



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

6:00PM April 20, 2020
Meeting VIA Teleconference
Because of COVID -19 Declared Emergency
(425) 436-6319 – Access Code 131002
No Public Allowed in City Hall

1. **CALL TO ORDER**
2. **APPROVE AGENDA**
3. **CONSENT AGENDA** Roll Call Vote. (*Consent Agenda items, listed 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*)
 - A. Minutes of the City Council – March 16, 2020
4. **PUBLIC SAFETY REPORTS**
 - A. Law Enforcement
 - B. Emergency Response and Fire (Annual Report)
 1. Bylaw Approval
 - C. Animal Control.
5. **CITY STAFF REPORTS**
 - A. City Treasurer Mary Paul –
 1. March Financial Report and Approval of Claims and Supplemental Claims.
 - B. City Engineer Parotti –
 1. Quinlan Ave. Bids and Award
 - C. City Attorney Sandstrom –
 - D. City Clerk - Administrator Engstrom
 1. 2019 LSCB Audit Report. (distributed last month)
 - Motion to Approve
 2. Accountant Contract – approval
 3. Deputy Clerk Treasurer – position description
 4. Tree Ordinances and Regulations (Vegetative Cutting)
 - E. Building Permit Activity – report attached

6. **OLD BUSINESS**
A. Environmental Advisory Commission (tabled from January 2020)

7. **COUNCIL REPORTS AND REQUESTS**
Councilmember Armstrong
Councilmember Bluesky
Councilmember Ludwig
Councilmember Bulera – Garbage one side collection
Mayor McCarthy –

8 **ADJOURN**

Agenda Item 3 (A)

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

REGULAR MEETING MINUTES *(by teleconference)*
March 16, 2020
6:00 p.m.

MEMBERS PRESENT: Tom McCarthy, JP Armstrong, Dawn Bulera, Noah Bluesky

MEMBERS ABSENT: Pete Ludwig

STAFF PRESENT: City Administrator/Clerk Dave Engstrom, Deputy City Clerk Kate Piscitello, Attorney Kevin Sandstrom, City Engineer John Parotti, City Treasurer Mary Paul

1. CALL TO ORDER:

Mayor McCarthy called the meeting to order at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE

City Attorney Sandstrom explained the decision of Council to hold the meeting by teleconferencing to avoid in person gathering in light of City declaring a State of Emergency due to COVID-19; has suggested Council eliminate public comments as not legally required; meeting may be reinstated if the situation changes. Sandstrom continued he had notified everyone last Friday suggesting holding tonight's meeting via teleconference due to Governor Walz declaring a state of emergency per MN Stat. 13D.021; recommended approving the Agenda with additional action items (per Council member Bulera's request), removing Item 5 Open Comments, and adding Item 6D Resolution 2020-06.

3. APPROVE AGENDA

Council member Bulera asked Item 8.5 be added to New Business to discuss Chronic Wasting Disease in deer and issue of resident feeding deer on City property, and to discuss moratorium on City issuing cutting permits to residents until additional research can be conducted to preserve the character and quality of existing growths and a reasonable canopy is maintained.

M/S/P (Bulera/Armstrong) to approve the amended March Agenda as discussed. By roll call, Armstrong, Bluesky, Bulera, and McCarthy voted aye. Motion passed 4-1 (Ludwig absent).

4. CONSENT AGENDA

City Treasurer Mary Paul asked that a correction be made to the February 24, 2020 Minutes to correct 7(A)1 M/S/P (Armstrong/Ludwig) to approve claims as *presented*. All Aye 4-0; 1 absent. Motion passed.

M/S/P (McCarthy/Bulera) to approve the Consent Agenda as presented. By roll call, Armstrong, Bluesky, Bulera, and McCarthy voted aye. Motion passed 4-1 (Ludwig absent).

- A. Minutes of the City Council – January 27, 2020
- B. Minutes of the City Council – February 17, 2020

5. OPEN COMMENTS FROM THE PUBLIC

6. PUBLIC SAFETY REPORTS

A. Law Enforcement –

Council Member Armstrong reported there were 25 incidents reported in the City in February.

B. Emergency Response and Fire -

Council Member Armstrong reported 5 fire calls in the City in February. Mayor McCarthy noted special meeting at the LSCV Fire Department on March 19 to update on COVID-19.

C. Animal Control –

Council Member Bulera reported no Animal Control calls in February; City has contract with Companion Animal Control LLC of Bayport at \$70/month.

D. Resolution 2020-06 -

City Attorney Sandstrom introduced Resolution No. 2020-06, a Resolution Declaring a State of Emergency Due to COVID-19 providing authority, by MN Statutes, Section 12.29, declaring that a local emergency exists within the City, with declaration continuing until further order of the City Council or until such time as the Federal Government and the State of Minnesota lift its own emergency declarations regarding the COVID-19 pandemic, whichever occurs sooner.

M/S/P (McCarthy/Armstrong) to adopt Resolution 2020-06, a Resolution Declaring a State of Emergency Due to COVID-19. By roll call, Armstrong, Bluesky, Bulera, and McCarthy voted aye. Motion passed 4-1 (Ludwig absent).

7. CITY STAFF REPORTS

A. 2019 LSCB Audit Report

1. Administrator/City Clerk Engstrom advised 2019 audit has been completed by Michael Pofahl, CPA, with a ‘clean’ opinion; looks more like a business audit including asset listing; will bring back for April 2020 meeting for approval as report to be submitted to the State of Minnesota by June 30, 2020.

B. City Treasurer Mary Paul

1. February Financial Report and Approval of Claims and Supplemental Claims

Treasurer Mary Paul reported two supplemental claims to PERA (\$595.36) and Fixmer for \$75; nothing unusual and all routine.

M/S/P (Armstrong/Bulera) to approve claims as presented for a total of \$45,616.58.

By roll call, Armstrong, Bluesky, Bulera, and McCarthy voted aye. Motion passed 4-1 (Ludwig absent).

C. City Engineer Parotti

1. Quinlan Update

An advertisement for bids was published with bid opening at 10:00 a.m. on Monday, March 30, 2020; 60 days provided to award, so if not able to place on April agenda, could be

presented in May; hope to get good interest. Council Member Bluesky expressed hesitation to go forward based on current State of Emergency situation.

2. Bluff Stabilization Project

Referred to Feasibility Report dated March 3, 2020; summarizes planned improvements a preliminary opinion of probable cost, and identified funding sources; reason for early analysis is getting a preliminary cost estimate and range of cost from an engineering standpoint; went to MSCWMO essence grant funds approved; recommends Council take action to move forward.

M/S/P (McCarthy/Armstrong) to (1) approve the 2020 Bluff Stabilization Project Feasibility Report, (2) to approve the estimated City matching contribution of \$50,000, and (3) to provide direction to proceed with construction documents. By roll call, Armstrong, Bluesky, Bulera, and McCarthy voted aye. Motion passed 4-1 (Ludwig absent).

City Engineer will (1) forward 2020 Bluff Stabilization Project Feasibility Report to the DNR for response, and (2) will prepare construction documents for bidding.

3. Flood Outlook

City Engineer provided 2020 Spring Flood Risk prepared by National Weather Service; Administrator/City Clerk has been provided Power Point slides of all updates; threat remains high for high base river levels and high soil moisture - decreased threat for frost depth, snowpack/liquid equivalent, and rate of snowmelt/temps - and spring precipitation to be determined.

D. City Attorney, Kevin Sandstrom –

City Attorney dealt with a number of issues in February; would encourage public comments via teleconferencing is Council is comfortable having public comments. Council Member Armstrong proposed possibility of public comments being sent to City Staff in an effort to be transparent. City Attorney suggested encouraging comments submitted in writing at least a week in advance to put in packet process. Council Member Bluesky commented going through staff or social media / tricky with teleconferencing; wants to hear from residents. City Attorney confirmed it would be his preference as well for written comments in advance with associated name and address.

E. City Clerk, Dave Engstrom

1. Purchase of Video Equipment for Live Streaming Using Cable Funds (up to \$10,000)

Advised Cable Funds have been received for approximately \$13,000 and he would like to purchase a video system with live streaming; has contacted two vendors with cost estimated, both equipment and installation, of \$8-9,000; would like to obtain a firm bid with Council Member Armstrong's assistance. Council Member Armstrong expressed concern for spending monies and asked if there anyway these funds could be used for something else. Consensus of Council to direct Staff to obtain quotes for video equipment, cost up to \$10,000, with Council Member Armstrong's assistance; no final action will be taken until Council revisits and approves. Staff will also confirm if Cable Funds can be used for other than technical purchases.

2. Easement for Beach Bar

Jon Place had requested an easement to allow for a new septic system west of his property to replace current failing system; has offered to pay for drafting of easement and all legal costs. City Attorney said they would need to verify deed for transfer of property, City Engineer would need to survey easement to verify if area makes sense from an engineer prospective, but asked if they would want a fee for use of the easement/transfer of property. Council Member Bluesky would like to proceed working with engineer for property survey, but no fee to move as presented.

M/S/P (Bluesky/McCarthy) to approve the Easement for the Beach Bar as presented with no additional City cost or fee for the property, and no legal costs incurred by the City of Lake St. Croix Beach. By roll call, Armstrong, Bluesky, Bulera, and McCarthy voted aye. Motion passed 4-1 (Ludwig absent).

8. OLD BUSINESS

8.5 Chronic Wasting Disease in Deer

Council Member Bulera asked this subject be added to agenda, specifically the issue of a resident feeding deer on City property; proposes City post not allowing feeding deer on the property as it is a bad practice and 15-20 counties have ban in place. City Attorney confirmed best practice and emphasis on the City's ordinances – there is no ordinance that would prohibit feeding of deer on City property. Council Member Bluesky suggested reaching out to the party involved on the issue of feeding deer on City property. Council Member Armstrong agreed pointing out the public health concern.

Motion by Bulera, seconded by Bluesky to authorize Staff to contact the resident feeding deer on City property citing a public health concern. By roll call, Armstrong abstained, Bluesky voted aye, Bulera voted aye, and McCarthy abstained. Motion failed

Moratorium on Vegetative Cutting Permits

Council Member Bulera advised that a resident had dropped off a letter anonymously regarding Vegetative Cutting Permits suggesting a suspension of issuing as there is a disagreement on what should be allowed, what is correct; suggests suspending the City from issuing cutting permits for the bluff until additional research can be conducted; would like conversation as to preserving the character and quality of existing growths. After additional discussion, a consensus was reached to table until the April CC Meeting for additional information regarding the City ordinance, etc.

9. COUNCIL REPORTS AND REQUESTS

Council Member Armstrong

Noted there were 5 runs during February for LSCV Fire; will have better report next month; regarding public comments, he clarified his neighborly abstaining from vote on feeding deer on City property; strongly feels based on current circumstances that City Hall should be closed to the public.

Council Member Bluesky

Agrees with Council Member Armstrong that City Hall should be closed; appreciated City Attorney's quick response in proposing teleconferencing the meeting; at this time important

to work together, stick together, and work as a team.

Council Member Ludwig – absent

Council Member Bulera

Regarding Council Member Armstrong’s statement, she is suggesting they be pro-active before things get worse.

Mayor McCarthy

Reviewed last month’s trip with Chief Jim Stanley (LSCVF) up north to view DNR surplus items; found a nice usable pump with diesel tank that will be reconditioned for \$750 with 500’ of brand new hose free, and a generator with pop-up light system the City will own in conjunction with the LSCVF at a cost of \$250/LSCVF and \$250/City; would like to take \$1,000 from account 42150 that currently has \$8,000 for flood fight events.

M/S/P (Bluesky/Armstrong) to authorize the purchase of a Flood Pump at a cost of \$750 and a Generator Emergency Light set that will be used in conjunction with LSCVF for a cost of \$250 - for a total purchase cost of \$1,000 expensed to account 42150. By roll call, Armstrong, Bluesky, Bulera, and McCarthy voted aye. Motion passed 4-1 (Ludwig absent).

10. ADJOURN

Motion made by Mayor McCarthy, seconded by Council Member Bulera to adjourn the meeting. All Aye 4-0; 1 absent. Meeting adjourned at 7:30 p.m.

Respectfully submitted by:

Kate Piscitello, Deputy Clerk

Incident Summary Report**PUBLIC****Agenda Item 4A****From:3/1/2020 12:00:00 AM To:3/31/2020 11:59:59 PM****WASHINGTON COUNTY SHERIFFS OFFICE****LAKE SAINT CROIX BEACH - 24**

3/7/2020 3:22:31 AM	WC20009638	Racine Ave S / 18th St S, LAKE SAINT CROIX BEACH	ANIMAL COMPLAINT
3/7/2020 11:56:57 PM	WC20009777	1XXX Ramada Ave S, LAKE SAINT CROIX BEACH	SUSPICIOUS PERSON/ACTIVITY
3/9/2020 2:53:07 AM	WC20009926	2XXX Saint Croix Trl S, LAKE SAINT CROIX BEACH	SUSPICIOUS PERSON/ACTIVITY
3/9/2020 1:34:20 PM	WC20009977	1XXX Quentin Ave S, LAKE SAINT CROIX BEACH	CITIZEN/PUBLIC ASSIST
3/10/2020 6:37:05 PM	WC20010140	16XXX -16649 13TH ST S, LAKE SAINT CROIX BEACH	TRAFFIC STOP
3/11/2020 5:26:59 PM	WC20010234	16XXX Upper 22nd St S, LAKE SAINT CROIX BEACH	ANIMAL COMPLAINT
3/13/2020 4:36:01 PM	WC20010502	1XXX Quinlan Ave S, LAKE SAINT CROIX BEACH	CITIZEN/PUBLIC ASSIST
3/16/2020 11:00:05 AM	WC20010903	1XXX Racine Ave S, LAKE SAINT CROIX BEACH	OFFICER INFORMATION
3/17/2020 5:50:02 PM	WC20011060	1XXX Racine Ave S, LAKE SAINT CROIX BEACH	OVERDOSE
3/17/2020 5:51:28 PM	WC20011069	16XXX 21st St S, LAKE SAINT CROIX BEACH	ANIMAL COMPLAINT
3/18/2020 9:12:25 AM	WC20011132	1XXX Quinlan Ave S, LAKE SAINT CROIX BEACH	ANIMAL COMPLAINT
3/19/2020 5:23:29 AM	WC20011222	16XXX 16th St S, LAKE SAINT CROIX BEACH	SUSPICIOUS PERSON/ACTIVITY
3/19/2020 2:42:34 PM	WC20011249	1XXX Racine Ave S, LAKE SAINT CROIX BEACH	DISTURBANCE
3/20/2020 6:58:16 PM	WC20011386	1XXX Saint Croix Trl S, LAKE SAINT CROIX BEACH	OFFICER INFORMATION
3/20/2020 9:39:50 PM	WC20011406	15XXX -BLK QUEENS AVE S, LAKE SAINT CROIX BEACH	NOISE COMPLAINT/DISTURBANCE
3/21/2020 5:43:04 PM	WC20011504	16XXX 17th St S, LAKE SAINT CROIX BEACH	DISTURBANCE
3/23/2020 9:30:02 AM	WC20011720	15th St S / Saint Croix Trl S, LAKE SAINT CROIX BEACH	MOTORIST ASSIST
3/24/2020 9:53:05 AM	WC20011848	15th St S / Saint Croix Trl S, LAKE SAINT CROIX BEACH	TRAFFIC STOP
3/26/2020 9:50:36 AM	WC20012087	1XXX Queens Ave S, LAKE SAINT CROIX BEACH	DEATH INVESTIGATION
3/27/2020 9:38:43 AM	WC20012205	1XXX QUEENS AVE S, LAKE SAINT CROIX BEACH	CITIZEN/PUBLIC ASSIST
3/27/2020 11:16:20 AM	WC20012210	16XXX 17TH ST S, LAKE SAINT CROIX BEACH	DISORDERLY CONDUCT
3/27/2020 11:16:21 AM	WC20012211	16XXX 16th St S, LAKE SAINT CROIX BEACH	DISORDERLY CONDUCT
3/30/2020 2:05:00 PM	WC20012621	Saint Croix Trl S / 13th St S, LAKE SAINT CROIX BEACH	NOISE COMPLAINT/DISTURBANCE
3/31/2020 6:09:07 AM	WC20012747	1XXX Queens Ave S, LAKE SAINT CROIX BEACH	FIRE

