do you know its boundaries?

26 Yes 18 No

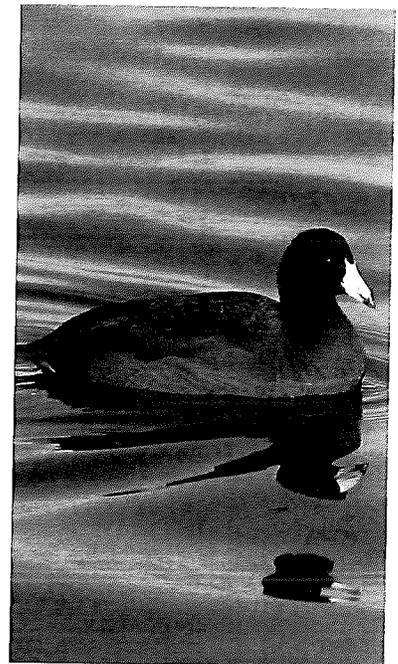
Requirements to protect the St. Croix River basin from storm water and groundwater run-off and contamination?

34 Yes 10 No

Please provide us with the following demographic information.

17 Male 23 Female

Age: 0 18-24, 2 19-34, 6 35-44, 3 45-52, 16 53-64, 18 65+



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"Tell me and I forget. Teach me and I may remember. Involve me and I learn."

~ Benjamin Franklin

Survey Results Continued

How would you rate these areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>#of visits/year</u>
Riverfront Park	20	15	4	1	524
Swim Beach	25	15	1		854
Pettitt Park	10	19	6		437
Bike/Walk Trail	34	7	1		664
Riviera Levee	18	16	4		715
Shoreland Park	11	15	6	1	433

The city has 3 parks, Riverfront Park, Shoreland Park and Pettitt Park. Should additional parks/recreational facilities be developed?

5 Yes 39 No

Does the city need more playground equipment at City Parks?

9 Yes 35 No

Would you support increased property taxes to acquire and/or develop park or recreational facilities?

10 Yes 34 No

If yes, what type? Veterans area, more playground equipment.

TRANSPORTATION

What is your opinion of the streets, roads and highways in LSCB?

4 Excellent 23 Good 13 Fair 4 Poor

Would you/members of your household use public transportation if it were available?

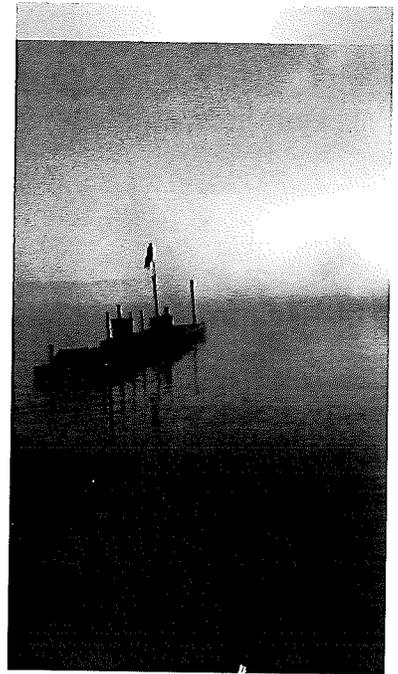
12 Yes 30 No

Type desired: 6 Light rail, 7 Bus

FUTURE OF LAKE ST. CROIX BEACH

What is your vision for the City of Lake St. Croix Beach in the next 10-20 years?

- Eliminate garbage homes/improve housing/more small homes.
- No change – maintain what we have.
- Strong, well governed, peaceful and quiet.
- Safer roads, reduce crime and manage vegetation that screens along the trail and Bluff land/Shoreland Park.
- Better management at Riverfront Park.
- Remove junk cars.
- Improve library service.
- Car wash and more evergreens.
- Orange flags are tacky.



Photos taken by Lake St. Croix Beach residents and shared with you. Share yours too!



“Survey the path for your feet, and all your ways will be sure.”

~ Proverbs 4:26