TOTAL INCIDENTS: 24



LOWER ST. CROIX VALLEY FIRE DEPARTMENT District Run Summary - March 2020

Total Number of Runs			
March 2020	42	2020 Year to Date	89

Runs by District		
District	# of Calls this Month	# of Calls YTD
Afton	15	26
Lakeland	16	26
Lakeland Shores	1	4
Lake St. Croix Beach	4	15
St. Mary's Point	0	4
Interstate 94	3	10
Mutual Aid to other Agencies	3	4

Mutual Aid LSCVFD Responded to:					
Fire	Month: 3	YTD: 4	Ambulance	Month: 0	YTD: 0

Mutual Aid LSCVFD Received from other Agencies:					
Fire	Month: 1	YTD: 1	Ambulance	Month: 3	YTD: 10

Incident Type Summary - Month	
Type	Total # of Runs
Medical/Ambulance	26
Fire/Hazmat	7
Duty Officer Only Response	9
Dive Team	0

Number of Runs by Shift – Month	
A Shift (Mon.-Fri, 6am-6pm)	B Shift(Mon-Fri. 6pm-6am + Weekends/Holidays)

Lower St Croix Valley Fire Department Relief
Association
1560 St Croix Trail S
Lakeland, MN 55043
(651) 436-7033

Date: Thursday March 12, 2020

From: Lower St Croix Valley Fire Department Relief Association (LSCVFDRA) Board of Directors

To: Honorable Mayor, City Council, & City Administrator

Dear Honorable Mayor, City Council, & City Administrator,

The General Membership (your residents, neighbors & firefighters) of the Lower St Croix Valley Firefighters Relief Association voted at their February 2020 Annual Meeting to approve and adopt restated by-laws for the Association, effective February 11, 2020. This was a very long process we undertook in 2019 with help and support from outside assistance. Our restated by-laws are modeled following the Minnesota Office of the State Auditor (OSA) templates to follow the most up to date MN Statutes.

To comply with State statute, the Relief Association must have all 5 joint powers cities approval for the by-laws that we register with the OSA. The Membership also adopted an extra step to get Joint Powers Fire District Board approval of the restated by-laws as well. This was completed on February 12, 2020. The Relief Association Board is comprised of 2 members from the Fire District and they too were heavily involved in the creation and approval of the by-laws.

We are requesting you add the following resolution/approval to your consent agenda or take action during the Public Safety Fire report at the next city council meeting.

Resolution request:

Whereas, the Lower St Croix Valley Firefighters Relief Association has updated their General Membership By-Laws effective February 11, 2020 and

Whereas, the Lower St Croix Valley Firefighters Relief Association is respectfully requesting the member cities of the Lower St Croix Valley Fire Department to approve the restated by-laws in order to stay compliant with MN State Statute.

Now, therefore, be it resolved by the City Council of the City of Lake St. Croix Beach, Minnesota does hereby approve the Lower St Croix Valley Firefighters Relief Association General Membership by-laws effective February 11, 2020.

If you have any questions, please feel free to contact me.

Sincerely,

Mike Cruz
Secretary, Lower St Croix Valley Firefighters Relief Association
lscbmike@comcast.net
C- (952) 288-5860

Enclosures: General Membership by-laws effective 2/11/2020, fully executed copy



Bylaws of the Lower St. Croix Valley Firefighters Relief Association

The bylaws of the Relief Association are hereby amended in their entirety and restated effective as of February 11, 2020.

Bylaws of the Lower St. Croix Valley Firefighters Relief Association

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ARTICLE I – Name

As provided by the Articles of Incorporation, the name of this organization shall be the Lower St. Croix Valley Firefighters Relief Association.

ARTICLE II – Purpose

As provided in the Articles of Incorporation, the purpose of the Association is to provide retirement relief and other benefits to the members and their dependents. For purposes of MN State Statute 424A, the Association is a governmental entity that receives and manages public funds to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and, if applicable, emergency response. The Association may also raise funds from private sources to furnish fire and emergency equipment for the Fire Department, and for other purposes deemed necessary and appropriate by the Association to the extent permitted by law. Benefits paid to members and their dependents shall be funded exclusively through governmental sources and, to the extent provided by state law, through donations.

ARTICLE III – Definitions

Section 3.1 the Association

The term “the Association” is equated to the Lower St. Croix Valley Firefighters Relief Association.

Section 3.2 the Fire Department

The term “the Fire Department” is equated to the Lower St. Croix Valley Fire Department.

Section 3.3 Firefighter

The term “firefighter” is equated to the Paid-on-Call firefighter or EMS only position of the Lower St. Croix Valley Fire Department.

Section 3.4 Fire District

The term “Fire District” is equated to a group of cities/municipalities that make up the Fire District and have signed the Joint Powers Agreement. These communities are: Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach and St. Mary’s Point.

Section 3.5 Municipality(ies)

The term Municipality or Municipalities is equated to a group of 5 cities served by the Fire Department. They are: Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach and St. Mary’s Point.

Section 3.6 Active Member

An Active member is defined as a member of the Fire Department who is meeting or exceeding all requirements of the Fire Department and is considered a member in good standing by the Fire Department.

Section 3.7 Deferred Member

A Deferred Member means a member:

- (1) Who has retired as a firefighter of the Fire Department, and
- (2) Who has accrued twenty (20) years or more seniority in good standing with the Fire Department; or
- (3) Who has accrued at least ten (10) years but not more than twenty (20) years of seniority in good standing with the Fire Department and will therefore be eligible for early vested benefits as provided in Article XII of these bylaws
- (4) And who has not taken a distribution

Section 3.8 Retired Member

A retired Member means a member:

- (1) Who has retired as a firefighter of the Fire Department; and
- (2) Who has served as an active firefighter of the Fire Department for a period of twenty (20) or more years, although such service need not be continuous; or
- (3) Who has served as an active firefighter of the Fire Department for a period of at least ten (10) years but not more than twenty (20) years, although such service need not be continuous and therefore be eligible for early vested benefits as provided in Article XII of these bylaws.
- (4) And who has taken a distribution.

Section 3.9 Inactive Member

An Inactive member is defined as a member of the association that is currently suspended from the Fire Department and not allowed to participate in Fire Department activities and does not accrue time in the Association.

Section 3.10 Medical Retired Member

A medical retirement is based on information provided from the Fire Department that an individual is unable to perform Fire Department activities due to an injury or illness that has occurred while in the act of performing Fire Department related activities. This injury or illness is deemed to be permanent in nature. The Fire Chief will inform the Association of this situation and the Association will calculate the benefit for the Associations' member based on Active Time Service Credit and current benefit level. Partial vesting will not be used in this calculation.

Section 3.11 Beneficiary

Beneficiary Pursuant to MN State Statute 424A.05, the definition of a beneficiary under this plan that is entitled to receive a benefit following the death of an active, medically retired, deferred or early vested member means the following person, in the following succession:

- The surviving spouse, if no surviving spouse,
- The surviving child/children, if no surviving child/children,
- Any ancillary survivor's benefit shall be paid to the beneficiary identified in writing, on forms supplied by the Secretary, and if no beneficiary is identified,
- To the estate, as a funeral benefit

Section 3.12 Year of Active Time Service Credit

For purposes of computing benefits or service pensions payable, a year of active time service shall be defined as a period of twelve (12) full months of active time service in the Fire Department.

Section 3.13 Calculation of Months of Active Time Service Credit

To determine a month of active time service credit the members hire date is used. One month of active time service credit is calculated by starting on the hire date of the month to the same date in the next month. That equals one month of active time service credit. If the member leaves, for whatever reason, and their exit day of the month is not the same as the hire day of the month, no rounding or partial month of active time service credit will be given.

Section 3.14 Active Time Service Credit

Based on MN State Statute 353G.07, states the Fire Chief will certify annually by January 31 the active time service credit for the previous calendar year of each firefighter rendering active time service credit with the Fire Department to the membership and the Relief Association.

The active time service credit certification must be expressed as the number of completed months of the previous year during which an active firefighter rendered at least the minimum level of duties as specified and required by the Fire Department under the rules, regulations, and policies applicable to the Fire Department. No more than one year of active time service credit may be certified for a calendar year.

Section 3.15 Event Policy Disciplinary Action

If a member does not meet the requirements of the Association's Event Policy a disciplinary action may take the form of a deduction from the Active Time Service credit reported.

Section 3.16 Break in Service

Shall be defined as a period of time between a termination or resignation and a return to active service, as determined by the rules and regulations of the Fire Department and the Association. In the event of any ambiguity, the board will follow the rules and regulations, as interpreted by the Fire Chief of the Fire Department. Any member returning from a break in service must remain in active service equal in time to the break in service up to a maximum of five (5) years in order to qualify for any pension increases having occurred during the break time.

Section 3.17 Leave of Absence

Is defined by and shall be determined by the rules and regulations of the Fire Department. When the leave of absence has been granted and the firefighter does not return to active service, the date the firefighter started the leave of absence shall be used as his/her date of retirement, if he/she is eligible for retirement. Members shall not be given credit for breaks in service. Any member returning from a leave of absence must remain in active service equal in time to the leave of absence up to a maximum of three (3) years in order to qualify for any pension increases having occurred during the break time.

Section 3.18 Fiduciary Responsibility

Is defined as the standard of care enumerated in MN State Statute 11A.09. In addition, the trustees must act in accordance with MN State Statute 356A. No trustee of the Association shall cause the association to engage in a transaction if the fiduciary knows or should know that a transaction constitutes one of the following direct or indirect transactions:

- (1) Sale or exchange or leasing of any real property between the Association and a board member;
- (2) Lending of money or other extension of credit between the Association and a board member or member of the Association;
- (3) Furnishing of goods, services, or facilities between the Association and a board member; or
- (4) Transfer to a board member, or use by or for the benefit of a board member, of any assets of the Association. Transfer of assets does not mean the payment of Association benefits or administrative expenses permitted by law.

Section 3.19 Surviving Spouse

The term “surviving spouse” means any person who was the dependent spouse of a deceased active member or retired former member living with the member at the time of the death of the active member or retired former member.

Section 3.20 Surviving Child or Children

Shall mean any natural or adopted child or children of the deceased member.

Section 3.21 Qualified Domestic Relations Order (QDRO)

Any judgement, decree or order (including approval of a property settlement agreement) that complies with the provisions of MN State Statute 518.58 or 518.581.

Section 3.22 Bylaw Limitations

In the event that one of a new or newly modified state statute is enacted and is in conflict with a bylaw listed in this document, the state statute will take precedence over that section of these bylaws.

ARTICLE IV – Membership

Section 4.1 Membership

All firefighters of the Fire Department will be eligible to apply for membership in the Association. The applicants hire date with the Fire Department will be considered the hire date to the Association. Providing an application for membership is completed on the form provided by the Association for the purpose of becoming eligible for benefits in the Association. If the application is not received by the Fire Department/Association within 30 days of the Fire Department hire date, then the date it's received will be used as the Association hire date.

Section 4.2 Membership – EMS Only

All EMS only personnel will be eligible to apply for membership in the Association. The date the applicants applies to the Association will be used as the hire date per MN State Statute 424A.01 subd 5a. Providing the application for membership is completed on the form provided by the Association for the purpose of becoming eligible for benefits in the Association.

Section 4.3 Membership Application

All applications shall be made in written form on an application included in the employment pack of material. Each application shall be referred to the Board of Trustees for approval. Upon approval of the member's application, such member shall accrue active time service credit for all time served while in probationary status.

Section 4.4 Returning from a Leave of Absence

Any member that is granted a personal leave of absence must return to active service in the Fire Department for a period of time equal to leave of absence, up to three (3) years, to qualify for any benefit increases established during the leave per the Association bylaws. When the member does not meet those requirements, they shall be paid at the established benefit rate for the last year they met the requirements of the Fire Department.

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Section 4.5 Returning from a Break in Service

Any member that is granted a break in service must return to active service in the Fire Department for a period of time equal to break in service, up to five (5) years, to qualify for any benefit increases established during the break per the Association bylaws. When the member does not meet those requirements, they shall be paid at the established benefit rate for the last year they met the requirements of the Fire Department.

Section 4.6 Resignation or Termination from Fire Department

Resignation or termination from the Fire Department shall cause termination of the member from the Association. If the member has attained some level of vesting that information will be retained by the Association, until the member has reached an age (50) where they can apply for the benefit due them.

Section 4.7 Uniformed Services

A firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Active Time Service Credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions. This is in accordance with MN State Statute 424A.021.

ARTICLE V – Board of Trustees

Section 5.1 Officers

The officers of the Association shall be President, Vice President, Secretary, and Treasurer and will be elected by the membership at the annual meeting. An ex-officio trustee is not eligible to hold one of these offices per MN State Statute 424A.04.

Section 5.2 Board of Trustees

The Board consists of nine (9) members (Trustees): six (6) Trustees elected by the membership of the Association and three Trustees drawn from officials of the fire district served by the Fire Department per MN State Statute 424A.04 subd 1. Of the three (3) municipal Trustees, one must be an elected official another must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the Fire Chief.

Section 5.3 Board of Trustees Responsibilities

The Board of Trustees shall have exclusive control and management of all property and funds of the Association, from whatever source derived, and shall constitute the governing body of the Association with full power and authority to carry out the objects and purposes set forth in the Articles of Incorporation and these Bylaws, the statutes of the State of Minnesota, Policies, Position Descriptions and Documentation of this Association.

Section 5.4 Board of Trustees Compensation

The Board of Trustees will be compensated determined by the stipend policy #LSCVFRA-003 which uses the base amount located in Addendum B. The Officers' salaries will be compensated from the Special Fund and the Firefighter Trustees from the General Fund.

Section 5.5 Indemnification

No member of the Board will assume any personal liability for any action taken by the Association, or Board of Directors, or Executive Board as a voting body, whether or not then in office, and shall be indemnified by the Association against reasonable costs and expenses, including attorney fees, incurred by him/her in connection with any action, suit, or proceedings to which he/she may be a party by reason of his/her having been a trustee of the Association, except in relation to matters at which he/she shall finally be adjudged in such action, suit, or proceeding to have been derelict or negligent in the performance of his/her duties as a Board member. The foregoing right of indemnification shall not be exclusive of other rights to which he/she shall be entitled as a matter of law.

Section 5.6 Vacancy

In the case of death, resignation or termination from the Fire Department for any officer or trustee of the association, the Board of Trustees will appoint from the membership to assume the duties of a trustee until a Special meeting of the membership can be called for the express purpose of electing an individual to complete the remaining term of office.

Section 5.7 Removal from Office of an Officer/Trustee

A general trustee or officer may be removed from the Board for cause. Cause for removal will include, but will not be limited to, the breach of the duties as set forth in Articles II and III of these Bylaws. One or more of the Trustees or officers may be removed at a Special Membership meeting which has been called for that purpose by a 2/3 vote of those present and voting at such meeting, provided a quorum is present. The general trustee or officer will be furnished with a statement of the particular charges at least 15 days before the meeting being held. At the meeting, the general trustee or officer will be given an opportunity to be fully heard as to each charge. If a general trustee or officer is removed, a replacement will be elected at the same meeting, and such replacement will serve out the unexpired term of the removed general trustee or officer.

ARTICLE VI – Election

Section 6.1 Trustee/Officer Term of Office

The Trustees shall be elected to a two-year staggered term. There will be three trustees elected each year at the annual meeting of the Association. The President, Secretary and one Trustee will be elected in odd numbered year and the Vice President, Treasurer and one Trustee in even numbered years.

Section 6.2 Voting on Trustees/Officer

Each position on the Board of Trustees shall be voted on separately by the members in attendance at the annual meeting. No nominations of slates of candidates or cumulative voting shall be allowed. A simple majority is needed to elect. Voting by proxy will not be allowed. All votes, unless specified prior to the vote, shall be conducted by a paper ballot vote. If an individual is running unopposed the chairperson of the meeting can call for a White Ballot.

Section 6.3 Member Voting Eligibility

Only members that currently have a status of “Active” in the Fire Department and that are members of the Association shall have the right to vote at Association meetings. Members that are On Leave, Inactive or Retired will not be given the right to vote.

ARTICLE VII – Duties of the Officers

Section 7.1 Duties of the President

See “Position Descriptions for the President” for a list of duties.

Section 7.2 Duties of the Vice-President

See “Position Descriptions for the Vice President” for a list of duties.

Section 7.3 Duties of the Treasurer

See “Position Descriptions for the Treasurer” for a list of duties.

Section 7.4 Duties of the Secretary

See “Position Descriptions for the Secretary” for a list of duties.

Section 7.5 Duties of the Board of Trustees.

See “Position Descriptions for the Trustee” for a list of duties.

Section 7.6 Duties of the Ex-Officio – Fire District Appointed.

See “Position Descriptions for the Ex-Officio – Fire District Appointed” for a list of duties.

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Section 7.7 Duties of the Ex-Officio - Chief.

See “Position Descriptions for the Ex-Officio - Chief” for a list of duties.

ARTICLE VIII – Meeting Procedures

Section 8.1 Annual Meetings

An annual meeting of the membership of the Association will be held on the second Tuesday in February of each year. The place of the meeting shall be specified by the Board.

Notice of each annual meeting of the Association’s members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 8.2 Special Membership Meetings

Special meetings of the membership may be called at any time upon the written order of two officers and one trustee of the Board of Trustees, or five (5) members of the Association. The order shall be filed with the Secretary and it shall be his/her duty to give due notice of each special meeting specifying the object of said meeting, and no business shall be transacted at any special meeting except the business for which the meeting was called.

Notice of each special meeting of the Association’s members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 30 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 8.3 Board Meetings

The Board of Trustees shall meet as required during the year to manage the business operations of the Association. These meetings shall be open to the public.

The Board meetings are held quarterly and scheduled in advance by the secretary at the request of the Board. Board Meetings may be called by the President or by any of the members of the Board by written request, filed with the Secretary, who shall give notice to all the members of the time and place of the meeting, at least five (5) days prior to the meeting.

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Section 8.4 Meeting Procedure

The order of business at all meetings (Annual, Board and Special) called by the Association shall be conducted according to Robert's Rules of Order and follow this structure:

- 1 Calling to order by the President
- 2 Roll call (verify quorum)
- 3 Agenda Acceptance
- 4 Secretary's Report (reading of previous minutes)
- 5 Treasurer's Report
- 6 Board Report (member meeting)
- 7 Report of other committees (Board or member meeting)
- 8 Election of Trustees and Officers, if applicable (annual member meeting)
- 9 Old Business
- 10 New Business
- 11 Adjournment

Section 8.5 Open Meeting Requirements

These meetings will be open to any member of the Association and to the public. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings, a schedule of the Associations' Board regular meetings will be kept on file at the Board's primary office and posted in a public location. Any of the Association meetings may be closed if certain types of data are discussed as described in MN State Statute 13D.05 subd 2.

Section 8.6 Quorum for Meetings

A majority of the Board of Trustees then in office or 51% of the active members of the Association shall constitute a quorum for the transaction of business at their respective meetings. Any meeting that does not have a quorum will cause the meeting to be adjourned.

Attendance for all Board of Trustee meetings will include those individual(s) attending via an electronic conferencing tool, as long as the individual has given notification to one of the Board of Trustees Officers at least one (1) day prior to the meeting. Those individual(s) attending electronically will be afforded all of the same privileges as trustees attending in person.

ARTICLE IX – Funds Management

Section 9.1 The Funds

All money received by the Association shall be kept in two separate funds. Disbursements from the funds shall be in accordance with Minnesota Statutes and the bylaws of the Association. The Special Fund and a General Fund will be established and maintained by the Association.

Section 9.2 Fund Management

The Board of Trustees shall maintain all Association funds in an approved savings institution

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or investment firm. All money belonging to the Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Board of Trustees may designate. The Board of Trustees shall make deposits in conformance with state statute and the investment policy. (See Investment Policy)

Section 9.3 Investment Policy

The Board will approve an investment policy annually, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by MN State Statute 424A.05 subd 4: 424A.095; 356A.06, subd. 6; and 356A.06, subd. 7 (if the Association qualifies to use the expanded list). The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 9.4 Bonding of Officers

The President, Vice President, Secretary and Treasurer of the Association shall be bonded at 10% of net assets of the fund or up to \$500,000 per MN State Statute 69.051, subd. 2.

Section 9.5 Standard of Fiduciary Conduct

Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

ARTICLE X – Special Fund

Section 10.1 Special Fund

All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by MN State Statute 69.80 and 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

ARTICLE XI – General Fund

Section 11.1 General Fund

The funds received by the Association from events and other miscellaneous sources shall be kept in the General Fund of the Association on the books of the Treasurer and may be disbursed, with approval of the General Membership and/or the General Disbursement Policy (LSCVFRA-013), for any purpose reasonably related to the welfare of the Association or its members.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

ARTICLE XII – Benefits

Section 12.1 Benefits

Any active member of the Association who meets the following qualifications shall be entitled to retirement benefits by the Association.

(a) Pension

The Association manages a defined benefit plan that exclusively pays a lump sum pension benefit. Upon such qualifications being met, the Association shall pay a lump sum benefit according to the calculations of the 1971 Volunteer Firefighter's Relief Association Guidelines Act, as amended. Any active member who has reached fifty (50) years of age, and who has at least ten (10) years membership in the Association, and who has made application therefore, the following shall be paid:

An amount equal to the total active time service credit time will be determined by the number of years of active time service credit multiplied by the base sum amount contained in Addendum A, which is incorporated by reference herein.

(b) Early Vested Pension

If an active member shall have served for more than ten (10) years, but less than twenty (20) years in the Fire Department, they may retire from the Fire Department and be placed on the deferred status (early vested) pension roll. When a member reaches the age of fifty (50) years and provided that at the time they have been a member of the Association for at least ten (10) years, they shall, upon application therefore, be paid in the following manner:

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Completed years of active time service credit with no forfeitable portion of annual or prorate service:

10 years	(60% of benefit ¹ X ² 10 yrs. plus 60% of benefit X (1/12 th X ² months ³))
11 years	(64% of benefit ¹ X ² 11 yrs. plus 64% of benefit X (1/12 th X ² months ²))
12 years	(68% of benefit ¹ X ² 12 yrs. plus 68% of benefit X (1/12 th X ² months ²))
13 years	(72% of benefit ¹ X ² 13 yrs. plus 72% of benefit X (1/12 th X ² months ²))
14 years	(76% of benefit ¹ X ² 14 yrs. plus 76% of benefit X (1/12 th X ² months ²))
15 years	(80% of benefit ¹ X ² 15 yrs. plus 80% of benefit X (1/12 th X ² months ²))
16 years	(84% of benefit ¹ X ² 16 yrs. plus 84% of benefit X (1/12 th X ² months ²))
17 years	(88% of benefit ¹ X ² 17 yrs. plus 88% of benefit X (1/12 th X ² months ²))
18 years	(92% of benefit ¹ X ² 18 yrs. plus 92% of benefit X (1/12 th X ² months ²))
19 years	(96% of benefit ¹ X ² 19 yrs. plus 96% of benefit X (1/12 th X ² months ²))
20 years & over	(100% of benefit ¹ X ² 20 yrs. plus 100% of benefit X (1/12 th X ² months ²))

Section 12.2 Supplemental Benefit

A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed MN State Statute 424A.10 subd. 104.

Section 12.3 Survivor Benefits – Active Member

For active members, a survivor benefit is equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the annual benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The latest benefit level found in Addendum A is used in this calculation. Distribution of the benefit will follow section 3.11.

Section 12.4 Survivor Benefits – Deferred Status

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member. Distribution of the benefit will follow section 3.11.

¹ Benefit level is based on last year of active time service credit and is defined in Addendum A

² The "X" in the above formulas indicates that a multiplication will be performed.

³ This represents a portion of the last year of active time service credit

Section 12.5 Supplemental Survivor Benefit

A supplemental survivor benefit will be paid out of the Special Fund when a lump sum survivor benefit is paid to the surviving spouse or, if none, to the surviving child or children of a deceased active or deferred member. The amount of the supplemental survivor benefit to be paid is 20 percent of the survivor benefit, but not to exceed MN State Statute 424A.10 subd. 104.

Section 12.6 Requesting Benefits

Once a member has met the eligibility requirements they are entitled to apply for benefits from the Association. From the time the Association receives a completed benefit request form from the individual requesting benefit payment, until the payment is made, may not exceed 120 days.

Section 12.7 Approval of Request for Benefits

It shall be the duty of the Board of Trustees to approve applications for service pensions or supplemental benefits, if the applicant meets all of the eligibility requirements set forth in these bylaws. It shall also be the duty of the Board of Trustees not to approve the application if any of the eligibility requirements are not met. If an application is not approved, the Board shall return the application to the applicant within 30 days, noting thereon, with particularity, which requirements the applicant does not meet. Thereafter, the applicant shall be furnished with the opportunity to be heard by the full Board, pursuant to the Procedure for Review as provided by Article XIV of these bylaws. If the application is approved, the service pension shall be paid in the manner requested by the applicant pursuant to Article XIII of these bylaws.

Section 12.8 Limitation

Following the receipt of a lump sum survivor's benefit neither a member's spouse nor estate is entitled to any other or further financial relief or benefits from the Association.

Section 12.9 Unclaimed Benefits⁴

In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

⁴ If an Association's bylaws do not address the disposition of unclaimed benefits, unclaimed benefits must be handled as set forth in Minn. Stat. § 356.65.

ARTICLE XIII – Timing and Modes of Distribution

Section 13.1 Timing and Modes of Distribution

Because of the varying circumstances in each member's retirement planning, optional benefit payment methods are offered. Selection should occur after consultation with a tax consultant, insurance and/or estate planner, or an attorney. Alternate payment methods on the application form shall include.

- 1) A direct transfer on an institution-by-institution basis of the retiring member's lump sum payment to the member's individual retirement account (IRA).
- 2) A single lump sum payment payable to the retiring member (subject to current income tax withholding requirements).

Section 13.2 Rollover Distribution

Upon written request from the retiring member who has given proper notice of retirement, the Secretary or Treasurer shall bring the request to the next Board meeting for review. Upon board approval the Treasurer shall directly transfer the service pension amount into an Individual Retirement Account under Section 408(a) of the Internal Revenue Code, as amended.

ARTICLE XIV – Procedure for Review

Section 14.1 Application for Benefit Denied

In the event that the Board of Trustees denies an application for service or ancillary pension, the member shall be entitled to the right of appeal for the determination.

Section 14.2 Members Appeal Process and Timing

The Fire Chief shall notify each firefighter rendering active service with the Fire Department of the amount of active time service credit rendered by the firefighter for the previous calendar year. The active time service credit notification and a description of the process and deadlines for the firefighter to challenge the Fire Chief's determination of active time service credit must be provided to the firefighter 60 days prior to its certification to the Association and municipality. If the service credit amount is challenged, the Fire Chief shall accept and consider any additional pertinent information and shall make a final determination of active time service credit. This process is based on MN State Statute 424.003 (c).

ARTICLE XV – Limits on Benefits

Section 15.1 Qualified Domestic Relations Order

An approved domestic relations order shall be accepted by the Board of Trustees if in compliance with state and federal law. No benefits shall be paid under a domestic relations order which requires the plan to provide any type or form of benefit, or any option, not otherwise provided under the plan or under state law.

Section 15.2 Garnishment, Judgment or Legal Process

No service pension or ancillary benefits paid or payable from the special fund of the Association to any person receiving or entitled to receive a service pension or ancillary benefits shall be subject to garnishment, judgment, execution, or other legal process, except as provided in MN State Statute 518.58 or 518.581.

Section 15.3 Assignments

No person entitled to a service pension or ancillary benefits from the special fund of the Association may assign any service pension or ancillary benefit payments, nor shall the Association have the authority to recognize any assignment or pay over any sum which has been assigned.

Section 15.4 Benefit Amount Limitation

No provision, which places limits on benefits, as contained within Section 415 of the Internal Revenue Code shall be exceeded. Plan Participants cannot receive an annual benefit greater than the amount specified in Section 415 of the code as may subsequently be amended.

ARTICLE XVI – Amendments

Section 16.1 Amendment(s) Generation

The Bylaws of the Association may be amended by the Board of Trustees, if two Trustees submit a signed proposal to the Board at least ten (10) days but not more than thirty (30) days prior to a regularly scheduled board meeting. The Bylaws of the Association may be amended by the membership of the Association if five (5) members submit a signed proposal to the Board at least ten (10) days but not more than thirty (30) days prior to a regularly scheduled board meeting.

The Board of Trustees will then review the proposed amendment(s) and provide a recommendation on the amendment(s) to the membership. The recommendation will be distributed with the proposed amendment(s) to the membership.

Section 16.2 Amendment(s) Ratification - Membership

The Bylaws of the Association may be amended at any Annual or Special meeting by a 2/3 majority vote of the Active Members of the Association present, provided that a quorum is present; provided the proposed amendment(s) and recommendation was made available for membership review by one or more of the following methods: posting, reading at a meeting, mailed/mailed to the membership. The availability for membership review must be at least 10 days prior to the voting and not longer than 30 days.

Bylaws of the Lower St. Croix Valley Firefighters Relief Association

Section 16.3 Amendment(s) Ratification - Municipality

Once these bylaws have been amended by the Association, approval of the five (5) municipalities is required per MN State Statute 424A.02 subd 10 followed by submitting a copy to the State Auditor for final approval.

If the proposed amendment(s) and recommendation change the amount of benefits or pensions, approval of the five (5) municipalities must be obtained based on MN State Statute 424A.092 subd 6.

Bylaws of the Lower St. Croix Valley Firefighters Relief Association

**Bylaws Approved by the Lower St. Croix Valley Fire District Firemen's
Relief Association Membership on February 11, 2020
Date of Approval**

President of the Lower St. Croix Valley Fire District Firemen's Relief Association

Date

Secretary of the Lower St. Croix Valley Fire District Firemen's Relief Association

Date

Chairperson of the Fire Protection District

Date

Bylaws of the Lower St. Croix Valley Firefighters Relief Association

Addendum A – Benefit level and year the increase went into effect

Table A – Contains a list of Benefit levels ratified by the Municipalities

Benefit Level Effective Date	Benefit amount per year of Service	Deferred Interest	Ratification date by Municipalities (Last City Ratification date shown)
January 1, 2006	\$2,600	0%	March 8, 2006
September 25, 2007	\$3,100	0%	Winter 2007-2008
December 9, 2014	\$3,250	0%	Spring 2015
February 2016 (Approved by General Membership)	\$3,400	0%	Not municipal ratified, benefit level reverted back to \$3,250
February 14, 2017	\$3,500	0%	June 2017
February 13, 2018	\$3,750	0%	September 18, 2018

Bylaws of the Lower St. Croix Valley Firefighters Relief Association

Addendum B – Board of Trustees Compensation

Table A - Base amount for Board of Trustees

Date Approved	President	Vice President	Treasurer	Secretary	Trustee	Ex-Officio
Est. 2014	\$250	\$0	\$520	\$250	\$0	\$0
2/11/2020 effective 1/1/2020	\$600	\$200	\$1200	\$600	\$15.50 per hr. meeting*	\$0

* All Trustees excluding all Ex-Officio and Municipal. Meeting are defined as Board, Annual and Special.

Bylaws of the Lower St. Croix Valley Firefighters Relief Association

Addendum C - Revision Log

Table A – Bylaw Revision table

Date Approved	Comments on Change	Revision Number
4/13/2010	Bylaws of Relief Association	2010
2/11/2020	Bylaws restated in their entirety and approved by membership	001
2/12/2020	LSCV Fire Protection District Approval	001

City of Lake St. Croix Beach Financial Reports

Meeting Date: April 20, 2020

- A. Financial Snapshot: March 2020**
- B. Statement of Operations: March 2020**
- C. Claims to be Approved: March 17, 2020 through April 20, 2020**
- D. Recap of Street Improvement Fund balance.**
- E. Recap of Bluffland Fund Balance.**

Agenda Item 5A (1)

Submitted by Mary M Paul, Treasurer

**City of Lake St Croix Beach
Financial Snapshot
March 2020**

Fund #	Fund Description	Balance 12/31/18	Balance 12/31/19	Balance 02/29/20	Revenue Mar-20	Expense Mar-20	Transfers Mar-20	Balance 03/31/20	Mar-20 Net Income	2020 Budgeted Transfers
101	General Fund	\$412,856.11	\$413,271.73	\$344,839.09	\$20,776.88	\$28,014.50		\$337,601.47	(\$7,237.62)	(\$166,366.00)
230	Charitable Gaming Fund	\$6,040.77	\$5,491.22	\$6,017.37	\$5.89			\$6,023.26	\$5.89	\$0.00
402	Street Improvement Fund	\$142,323.62	\$171,868.48	\$156,442.25	\$170.76	\$5,993.57		\$150,619.44	(\$5,822.81)	\$109,016.00
404	Pettit Park Imp Fund	\$475.41	\$3,107.04	\$3,614.08	\$553.48			\$4,167.56	\$553.48	\$1,000.00
405	Playground Imp Fund	\$26,834.50	\$291.58	\$292.62	\$0.24			\$292.86	\$0.24	\$10,000.00
410	Bluffland Fund	\$70,575.54	\$73,884.69	\$68,935.82	\$77.26	\$296.35		\$68,716.73	(\$219.09)	\$3,000.00
415	Building & Land Fund	\$326.46	\$5,353.84	\$5,365.88	\$5.73			\$5,371.61	\$5.73	\$0.00
450	LT Improvement Fund	\$45,917.85	\$45,313.71	\$44,719.75	\$47.48	\$21,776.30		\$22,990.93	(\$21,728.82)	\$43,350.00
Total Fund Balances		\$705,350.26	\$718,582.29	\$630,226.86	\$21,637.72	\$56,080.72	\$0.00	\$595,783.86	(\$34,443.00)	\$0.00

Significant Receipts:
 101 Cable Commission - Franchise Fees \$14,476.74
 101 Newsletter Sponsors \$1,425
 101 Watercraft Permits \$3,425

Significant Expenses:
 101 MSCRWMO - Water Management \$2,778.21
 402 3EH \$7,915.70, 2020 Street Imp \$5,993.57
 450 Max Todo - Repair Levee \$10,000
 450 Natural Shore Technologies - Restorative \$4,562
 450 SawATree - Tree Removal \$6,450

Detail of LT Improvement Fund	Balance 12/31/18	Balance 12/31/19	Revenue YTD 2020	Expense YTD 2020	Transfers YTD 2020	Balance 03/31/20	YTD 2020 Net Income	2020 Budgeted Transfers
36108 Interest Earnings	\$490.10	\$627.99	\$147.99			\$775.98	\$147.99	
58021 Water Main Repairs	\$20,000.00	\$30,000.00				\$30,000.00	\$0.00	\$10,000.00
58022 Vegetative Management	\$5,000.00	\$8,660.00				\$8,660.00	\$0.00	\$5,000.00
58023 Park Imp - General	\$1,375.00	\$10,579.26				\$10,579.26	\$0.00	\$1,000.00
58024 Vehicle Replacement	\$0.00	\$197.83				\$197.83	\$0.00	\$4,000.00
58025 Office Equipment	\$0.00	\$250.00				\$250.00	\$0.00	\$250.00
58026 City Hall Improvements	\$315.60	\$5,477.11				\$5,477.11	\$0.00	\$7,000.00
58027 Comprehensive Plan	(\$4,629.00)	(\$1,773.71)		\$85.87		(\$1,859.58)	(\$85.87)	\$4,000.00
58028 Snow & Ice Reserve	\$0.00	\$1,000.00				\$1,000.00	\$0.00	\$1,000.00
58029 Clean Up Day Reserve	\$0.00	\$291.88				\$291.88	\$0.00	\$2,000.00
58031 Warning Siren	\$0.00	\$0.00				\$0.00	\$0.00	\$100.00
58032 Codification	\$6,756.47	(\$146.28)		\$608.60		(\$754.88)	(\$608.60)	\$1,000.00
58033 Right of Way Maintenance	\$9,634.50	\$13,734.50				\$13,734.50	\$0.00	\$5,000.00
58034 Tree Program (Park Land)	\$6,975.18	\$3,384.12		\$100.00		\$3,284.12	(\$100.00)	\$1,500.00
58035 Audit & Legal Reserve	\$0.00	\$140.00				\$140.00	\$0.00	\$500.00
58036 MN UI Reserve	\$0.00	\$500.00				\$500.00	\$0.00	\$500.00
58037 Fire Relief	\$0.00	\$0.00				\$0.00	\$0.00	\$500.00
58044 2019 Flood	\$0.00	(\$27,608.99)		\$21,676.30		(\$49,285.29)	(\$21,676.30)	\$500.00
Total LT Imp Fund as Above	\$45,917.85	\$45,313.71	\$147.99	\$22,470.77	\$0.00	\$22,990.93	(\$22,322.78)	\$43,350.00

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City of Lake St Croix Beach
Statement of Operations
March 2020

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020 Actual Year to Date		2020 Annual Budget		YTD %	
	Actual	Year	Actual	Year	Current Month	to Date	Budget	Annual Budget	Annual Budget	Remaining Budget
101 General Fund										
General Fund Revenue										
31000 General Prop Taxes										
31100 Genl Prop Taxes - Curr Yr	440,310		442,579		0	0	489,822		0.0%	489,822
31101 Genl Prop Tax - Prior Yr	3,677		5,951		0	0	0			0
31200 Fiscal Disp Levy - Curr	71,733		75,628		0	0	64,462		0.0%	64,462
31201 Fiscal Disp Levy - Prior	0		0		0	0	0			0
Total 31000 General Prop Taxes	515,720		524,158		0	0	554,284		0.0%	554,284
31300 Franchise Fees & Taxes										
31301 Cable Commission	10,088		14,202		14,477	14,477	12,000		120.6%	(2,477)
Total 31300 Franchise Fees & Taxes	10,088		14,202		14,477	14,477	12,000		120.6%	(2,477)
31500 Assessments - Water	0		0		0	0	0			0
31700 Fire Stat Debt Levy	12,150		11,926		0	0	12,212		0.0%	12,212
31710 Fire Relief Assn Levy	0		0		0	0	0			0
32000 Lic & Permits										
32100 Bus Lic & Permits										
32110 Liquor & Cigarettes	1,524		12		0	1,512	1,510		100.1%	(2)
32120 Zoning - Business	1,255		722		0	0	500		0.0%	500
Total 32100 Bus Lic & Permits	2,779		734		0	1,512	2,010		75.2%	498
32200 Non-Bus Lic & Permits										
32210 Animal Lic & Fees	240		250		10	20	100		20.0%	80
32215 Bldg Permits	20,883		12,157		900	1,362	12,000		11.4%	10,638
32220 Zoning - Non-Bus	0		0		0	0	1,000		0.0%	1,000
Total 32200 Non-Bus Lic & Permits	21,123		12,407		910	1,382	13,100		10.6%	11,718
Total 32000 Lic & Permits	23,902		13,141		910	2,894	15,110		19.2%	12,216

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City of Lake St Croix Beach
Statement of Operations
March 2020

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020 Actual Year to Date		YTD %		Remaining Budget
	Actual		Actual		Current Month	Budget	Annual Budget	Annual Budget	
33000 Intergov't Revenues									
33050 PERA Aid	248		248		0	0	248	0.0%	248
33101 Local Govt Aid	81,665		82,123		0	0	94,016	0.0%	94,016
33150 Federal Disaster Aid	0		0		0	0	0		0
33155 State Disaster Aid	0		0		0	0	0		0
33160 Oth Disaster Aid/Contrib	0		0		0	0	0		0
33200 Recycling Grant/Reimb	4,200		3,870		0	0	3,850	0.0%	3,850
33250 MN Small City Assistance	13,431		0		0	0	0		0
33260 Local Grants - General	0		0		0	0	0		0
Total 33000 Intergov't Revenues	99,544		86,241		0	0	98,114	0.0%	98,114
34000 Chgs for Serv									
34050 General Government									
34051 Newsletter Sponsors	3,015		325		1,425	3,225	1,800	179.2%	(1,425)
34052 Assessment Searches	40		0		20	20	0		(20)
34053 City Hall Rent	1,400		1,425		125	375	1,500	25.0%	1,125
Total 34050 General Government	4,455		1,750		1,570	3,620	3,300	109.7%	(320)
34070 Garbage, Recycling & Oth									
34071 Clean Up Day	299		0		0	0	0		0
Total 34070 Garbage, Recycling & Oth	299		0		0	0	0		0

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City of Lake St Croix Beach
Statement of Operations
March 2020

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020 Actual Year to Date		2020 Annual Budget		YTD % Annual Budget		Remaining Budget
	Actual	Year	Actual	Year	Current Month	to Date	Budget	Budget	Annual Budget	Budget	
34100 Parks & Rec											
34105 Park Dedication Fees	0	0	0	0	0	0	0	0	0.0%	0	0
34107 Park Rental	445	450	0	0	0	0	400	400	0.0%	400	400
34110 Beach Parking Permits	29,777	37,836	0	0	0	0	30,000	30,000	0.0%	30,000	30,000
34120 Watercraft Permits	6,235	5,800	3,425	4,860	3,425	4,860	6,000	6,000	81.0%	1,140	1,140
34130 Other Park Revenue	0	0	0	0	0	0	0	0	0.0%	0	0
Total 34100 Parks & Rec	36,457	44,086	3,425	4,860	3,425	4,860	36,400	36,400	13.4%	31,540	31,540
34200 Other Service Charges	0	0	0	0	0	0	0	0	0.0%	0	0
Total 34000 Chgs for Serv	41,212	45,836	4,995	8,480	4,995	8,480	39,700	39,700	21.4%	31,220	31,220
35000 Fines & Forfeits	2,334	1,762	0	0	0	0	2,000	2,000	0.0%	2,000	2,000
36000 Investment Earnings	6,642	7,529	395	1,458	395	1,458	4,000	4,000	36.5%	2,542	2,542
37000 All Oth Rev											
37010 Insurance Dividends	272	267	0	0	0	0	600	600	0.0%	600	600
37020 Reimbursements	0	0	0	0	0	0	0	0	0.0%	0	0
37030 Miscellaneous	189	184	0	0	0	0	100	100	0.0%	100	100
37050 Donations - General City	0	0	0	0	0	0	0	0	0.0%	0	0
Total 37000 All Oth Rev	461	451	0	0	0	0	700	700	0.0%	700	700
Total General Fund Revenue	712,053	705,246	20,777	27,309	20,777	27,309	738,120	738,120	3.7%	710,811	710,811

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**City of Lake St Croix Beach
Statement of Operations
March 2020**

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020 Actual Year to Date		YTD %	
	Actual	Year	Actual	Year	Current Month	to Date	Annual Budget	Remaining Budget
General Fund Expenses								
41000 Genl Govt								
41100 Mayor & Council								
41110 Wages & Benefits	8,342	8,321	693	2,080	8,400	24.8%	6,320	
41120 Other Expenses	0	0	0	0	0		0	
Total 41100 Mayor & Council	8,342	8,321	693	2,080	8,400	24.8%	6,320	
41200 Admin & Finance								
41210 Clerk/City Administrator	85,500	80,178	6,783	22,852	83,585	27.3%	60,733	
41215 Deputy Clerk	54,778	56,692	3,397	7,917	70,685	11.2%	62,768	
41220 Treasurer/Accounting	19,800	30,673	2,205	6,120	24,000	25.5%	17,880	
41230 Payroll Service	360	360	30	90	300	30.0%	210	
41250 Other/Miscellaneous	180	210	15	56	250	22.4%	194	
Total 41200 Admin & Finance	160,618	168,112	12,430	37,035	178,820	20.7%	141,785	
41300 Oth Genl Govt								
41301 Meeting Per Diem & Exp	2,245	2,960	0	0	3,000	0.0%	3,000	
41303 Banking Fees & Charges	439	179	12	37	200	18.4%	163	
41305 Misc/Other Expense	1,139	504	0	0	500	0.0%	500	
41310 Financial Audit	4,630	5,720	570	6,775	5,000	135.5%	(1,775)	
41315 Elections	2,987	830	918	1,811	3,500	51.7%	1,689	
41320 Printing & Publishing	1,005	1,186	331	441	1,200	36.8%	759	
41325 Assessment Services	7,968	8,178	0	491	8,500	5.8%	8,009	
41330 Legal Services	14,251	12,691	861	2,454	15,000	16.4%	12,546	
41335 Office Equip & Supplies	9,521	5,766	992	1,434	6,000	23.9%	4,566	
41340 Comm Equip & Service	4,980	7,030	664	1,612	4,000	40.3%	2,388	
41345 Transportation & Mileage	2,447	3,982	29	124	2,000	6.2%	1,876	
41350 Dues & Subscriptions	2,749	2,564	36	325	3,000	10.8%	2,675	
41355 Newsletter	9,640	10,395	728	2,550	10,000	25.5%	7,450	
41360 Training & Education	2,946	2,963	0	350	3,000	11.7%	2,650	
41390 Grants & Contributions	0	0	0	0	0		0	
Total 41300 Oth Genl Govt	66,948	64,947	5,141	18,404	64,900	28.4%	46,496	

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City of Lake St Croix Beach
Statement of Operations
March 2020

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020		YTD %		
	Actual	Year	Actual	Year	Current Month	Actual Year to Date	2020 Budget	Annual Budget	Remaining Budget
41500 City Bldgs & Plant									
41507 City Hall Maint & Util	22,756	11,912	904	3,600	0	10,000	36.0%	6,400	0
41509 City Hall Imp	5,820	537	0	0	0	0	0	0	0
Total 41500 City Bldgs & Plant	28,576	12,450	904	3,600	0	10,000	36.0%	6,400	0
42000 Genl Govt									
42000 Public Safety	264,485	253,830	19,169	61,119	19,169	262,120	23.3%	201,001	61,119
42103 Law Enforcement	67,939	68,827	0	83	0	72,800	0.1%	72,717	0
42105 Fire & Emergency Response	60,811	62,554	0	16,406	0	65,623	25.0%	49,217	16,406
42107 Animal Control	1,256	1,199	0	70	0	1,800	3.9%	1,730	70
42109 Building Inspection Serv	13,755	9,532	690	1,214	690	8,400	14.5%	7,186	1,214
42111 Oth Public Safety	0	593	0	0	0	0	0	0	0
42113 Fire Relief Association	0	0	0	0	0	0	0	0	0
42150 Erosion & Flood Control	5,896	2,030	635	635	635	8,000	7.9%	7,365	635
42160 Public Safety Grants	0	0	0	0	0	0	0	0	0
42203 Fire Hall Debt Serv	12,150	11,926	0	0	0	12,212	0.0%	12,212	0
Total 42000 Public Safety	161,807	156,660	1,325	18,407	1,325	168,835	10.9%	150,428	18,407
43000 Public Works									
43100 Streets									
43103 Street Maintenance	6,947	7,013	0	0	0	15,000	0.0%	15,000	0
43105 Snow & Ice Removal	21,787	23,144	0	7,599	0	18,000	42.2%	10,401	12,699
43107 Engineering Services	24,471	7,658	1,206	2,707	1,206	8,000	33.8%	5,293	2,393
43109 Traffic Signs & Control	1,234	2,614	0	0	0	2,000	0.0%	2,000	0
43110 Right of Way Maint	5,000	0	0	0	0	0	0	0	0
43111 Street Lighting	8,316	8,476	0	2,776	0	8,500	32.7%	5,724	2,752
43113 Street Drainage/Flooding	3,200	2,475	0	0	0	2,700	0.0%	2,700	0
43115 Weed Control	0	0	0	0	0	1,000	0.0%	1,000	0
43116 Tree Program	5,085	0	0	0	0	0	0	0	0
Total 43100 Streets	76,041	51,380	1,206	13,082	1,206	55,200	23.7%	42,118	13,963

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City of Lake St Croix Beach
Statement of Operations
March 2020

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020 Actual Year to Date		2020 Annual Budget		YTD %	
	Actual	Year	Actual	Year	Current Month	to Date	Budget	Budget	Annual	Budget
43200 Sanitation										
43203 Recycling Services	22,529	26,453	1,978	5,757		22,000		26.2%		16,243
43205 City Clean Up Day	8,909	0	0	0		0				0
43207 Garbage/Refuse Removal	602	387	34	101		0				(101)
Total 43200 Sanitation	32,041	26,841	2,012	5,858		22,000		26.6%		16,142
43300 Water Facilities										
43305 Water Main Repairs	0	0	0	0		0				0
Total 43300 Water Facilities	0	0	0	0		0				0
Total 43000 Public Works	108,081	78,221	3,218	18,940		77,200		24.5%		58,260
45000 Parks & Rec										
45100 Park Wages & Benefits	10,638	9,790	0	0		9,000		0.0%		9,000
45103 Mowing & Lawn Maint	17,756	15,643	0	0		18,500		0.0%		18,500
45105 Park Mnt, Supplies & Util	9,219	7,683	313	523		10,000		5.2%		9,477
45110 Bluffland Maintenance	3,000	0	0	0		0				0
45200 Park Imp - General	1,000	0	0	0		0				0
Total 45000 Parks & Rec	41,613	33,117	313	523		37,500		1.4%		36,977
46500 Econ Dev										
46505 Water Mgmt Org	5,194	5,194	2,778	2,778		6,000		46.3%		3,222
46510 Codification	5,000	0	0	0		0				0
46525 Easement & Land Acq	501	0	0	0		0				0
46530 City Dev - Heritage Day	910	586	0	0		600		0.0%		600
Total 46500 Econ Dev	11,605	5,780	2,778	2,778		6,600		42.1%		3,822
49000 Miscellaneous										
49240 Insurance - Prop & Liab	6,587	6,878	0	0		7,500		0.0%		7,500
49250 Insurance - Workers Comp	761	1,372	1,212	1,212		1,600		75.8%		388
Total 49000 Miscellaneous	7,348	8,250	1,212	1,212		9,100		13.3%		7,888

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City of Lake St Croix Beach
Statement of Operations
March 2020

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020 Actual Year to Date		YTD %	
	Actual		Actual		Current Month	Annual Budget	Annual Budget	Remaining Budget
49300 Oth Financing Uses/Trfs								
49305 Trf to Street Imp Fd (LGA)	81,665	82,123	0	0	0	94,015	0.0%	94,015
49306 Trf to Street Imp Fd (SCA)	13,431	0	0	0	0	0	0.0%	0
49307 Trf to Pettitt Park Fd	4,500	1,000	0	0	0	1,000	0.0%	1,000
49309 Trf to Playground Fd	0	5,000	0	0	0	10,000	0.0%	10,000
49310 Trf to Bluffland Fd	0	8,700	0	0	0	3,000	0.0%	3,000
49315 Trf to Bldg & Land Fd 39315	0	5,000	0	0	0	0	0.0%	0
49319 Trf to Street Imp Fd - Other 39319	0	7,500	0	0	0	15,000	0.0%	15,000
49320 Trf to LT Imp Fd - Water Main	0	10,000	0	0	0	10,000	0.0%	10,000
49320 Trf to LT Imp Fd - Veg Mgmt 58022	0	5,000	0	0	0	5,000	0.0%	5,000
49320 Trf to LT Imp Fd - Parks Genl 58023	0	10,500	0	0	0	1,000	0.0%	1,000
49320 Trf to LT Imp Fd - Vehicles 58024	0	6,400	0	0	0	4,000	0.0%	4,000
49320 Trf to LT Imp Fd - Office Equip 58025	0	250	0	0	0	250	0.0%	250
49320 Trf to LT Imp Fd - City Hall Imp 58026	0	7,000	0	0	0	7,000	0.0%	7,000
49320 Trf to LT Imp Fd - Comp Plan 58027	0	4,000	0	0	0	4,000	0.0%	4,000
49320 Trf to LT Imp Fd - Snow Ice Reserve 580	0	1,000	0	0	0	1,000	0.0%	1,000
49320 Trf to LT Imp Fd - Clean Up Day 58029	0	8,000	0	0	0	2,000	0.0%	2,000
49320 Trf to LT Imp Fd - Codification 58032	0	1,000	0	0	0	1,000	0.0%	1,000
49320 Trf to LT Imp Fd - ROW 58033	0	5,000	0	0	0	5,000	0.0%	5,000
49320 Trf to LT Imp Fd - Tree Prog 58034	0	500	0	0	0	1,500	0.0%	1,500
49320 Trf to LT Imp Fd - Audit Legal 58035	0	500	0	0	0	500	0.0%	500
49320 Trf to LT Imp Fd - MN UI 58036	0	500	0	0	0	500	0.0%	500
49320 Trf to LT Imp Fd (Various)	15,000	0	0	0	0	0	0.0%	0
Total 49300 Oth Financing Uses/Trfs	114,596	168,973	0	0	0	165,765	0.0%	165,765
Total General Fund Expense	709,536	704,831	28,015	102,979	727,120	14.2%	624,141	
Total 101 General Fund	2,517	416	(7,238)	(75,670)	11,000	-687.9%	86,670	

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**City of Lake St Croix Beach
Statement of Operations
March 2020**

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020		YTD %	
	Actual	Year Actual	Actual	Year Actual	Current Month	Actual Year to Date	Annual Budget	Remaining Budget
250 Charitable Gaming Fd								
31820 Charitable Gaming Rev	2,897	4,333	0	515	0	0		
36102 Investment Earnings	117	117	6	17	0	0		
45820 Charitable Gaming Exp	(3,000)	(5,000)	0	0	0	0		
Total 250 Charitable Gaming Fd	13	(550)	6	532	0	0		
402 Street Imp Fd								
36103 Investment Earnings	5,389	2,839	171	517	0	0		
39305 Trf fr Gen'l Fd (LGA)	81,665	82,123	0	0	94,016	0.0%		
39306 Trf fr Gen'l Fd (SCA)	13,431	0	0	0	0	0		
39310 Trf fr Gen'l Fd (Other)	15,000	7,500	0	0	15,000	0.0%		
43407 Engineering - Street Imp	(64,133)	(21,251)	(5,994)	(20,082)	0	0		
43415 Street Improvements	(248,410)	(41,667)	0	(1,684)	0	0		
Total 402 Street Imp Fd	(197,057)	29,545	(5,823)	(21,249)	109,016	-19.5%		
404 Pettit Park Imp Fd								
34810 Pettit Park Banner Fees	1,550	1,350	550	550	0	0		
34811 Pettitt Park Rental Fees	0	0	0	0	0	0		
36104 Investment Earnings	50	32	3	11	0	0		
36836 Grants & Donations	2,136	750	0	500	0	0		
39307 Trf fr Genl (Pettit Park)	4,500	500	0	0	1,000	0.0%		
45810 Pettit Park Imp	(9,489)	0	0	0	0	0		
Total 404 Pettit Park Imp Fd	(1,254)	2,632	553	1,061	1,000	106.1%		
405 Playground Imp Fd								
33270 Local Grants - Playground	0	0	0	0	0	0		
36105 Investment Earnings	144	243	0	1	0	0		
36835 Donations - Playground Imp	6,250	272	0	0	0	0		
39309 Trf fr Genl (Playground)	12,000	5,000	0	0	10,000	0.0%		
39329 Trf fr Charitable (Playground)	3,000	4,000	0	0	0	0		
45815 Playground Improvements	0	(36,058)	0	0	0	0		
Total 405 Playground Imp Fd	21,394	(26,543)	0	1	10,000	0.0%		

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**City of Lake St Croix Beach
Statement of Operations
March 2020**

Fund and Account Numbers/Description	2018 Full Year		2019 Full Year		2020		YTD %	
	Actual	Year	Actual	Year	Current Month	Actual Year to Date	Annual Budget	Remaining Budget
410 Bluffland								
33265 Grant - SCRA Shoreline Stabilization	0	0	0	0	0	0	0	
36106 Investment Earnings	1,127	1,365	77	244				
43805 Bluff Maint, Suppl & Util	2,444	6,250	0	0	3,000	0.0%		
43807 Eng'g - Bluffland/Levee	0	(4,307)	(296)					
43815 SCRA Shoreline Stabil Proj	0	0	0	0	0			
Total 410 Bluffland	3,571	3,309	(219)	(5,168)	3,000	-172.3%		
415 Bldg & Land Fd								
36107 Investment Earnings	342	27	6	18	0			
39315 Trf fr Genl (Bldg & Land)	0	5,000	0	0	5,000	0.0%		
41709 City Hall Imp	(32,588)	0	0	0	0			
41790 Other Bldg & Land Exp	0	0	0	0	0			
Total 415 Bldg & Land	(32,245)	5,027	6	18	5,000	0.4%		
450 LT Imp Fd								
36108 Investment Earnings	487	138	47	148	0			
58021 Water Main Repairs	10,000	10,000	0	0	10,000	0.0%		
58022 Vegetative Management	5,000	3,660	0	0	5,000	0.0%		
58023 Park Imp - General	(125)	9,204	0	0	1,000	0.0%		
58024 Vehicle Replacement	0	198	0	0	4,000	0.0%		
58025 Office Equipment	0	250	0	0	250	0.0%		
58026 City Hall Imp	(4,084)	5,162	0	0	7,000	0.0%		
58027 Comprehensive Plan	(7,602)	2,855	0	(86)	4,000	-2.1%		
58028 Snow & Ice Reserve	0	1,000	0	0	1,000	0.0%		
58029 Clean Up Day Reserve	0	292	0	0	2,000	0.0%		
58031 Warning Siren	0	0	0	0	100	0.0%		
58032 Codification	1,756	(6,903)	0	(609)	1,000	-60.9%		
58033 Right of Way Maint	(366)	4,100	0	0	5,000	0.0%		
58034 Tree Program (Park Land)	3,175	(3,591)	(100)	(100)	1,500	-6.7%		
58035 Audit & Legal Reserve	0	140	0	0	500	0.0%		
58036 MN UI Reserve	0	500	0	0	500	0.0%		
58037 Fire Relief	0	500	0	0	500	0.0%		
58044 2019 Flood	0	(27,609)	(21,676)	(21,676)	0			
Total 450 LT Imp Fd	8,242	(604)	(21,729)	(22,323)	43,350	-51.5%		
TOTAL	(194,819)	13,232	(34,443)	(122,798)				

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City of Lake St Croix Beach
Claims to be Approved
April 20, 2020

Checks Numbered		Description	Amount
From	To		
18554	18555	USPS - Manual Checks Newsletter Postage, 2019 Flood 1/2 pymt Natural Shore	\$2,466.93
18712	18728	Vendor Bills: Routine Budgeted Expenses	\$23,483.78
18729	18734	Vendor Bills: 2020 Street & 2019 Flood Expenses	\$30,463.58
18735	18738	4/15/20 Staff & Council & Benefits	\$1,191.26
18739	18741	Vendor Bills: Routine Budgeted Expenses	\$2,893.72
200401	200406	EFT/DD: 3/31/20 Staff Payroll, PERA, Payroll Taxes	\$5,762.71
200407	200416	EFT/DD: Phone, Utilities	\$1,129.07
200417	200424	EFT/DD: 4/15/20 Staff & Council Payroll, PERA	\$4,113.90
200425	200426	EFT/DD: Utilities	\$114.25
200427	200427	EFT/DD: US Bank Card - Elections, Park Supplies, Comm Service	\$486.90
200428	200432	EFT/DD: Copier Lease, Utilities	\$969.40
Total Claims to Be Approved			\$73,075.50

Checks: 18554-18555, 18712-18741
EFT/Direct Deposits: 2004 (01-32)



City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date
 March 17 through April 20, 2020

Type	Date	Num	Name	Memo	Class	Paid Amount
Check	03/28/2020	18554	USPS			
TOTAL						-185.93
Bill Pmt -Che...	03/31/2020	18555	Natural Shore Technologies, I...			-185.93
Bill	03/30/2020			Restorative	450 LT Imp Fd:58044 2019 Flood	
TOTAL						-2,281.00
Paycheck	03/30/2020	18712	Anderson, Kathryn M			
TOTAL					101 Genl Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41315 Elections	-7.15
Paycheck	03/30/2020	18713	Bartl, Valerie A			-0.01
TOTAL						-7.16
Paycheck	03/30/2020	18714	Goergen, James L			
TOTAL					101 Genl Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41315 Elections	-7.15
Paycheck	03/30/2020	18715	Hall, Terry L			-0.07
TOTAL						-21.45
Paycheck	03/30/2020	18716	Lair, Dianne K			
TOTAL					101 Genl Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41315 Elections	-6.71
Paycheck	03/30/2020	18717	Voller Reinking, Kathryn R			-0.03
TOTAL						-8.00
Paycheck	03/30/2020	18717	Voller Reinking, Kathryn R			
TOTAL					101 Genl Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41315 Elections	-7.15
TOTAL						-0.01
TOTAL						-7.16

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City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date

March 17 through April 20, 2020

Type	Date	Num	Name	Memo	Class	Paid Amount
04/16/20						
Bill Pmt -Che...	04/20/2020	18718	Eckberg Lammers			
Bill	03/31/2020	19058		General Police Meetings	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41330 Legal Services	-288.75
TOTAL					101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41330 Legal Services	-160.05
Bill Pmt -Che...	04/20/2020	18719	ECM Publishers, Inc.	VOID: Account # 427294		-412.50
TOTAL						-861.30
Bill Pmt -Che...	04/20/2020	18720	Finance & Commerce, Inc	Acct #10037960		0.00
Bill	03/19/2020	744658991		2020 Infrastructure Improvement Bids	402 Street Imp Fd:43407 Engineering - Street Imp	-214.71
TOTAL						-214.71
Bill Pmt -Che...	04/20/2020	18721	LSCVFD (Regular Servs)			
Bill	04/01/2020	Q2 2020		Fire Protection Services - 2nd Qtr. 2020	101 Gen'l Fd:2 Exp:42000 Public Safety:42105 Fire & Emergency Response	-15,638.50
TOTAL						-15,638.50
Bill Pmt -Che...	04/20/2020	18722	Madison National Life Insuranc...	Acct No. 1038445		
Bill	03/19/2020	Bill #1384782		LTD Dave Engstrom STD Dave Engstrom	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-173.76
TOTAL					101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-17.50
Bill Pmt -Che...	04/20/2020	18723	Menards	Account # 30890495		
Bill	03/19/2020	19512		DE-Office Supplies	101 Gen'l Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint ...	-34.46
TOTAL						-34.46
Bill Pmt -Che...	04/20/2020	18724	Metro Sales Inc.	Account No. SC33		
Bill	03/19/2020	Inv 1560571		Photocopier	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41335 Office Equip & Sup...	-318.74
TOTAL						-318.74
Bill Pmt -Che...	04/20/2020	18725	Middle St. Croix River WMO			
Bill	03/19/2020	2020 1st Half WMO		MSCWMO 1st Half 2019: 2020 Annual Budget \$142,348	101 Gen'l Fd:2 Exp:46500 Econ Dev:46505 Water Mgmt Org	-2,778.21
TOTAL						-2,778.21
Bill Pmt -Che...	04/20/2020	18726	River Valley Printing			
Bill	04/01/2020	6838		800 Full Color newsletters - April	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41355 Newsletter	-728.00
TOTAL						-728.00

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City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date
 March 17 through April 20, 2020

04/15/20

Type	Date	Num	Name	Memo	Class	Paid Amount
Bill Pmt-Che...	04/20/2020	18727	RiverBluff Accounting, Inc.			
Bill	03/31/2020			February 2020	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41220 Treasurer/Accou...	-2,205.00
				February 2020	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41300 Oth Gen'l Govt:41310 Financial Audit	-270.00
				February 2020	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41230 Payroll Services	-30.00
				February 2020	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41250 Other/Miscellan...	-15.00
TOTAL						-2,520.00
Bill Pmt-Che...	04/20/2020	18728	Thoenmes Plumbing & Heating	Lic#004317PM		
Bill	03/19/2020	15080		Toilet Repair - Womens Bathroom	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41500 City Bldgs & Plant:41507 City Hall Maint ...	-141.00
TOTAL						-141.00
Bill Pmt-Che...	04/20/2020	18729	SEH	Cust# 1383		
Bill	03/19/2020	7915.70		City Council Meeting & Preapplication Meeting	101 Gen'l Fd:2 Exp:43000 Public Works:43100 Streets:43107 Engineering Services	-1,205.93
				Flood Prep & Flood Damage Assessment	101 Gen'l Fd:2 Exp:42000 Public Safety:42150 Erosion & Flood Control	-834.56
				2020 Street Improvements	402 Street Imp Fd:43407 Engineering - Street Imp	-5,778.86
				Bluffland Stabilization Project	410 Bluffland:43607 Eng g - Bluffland/Levee	-286.35
TOTAL						-7,915.70
Bill Pmt-Che...	04/20/2020	18730	Tri-County (Streets)			
Bill	04/06/2020	Inv #763		Tar and Labor	101 Gen'l Fd:2 Exp:43000 Public Works:43100 Streets:43103 Street Maintenance	-1,800.08
Bill	04/06/2020	Inv #764		Rip Rap Culver Spill on Dike	450 LT Imp Fd:58044 2019 Flood	-855.00
Bill	04/06/2020	Inv #765		Pad for Pump	101 Gen'l Fd:2 Exp:42000 Public Safety:42150 Erosion & Flood Control	-487.50
TOTAL						-3,152.58
Bill Pmt-Che...	04/20/2020	18731	Max Todo, Marine Services Inc.			
Bill	03/20/2020	Inv #4338		Repair Levee - Riverfront Park	450 LT Imp Fd:58044 2019 Flood	-10,000.00
TOTAL						-10,000.00
Bill Pmt-Che...	04/20/2020	18732	Natural Shore Technologies, I...			
Bill	03/30/2020			Restorative	450 LT Imp Fd:58044 2019 Flood	-2,281.00
TOTAL						-2,281.00
Bill Pmt-Che...	04/20/2020	18733	Rumpca Excavating			
Bill	03/30/2020	Inv #15273		Lime Rock, Riprap Class 11	450 LT Imp Fd:58044 2019 Flood	-664.30
TOTAL						-664.30
Bill Pmt-Che...	04/20/2020	18734	SavATree	Acct Key: 1122631		
Bill	03/31/2020			Remove 2 Trees and Clean Up Brush	450 LT Imp Fd:58044 2019 Flood	-6,450.00
TOTAL						-6,450.00

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City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date

March 17 through April 20, 2020

Type	Date	Num	Name	Memo	Class	Paid Amount
Paycheck	04/15/2020	18735	Ludwig, Peter J		101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits 101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-125.00 -7.75 7.75 7.75 -1.81 1.81 -115.44
TOTAL						
Paycheck	04/15/2020	18736	McCarthy, Thomas G		101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits 101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits 101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-150.00 7.50 -7.50 7.50 -2.17 2.17 -140.33
TOTAL						
Paycheck	04/15/2020	18737	Raven, Leona A		101 Genl Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint ... 101 Genl Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint ...	-125.00 -7.75 7.75 7.75 -1.81 1.81 -115.44
TOTAL						
Liability Check	04/20/2020	18738	MN PEIP - C/O MMB Fiscal Ser...	163036		-70.05 -750.00 -820.05
TOTAL						
Bill Pmt -Che...	04/20/2020	18739	ECM Publishers, Inc.	Account # 427294		
Bill	03/19/2020	764474		Infrastructure Project Bids Public Accuracy Test		-193.65 -27.85 -221.20
TOTAL						
Bill Pmt -Che...	04/20/2020	18740	Stensland Inspection Services			
Bill	03/31/2020			Building permits 2020-06 to 2020-10		-690.43 -690.43
TOTAL						

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City of Lake St Croix Beach
Claims to be Approved thru CC Mfg Date

March 17 through April 20, 2020

Type	Date	Num	Name	Memo	Class	Paid Amount
Bill Pmt -Cha...	04/20/2020	18741	City of St Mary's Point			
Bill	04/15/2020	2020-04LSCB		April Recycling	101 Gen'l Fd:2 Exp:43000 Public Works:43200 Sanitation:43203 Recycling Services	-1,982.09
TOTAL						-1,982.09
Liability Check	03/30/2020	200401	QuickBooks Payroll Service	Created by Payroll Service on 03/27/2020		
				Fee for 2 direct deposit(s) at \$1.75 each		-3.50
				Created by Payroll Service on 03/27/2020	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41300 Oth Gen'l Govt:41303 Banking Fees & Ch...	-3,160.95
TOTAL						-3,164.45
Paycheck	03/31/2020	200402	Engstrom, Dorcey David	Direct Deposit		
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-2,540.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	165.10
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-190.50
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	190.50
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	35.44
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-28.75
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	162.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-155.29
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	155.29
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-36.31
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	36.31
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41210 Clerk/City Admin...	79.00
TOTAL						1,936.61
						0.00
Paycheck	03/31/2020	200403	Piscitello, Kathleen A	Direct Deposit		
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	-1,612.50
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	104.81
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	-120.94
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	120.94
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	105.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	-99.97
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	99.97
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	-23.38
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	23.38
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	23.38
TOTAL						1,225.34
						0.00
Liability Check	04/06/2020	200404	PERA (Staff)			
					101 Gen'l Fd:2 Exp:41000 Gen'l Govt:41200 Admin & Finance:41215 Deputy Clerk	0.01
						-269.91
TOTAL						-311.44
						-581.34

CS

City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date

March 17 through April 20, 2020

04/15/20

Type	Date	Num	Name	Memo	Class	Paid Amount
Liability Check	04/08/2020	200405	IRS (Form 941 Payroll Taxes)	41-6008939		
				41-6008939		-500.00
				41-6008939		-126.14
				41-6008939		-126.14
				41-6008939		-506.82
				41-6008939		-1,765.92
TOTAL						
Liability Check	04/06/2020	200406	MN Dept of Revenue	9008030		
				9008030		-251.00
TOTAL						-251.00
Bill Pmt -Che...	03/30/2020	200407	US Bank Equip Finance (EFT)			
Bill	03/30/2020			Ricoh copier ID 86838	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41335 Office Equip & Sup...	-180.00
TOTAL						-180.00
Bill Pmt -Che...	04/03/2020	200408	Comcast (EFT) Internet 87721...	Account # 8772 10 570 0008770		
Bill	04/02/2020			Business Internet 8772 10 570 0008770	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41340 Comm Equip & Ser...	-169.72
TOTAL						-169.72
Bill Pmt -Che...	04/03/2020	200409	Comcast (EFT) Voice 8772105 ...	Comcast Voice 8772105 12269		
Bill	04/04/2020			Comcast Voice 8772105 12269	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41340 Comm Equip & Ser...	-240.96
TOTAL						-240.96
Bill Pmt -Che...	04/03/2020	200410	CP Energy 7711653 (EFT)	7711653-1		
Bill	03/31/2020			16455 20th St S M20011231614	101 Gen'l Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint ...	-18.27
TOTAL						-18.27
Bill Pmt -Che...	04/03/2020	200411	CP Energy 7711657 (EFT)	7711657-2		
Bill	03/31/2020			16455 20th St S M20011255582	101 Gen'l Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint ...	-34.37
TOTAL						-34.37
Bill Pmt -Che...	04/03/2020	200412	CP Energy 7711658 (EFT)	7711658-0		
Bill	03/31/2020			16455 20th St S M20011231610	101 Gen'l Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint ...	-122.16
TOTAL						-122.16
Bill Pmt -Che...	04/03/2020	200413	Xcel Energy 5536 (EFT)	Acct No. 51-6544553-6		
Bill	03/09/2020			Beach 16763 20th St S Premises 302451496 Meter 8643...	101 Gen'l Fd:2 Exp:45000 Parks & Rec:45105 Park Mnt, Supplies & Util	-51.76
TOTAL						-51.76

CC

City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date

March 17 through April 20, 2020

Type	Date	Num	Name	Memo	Class	Paid Amount
Bill Pmt -Che...	04/03/2020	200414	Xcel Energy 6987 (EFT)	51-0011704698-7	101 Genl Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint...	-287.60
Bill	03/09/2020			Premises 303281737 16455 20th St S Meter 3471735		
TOTAL						-287.60
Bill Pmt -Che...	04/03/2020	200415	Xcel Energy 6284 (EFT)	51-0011704628-4	101 Genl Fd:2 Exp:45000 Parks & Rec:45105 Park Mnt, Supplies & Util	-12.10
Bill	03/09/2020			Premise 303964763 1910 Riviera Av S Meter 89456453		
TOTAL						-12.10
Bill Pmt -Che...	04/03/2020	200416	Xcel Energy 8596 (EFT)	Acct No. 51-0011291859-6	101 Genl Fd:2 Exp:45000 Parks & Rec:45105 Park Mnt, Supplies & Util	-12.13
Bill	03/09/2020			Recifler Stat. 2039 Riviera Av S: Meter 79637242 Premi...		
TOTAL						-12.13
Liability Check	04/14/2020	200417	QuickBooks Payroll Service	Created by Payroll Service on 04/13/2020	101 Genl Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41303 Banking Fees & Ch...	-8.75
				Fee for 5 direct deposit(s) at \$1.75 each		
				Created by Payroll Service on 04/13/2020		-3,473.05
TOTAL						-3,481.80
Paycheck	04/15/2020	200418	Armstrong, Jeremy P	Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-125.00
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	6.25
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-6.25
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	6.25
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-1.81
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	1.81
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	116.94
TOTAL						0.00
Paycheck	04/15/2020	200419	Bluesky, Noah	Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-125.00
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	6.25
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-6.25
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	6.25
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-1.81
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	1.81
				Direct Deposit	101 Genl Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	116.94
TOTAL						0.00

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City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date

March 17 through April 20, 2020

Type	Date	Num	Name	Memo	Class	Paid Amount
Paycheck	04/15/2020	200420	Bulera, Dawn M	Direct Deposit		
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-125.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	6.25
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-6.25
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	6.25
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	-1.81
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41100 Mayor & Council:41110 Wages & Benefits	1.81
TOTAL						116.94
						0.00
Paycheck	04/15/2020	200421	Engstrom, Dorcey David	Direct Deposit		
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-2,540.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	165.10
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-190.50
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	190.50
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	34.61
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-750.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	750.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	162.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-155.33
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	155.33
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	-36.33
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	36.33
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	36.33
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41210 Clerk/City Admin...	80.00
TOTAL						1,906.63
						0.00
Paycheck	04/15/2020	200422	Placitello, Kathleen A	Direct Deposit		
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	-1,600.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	104.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	-120.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	120.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	104.00
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	99.20
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	-99.20
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	99.20
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	-23.20
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	23.20
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	23.20
				Direct Deposit	101 Gen'l Fd:2 Exp:41000 Genl Govt:41200 Admin & Finance:41215 Deputy Clerk	54.00
TOTAL						1,215.60
						0.00
Liability Check	04/20/2020	200423	PERA (Council)			
						-26.25
						-26.25
TOTAL						-52.50

C8

**City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date**

March 17 through April 20, 2020

Type	Date	Num	Name	Memo	Class	Paid Amount
Liability Check	04/20/2020	200424	PERA (Staff)			
TOTAL						-269.10 -310.50 -579.60
Bill Pmt -Che...	04/20/2020	200425	Lakeland Water Utility (EFT)	Acct No. 351-01 16455 20th St S	101 Gen'l Fd:2 Exp:41000 Genl Govt:41500 City Bldgs & Plant:41507 City Hall Maint ...	-80.54
Bill	03/31/2020		Water			-80.54
TOTAL						
Bill Pmt -Che...	04/20/2020	200426	Maroneys (Trash Pickup)	Acct# 1431		
Bill	03/31/2020	0000825167		garbage pick-up 3-1-20 to 3-31-20	101 Gen'l Fd:2 Exp:43000 Public Works:43200 Sanitation:43207 Garbage/Refuse Re...	-33.71
TOTAL						-33.71
Bill Pmt -Che...	04/20/2020	200427	US Bank Credit Card (EFT)	5592 8400 0100 1942		
Bill	03/31/2020	030320-040120		DL Pioneer Press DL Panera Bread DL Jordan Meats & Deli DL DriveHQ Camera DL InfoTracer DL Mult Mills DL Facebook	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41350 Dues & Subscriptio... 101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41315 Elections 101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41315 Elections 101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41340 Comm Equip & Ser... 101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41340 Comm Equip & Ser... 101 Gen'l Fd:2 Exp:45000 Parks & Rec:45105 Park Mnt, Supplies & Util 101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41340 Comm Equip & Ser...	-18.00 -47.02 -135.91 -10.12 -19.02 -236.83 -20.00 -486.90
TOTAL						
Bill Pmt -Che...	04/20/2020	200428	US Bank Equip Finance (EFT)			
Bill	04/29/2020			Ricoh copiar ID 86838	101 Gen'l Fd:2 Exp:41000 Genl Govt:41300 Oth Genl Govt:41335 Office Equip & Sup...	-180.00
TOTAL						-180.00
Bill Pmt -Che...	04/20/2020	200429	Xcel Energy 4267 (EFT)	Acct No. 51-5680426-7		
Bill	04/03/2020	679436711		Street Lighting; Installis 163992, 163991, 223603, 22360...	101 Gen'l Fd:2 Exp:43000 Public Works:43100 Streets:43111 Street Lighting	-715.42
TOTAL						-715.42
Bill Pmt -Che...	04/20/2020	200430	Xcel Energy 5536 (EFT)	Acct No. 51-6544553-6		
Bill	04/07/2020	679637484		Beach 16763 20th St S Premises 302451496 Meter 8643...	101 Gen'l Fd:2 Exp:45000 Parks & Rec:45105 Park Mnt, Supplies & Util	-49.75
TOTAL						-49.75
Bill Pmt -Che...	04/20/2020	200431	Xcel Energy 6284 (EFT)	61-0011704628-4		
Bill	04/07/2020	679697930		Premise 303864763 1910 Riviera Ave S Meter 89456453	101 Gen'l Fd:2 Exp:45000 Parks & Rec:45105 Park Mnt, Supplies & Util	-12.10
TOTAL						-12.10

C9

City of Lake St Croix Beach
Claims to be Approved thru CC Mtg Date

March 17 through April 20, 2020

04/15/20

Type	Date	Num	Name	Memo	Class	Paid Amount
Bill Print -Che...	04/20/2020	200432	Xcel Energy 8596 (EFT)	Acct No. 51-0011251859-6		
Bill	04/07/2020	679892592		Rectifier Stat. 2039 Riviera Av S; Meter 79637242 Premi...	101 Gen'l Fd:2 Exp:45000 Parks & Rec:45105 Park Mnt, Supplies & Util	-12.13
TOTAL						-12.13

CID

Street Improvement Fund Recap 2020

Acct #	Funding:	
402	Fund Balance 12/31/2019	171,868.48
	Interest	517.07

Expenditures:	
Engineering	20,082.11
Other Expenses	1,684.00

Ending Balance 3/31/2020	<u>150,619.44</u>
--------------------------	-------------------

Future transactions	
39305 LGA Funding 2020	94,016.00 Budget 2020
39319 General Prop Tax Levy 2020	3,000.00 Budget 2020
402 Fund balance 12-31-2020	<u>247,635.44</u>

D

Bluffland Fund Recap 2020

Acct #	Funding:	
410	Fund Balance 12/31/2019	73,884.69
	Interest	243.94

Expenditures:	
Engineering	5,411.90
Other Expenses	0.00

Ending Balance 3/31/2020 68,716.73

Future transactions	
39319 General Prop Tax Levy 2020	3,000.00
410 Fund balance 12-31-2020	<u><u>71,716.73</u></u>

Budget 2020

E



Building a Better World
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Agenda Item 5B (1)

April 2, 2020

RE: 2020 Infrastructure Project (Quinlan Avenue)
Lake St. Croix Beach, MN
SEH No. LAKES 145436 14.00

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

Dear Mr. Engstrom:

On Monday, March 30, 2020, unit price bids were received for the 2020 Infrastructure Project. The attached Bids Received summary shows the total amount bid received from each Contractor. The attached Tabulation of Bids shows the unit price bids received from all bids submitted.

Two bids were received for the project. The bids ranged from \$243,485.57 to \$270,918.90. The low bid was submitted by OMG Midwest DBA MN Paving & Materials, Rogers, MN. Based on our experience and review, it is our opinion that OMG Midwest DBA MN Paving & Materials has the required equipment and expertise to perform the work as outlined in the contract specifications.

Below is a breakdown of the low bid received and other project cost estimates:

Item	Base Bid	Alternate 1	Alternate 2	Total
Construction	\$185,184.68	\$43,358.94	\$14,941.95	\$243,485.57
Const. Admin.	\$22,222.16	\$5,203.07	\$1,793.03	\$29,218.27
Total	\$207,406.84	\$48,562.01	\$16,734.98	\$272,703.84

The following award options are presented for your consideration;

- Option 1: Award the base bid and both alternates to MN Paving & Materials in the amount of \$243,485.57
- Option 2: Award the base bid and alternate 2 to MN Paving & Materials in the amount of \$200,126.63
- Option 3: Award the base bid and alternate 1 to MN Paving & Materials in the amount of \$228,543
- Option 4: Award the base bid only to MN Paving & Materials in the amount of \$185,184.68

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

John Parotti, PE (Lic. MN, WI)
City Engineer

Enclosures

B:\KOLL\Lakes\145436\Streets\2020 Street Rehab\Bidding Documentsx



Building a Better World
for All of Us®

2020 Infrastructure Project
Lake St. Croix Beach, MN
Project Manager: John Parotti, PE (Lic. MN, WI)

BIDS RECEIVED

SEH No. LAKES 145436 64.20

Bid Date: 10:00 a.m. Monday, March 30, 2020

Page 1

Bidder	Addendum Acknowledged	5% Bid Bond	Bid Amount
OMG Midwest Inc. dba Minnesota Paving & Materials, Rogers, MN 55374	X	X	\$243,485.57
T.A. Schifsky & Sons, Inc. North Saint Paul, MN 55109	X	X	\$270,918.90

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Agenda Item 5D (2)

ACCOUNTANT AGREEMENT

THIS ACCOUNTANT AGREEMENT (“Agreement”) is entered this 15th day of April 2020, by and between the **City of Lake St. Croix Beach**, a Minnesota municipal corporation (“City”) and **Mary Paul dba RiverBluff Accounting, Inc.** (“Accountant”).

RECITALS

WHEREAS, City desires to retain the services of an Accountant to perform certain duties as determined by the City Council, and

WHEREAS, the accountant is qualified and willing to accept and perform the responsibilities as the city accountant subject to the terms of this Agreement.

NOW, THEREFORE, City and Accountant agree as follows:

AGREEMENT

1. **General.** Upon the terms and conditions set forth in this Agreement, City hereby retains Accountant as an independent contractor to perform certain duties as set forth herein.
2. **Term of Agreement.** The term of this Agreement shall be for the one-year period beginning 4/16/2020 and ending 4/20/2021 and may be terminated by either the City or Accountant as provided in Paragraph 3. The Agreement may be renewed for an additional term by Agreement of the City and the Accountant.
3. **Termination of Agreement.** This Agreement may be terminated at any time upon the mutual Agreement of the City and the Accountant. This Agreement may be terminated by the City for any reason by providing a 90 day advance written notice to the Accountant. This Agreement may be terminated by the Accountant for any reason by providing a 90 day advance written notice to the City.
4. **Duties.** The duties of the Accountant shall include preparation of monthly financial reports for all Funds, Claims to be Approved, monthly escrow and permit fee accounting and reports, monthly, quarterly and annual payroll taxes, benefit plan reporting, building permit accounting and reports, on-call for accounting questions, annual budget and levy including the Street and Park Improvement Plan(s), deposit and processing of all monies received, processing of all invoices including assignment of account and fund classification and preparation of check and invoice packets in “signature and mail ready form”, processing of payroll for Staff, Council and other employees, internal control monitoring including review of physical checks for two signatures, cash flow management, fund transfers and monthly bank reconciliations.

Accountant will make available and provide to the City an electronic copy of the City’s books, accounts and financial records, to be updated on a monthly basis.

5. **Schedule.** The Accountant’s normal work schedule will be determined by the Accountant following consultation with the Mayor, Council and City Clerk - Administrator. Accountant

attendance at City Council meetings is required unless excused. Travel to and from Lake St. Croix Beach City Hall to pick up or return documents will be counted as one-half time worked.

6. **Compensation.** In consideration of the performance of the duties required by this Agreement, the Accountant shall bill the City at an hourly rate of \$60.00. Accountant will provide her own computer hardware, software and other office equipment, however, Accountant's expenses for payroll forms, mailing envelopes, copies of invoices and postage will be billed to and reimbursed by City based on actual usage and cost. Accountant shall submit itemized billing statements each month, provided after the 1st of the month, for the services performed and expenses incurred for the prior month for treasurer services. Time shall be billed to the nearest tenth of an hour. After receipt by City and approval by the Council, the City will pay the bill of Accountant routinely according to its internal payment procedures by forwarding a check to Accountant paying for both services and expenses shown on the bill.

In the event of a power outage at the Accountant's normal place of business, the City will facilitate temporary office space, internet service and use of general office equipment.

Additional time for services not covered in Paragraph 4 will require prior approval of the City Council and be billed by the Accountant to the City as negotiated or at \$65 per hour. The City Council may delegate the authority to approve additional services to the Mayor, other Council Member(s) or the Clerk - Administrator. Approval of additional services shall be in writing or by email to the Accountant. The Accountant shall provide a written record of all time spent on additional services pursuant to the billing procedure noted above.

The Accountant's compensation shall not be subject to FICA, PERA, or Medicare deduction. The position of Accountant is an Independent Contractor position, and shall not be eligible for cash overtime or compensatory time in lieu of overtime. In recognition of the fact that the Accountant is an Independent Contractor, the Accountant shall not be eligible, nor shall she receive any fringe benefits from the City. Therefore, by way of example and without limitation, the Accountant shall not be eligible for group insurance benefits, workers' compensation, paid holidays, vacation, sick leave, severance, or city retirement benefits.

7. **Indemnification.** The City will indemnify, defend, and hold harmless Accountant from any and all claims, actions, losses, damages, civil penalties, fines, liability, cost or expense, including reasonable attorney's fees, directly or indirectly incurred or suffered by Accountant resulting in any way from any action or conduct on the part of City or its councilmembers, commissioners, officers, employees, agents, contractors, licensees, invitees, or other representatives. Accountant will indemnify and hold City harmless from all claims, actions, damages, expenses, losses, attorney's fees or other costs resulting from Accountant's acts of negligence, recklessness or intentional misconduct.
8. **Insurance.** Accountant shall maintain appropriate business liability insurance coverage to cover Accountant's activities, conduct and obligations under this agreement, including at a minimum the following:
 - a. General Liability: \$500,000/\$1 million
 - b. Professional Liability/Malpractice: \$500,000/\$1 million.
 - c. Auto Liability: \$250K/\$500K

d. Worker's Compensation: Per Statute

9. **General provisions.**

a. All notices, requests and demands given to or made pursuant to this Agreement shall be in writing and personally delivered or mailed, postage prepaid, as follows:

To City: Honorable Mayor and City Council
City of Lake St, Croix Beach
16455 20th Street South
Lake St. Croix Beach, MN 55043

To the Treasurer: Mary Paul d/b/a RiverBluff Accounting, Inc.
2893 County Line Ave
Osceola ,WI 54020

b. **Complete Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior oral or written agreements between the parties. This Agreement can only be modified by written Agreement of both parties. This Agreement shall be interpreted in accordance with the laws of the State of Minnesota. If the parties disagree upon the interpretation of the Agreement, and cannot resolve their differences in good faith, the parties agree to request nonbinding mediation from the Minnesota Bureau of Mediation Services. Each party will be responsible for its own attorney's fees, and the parties will split equally any other mediation fees.

c. **Legality.** The parties covenant and agree that the provisions contained herein are reasonable and are not known or believed to be in violation of any federal or state law or regulation. In the event a court of competent jurisdiction finds any provision contained herein to be illegal or unenforceable, such court may modify such provision to make it valid and enforceable. Such modification shall not affect the remainder of this Agreement which shall continue at all times to be valid and enforceable. No payment may be made under this Agreement in excess of the maximum amount permitted by law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CITY OF LAKE ST CROIX BEACH

By: _____
Tom McCarthy, Mayor

By: _____
Dave Engstrom, City Clerk - Administrator

Accountant

By: _____
Mary Paul, d/b/a RiverBluff Accounting, Inc.,



City of Lake St. Croix Beach

JOB DESCRIPTION

DEPUTY CLERK-TREASURER

Position Title: Deputy Clerk/Treasurer
Department: Administration
Immediate Supervisor's Title: City Clerk/Administrator
Employment Status: Non-Exempt

PRIMARY OBJECTIVE OF THE POSITION

Provides administrative support to the City Clerk/Administrator, other City staff, and City Council to facilitate a smooth-running office environment; performs functions and tasks related to the administration of official records, assists City Clerk/Administrator with preparation and distribution of City Council agendas, and carries out all other duties and responsibilities in the absence of the City Clerk/Administrator; performs tasks requiring a high level of professionalism, attention to detail, and customer service.

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

- Provides office and administrative support to the City Clerk/Administrator and other staff; management of public records.
- Responsible for providing customer service and support while establishing and maintaining positive and respectful relationships with co-workers, City Council, members of the public, and outside agencies.
- Serves as a point of contact for the public for the City Clerk/Administrator's office; meets and greets public; answers incoming calls, reviews and responds to inquiries or re-directs inquiries to the correct department or staff member; generates correspondence as necessary.
- Maintains a strong working knowledge of the operations of the City, policies, and procedures.
- Performs administrative tasks involving the completion of assigned projects, including but not limited to data gathering and interpretation, data analysis, and basic report preparation.
- Ensures the records management system for the City Clerk/Administrator's office is maintained in an up-to-date manner to facilitate the prompt filing and retrieval of materials and documents.
- Attends City Council and select commission and committee meetings as directed; 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.

- Works with City Clerk/Administrator and Washington County to ensure the successful coordination of the election process.
- Back-up for City Clerk/Administrator performing necessary tasks as required.
- Responsible for posting City meetings 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 and coordinates publication and distribution of newsletter with printing company and postal service.
- Implements timely correspondence with newsletter advertisers with yearly collection of associated fees.
- Responsible for the City's animal license and boat/mooring permit license programs; maintains accurate records of licenses and applications. Maintains boat permit waiting list.
- Assists the City Clerk/Administrator in the preparation and coordination of City Clean-Up Day and City Heritage Day.
- Prepares resident mailings, monthly reports, and additional responsibilities as assigned.
- Prepares annual CUP/Certificate of Compliance mailing to permit/certificate holders.
- Maintains effective communication with the City Clerk/Administrator and City Council; maintains the public trust through confidentiality as required.
- Assumes additional responsibilities as assigned.

Treasurer Duties

- Oversees payroll, bank reconciliations, monthly and yearly accountant reports including all monthly claims and disbursements, and monthly and annual budgets including final year-end report that is approved by the City Council and submitted to the State Auditor's Office each year.
- Prepares and makes all deposits of City funds assuring accurate details and current records of City's bookkeeping.

QUALIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

- Excellent computer, grammar, and editing skills.
- Demonstrates a positive attitude toward job assignments and tasks to be performed; is friendly and personable to residents, City Council, and staff; is professional and respectful to all.
- Is conscientious; shows initiative to recommend methods to improve office efficiency.
- Understanding of local government functions and practices.
- Knowledge of records management in a municipal office environment.
- Strong organizational skills and attention to details.
- Ability to communicate effectively and tactfully in both written and oral form in responding to inquiries from City staff, elected officials, and the public.
- Ability to produce quality work under tight deadlines and changing priorities; organized, handles details well, flexible and adept at multi-tasking.
- Excellent listening and communication skills, both oral and written.
- 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, conduct research, analyze data, and interpret policy.

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.

MINIMUM QUALIFICATIONS

Minimum two (2) years of post-secondary education/training plus minimum of two (2) years administrative office experience or equivalent combination of training and experience required to perform the work.

Two (2) years of highly skilled administrative experience with advanced proficiency in Microsoft Office).

Positive track record with experience handling questions, requests, and complaints from residents, both in person and via telephone, with a high degree of professionalism.

Lake St. Croix Beach - General Regulations

WEEDS AND VEGETATION

' 93.35 WEED INSPECTOR.

The Mayor shall appoint an Inspector who shall have the authority and responsibility to enforce this subchapter. The City Council members are also vested with such authority and the term AInspector@ as used in this subchapter shall include Council members.
(1990 Code, ' 1803.010)

' 93.36 CUTTING AND REMOVAL.

It shall be unlawful for any owner, lessee or occupant, or any agent, servant, representative or employee of any such owner, lessee or occupant having control of any occupied or unoccupied lot or land or any part thereof in the city to permit or maintain on any such lot or land, or on or along the sidewalk, street or alley adjacent to the same between the property line and the curb or middle of the alley or for ten feet outside the property line if there be no curb, any growth of weeds, grass or other rank vegetation to a greater height than four inches on the average, or any accumulation of dead weeds, grass or brush. It shall also be unlawful for any such person or persons to cause, suffer or allow poison ivy, ragweed or other poisonous plants, or plants detrimental to health to grow on any such lot or land in such manner that any part of such ivy, ragweed or other poisonous or harmful weed shall extend upon, overhang or border any public place or allow to seed, pollen or other poisonous particles or emanations therefrom to be carried through the air into any public place.
(1990 Code, ' 1803.020) Penalty, see ' 10.99

' 93.37 DUTY OF OWNER, LESSEE OR OCCUPANT.

It shall be the duty of any owner, lessee or occupant of any lot or land to cut and remove or cause to be cut and removed all such weeds, grass or other rank, poisonous or harmful vegetation as often as may be necessary to comply with the provisions of ' 93.36; provided that cutting and removing such weeds, grass and vegetation at least once in every three weeks, between May 15 and September 15 shall be deemed to be a compliance with this subchapter.
(1990 Code, ' 1803.040) Penalty, see ' 10.99

' 93.38 NON-COMPLIANCE BY OWNER.

If the provisions of " 93.36 and 93.37 are not complied with, the Inspector shall serve written notice upon the owner, lessee or occupant or any person having the care or control of any such lot or land to comply with the provisions of this subchapter. If the person upon whom the notice is served fails, neglects or refuses to cut and remove or to cause to be cut and removed such weeds, grass or other vegetation within ten days after receipt of such notice, or if no person can be found in the city who either is or claims to be the owner of such lot or land, or who either represents or claims to represent such owner, the Inspector shall cause such weeds, grass and other vegetation on such lot or land to be cut and removed. A verified and itemized statement of the actual cost of such cutting and removal, plus 5% shall be provided to the Clerk-Administrator and shall thereupon become and be a lien upon the property on

which such weeds, grass and other vegetation were located and shall be added to and become and form part of the taxes next to be assessed and levied upon such lot or land and shall bear interest at the same rate as taxes. The City Clerk-Administrator shall certify to the County Auditor a statement of such cost with the request that he or she enter such amount on the tax books, as a tax upon the land, and such cost shall be collected in the same manner as real estate taxes.

(1990 Code, ' 1803.050) Penalty, see ' 10.99

' 93.39 DEFINITION.

For the purpose of this subchapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

PERSON. One or more persons of either sex, natural persons, corporations, partnerships, associations, joint stock companies, societies and all other entities of any kind capable of being sued.
(1990 Code, ' 1803.060)

CHAPTER 94: TREES

Section

General Provisions

- 94.01 Short title
- 94.02 Definitions
- 94.03 Municipal Tree Inspector; City Tree Board
- 94.04 Permits required
- 94.05 Obstructions; pruning trees
- 94.06 Abusing or mutilating public trees
- 94.07 Interference with Municipal Tree Inspector
- 94.08 Protection of trees
- 94.09 Placing materials on public property
- 94.10 Interpretation and construction

Tree Diseases

- 94.25 City Forester
- 94.26 Nuisance declared
- 94.27 Inspection and investigation
- 94.28 Dutch Elm disease and Oak Wilt
- 94.29 Infected tree and wood; procedure for removal
- 94.30 Spraying elm or oak trees
- 94.31 Transportation and storage of elm wood within the city
- 94.32 Interfering prohibited

- 94.99 Penalty

GENERAL PROVISIONS

' 94.01 SHORT TITLE.

This subchapter shall be known and may be cited as the Municipal Tree Ordinance of the city. (1990 Code, ' 1505.01) (Ord. passed 11-15-1993)

' 94.02 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

LARGE TREES. Designated as those attaining a height of 45 feet or more.

MEDIUM TREES. Designated as those attaining a height of 30 to 45 feet.

MUNICIPAL TREE INSPECTOR. The *MUNICIPAL TREE INSPECTOR*, Forester, Tree Warden, or other qualified and designated official of the city assigned to carry out the enforcement of this subchapter. *MUNICIPAL TREE INSPECTOR* shall also assume and fulfill the role of City Forester as provided in ' 94.25 below.

MUNICIPALITY. The City of Lake St. Croix Beach, County of Washington, State of Minnesota.

PARK. Includes all public parks having individual names.

PARK COMMISSION. The Department of Parks and Street Trees, Parks and Forestry, Forestry, Street Trees or other designated department of the city under whose jurisdiction park and/or street trees fall.

PERSON. Any person, firm, partnership, association, corporation, company or organization of any kind.

PRINCIPAL THOROUGHFARE. Any street upon which trucks are not prohibited.

PROPERTY LINE. The outer edge of a street or highway.

PROPERTY OWNER. The person owning such property as shown by the County Auditor=s Plat.

PUBLIC PLACES. All other grounds owned by the city.

PUBLIC TREES. All shade and ornamental trees now or hereafter growing on any street or any public areas where otherwise indicated.

SHALL. Is mandatory and not merely directory.

SMALL TREES. Designated as those attaining a height of 20 to 30 feet.

STREET or *HIGHWAY.* The entire width of every public way or right-of-way when any part thereof is open to the use of the public, as a matter of right, for purposes of vehicular and pedestrian traffic.

TREE LAWN. The part of a street or highway, not covered by sidewalk or other paving, lying between the property line and that portion of the street or highway usually used for vehicular traffic. (1990 Code, ' 1505.02) (Ord. passed 11-15-1993)

' 94.03 **MUNICIPAL TREE INSPECTOR; CITY TREE BOARD.**

Lake St. Croix Beach - General Regulations

(A) *Municipal Tree Inspector.*

(1) *Appointment.* The Municipal Tree Inspector shall be annually appointed by the City Council. The Tree Inspector shall have a general knowledge of horticulture and arboriculture and shall have such other qualifications and training as shall be specified by the City Council from time to time. (1990 Code, ' 1505.03)

(2) *Compensation.* The Municipal Tree Inspector may receive compensation as established by Council resolution from time to time. (1990 Code, ' 1505.04)

(3) *Duties.* The Municipal Tree Inspector shall have the authority to promulgate the rules and regulations of the arboricultural specifications and standards of practice governing the planting, maintenance, removal, fertilization, pruning, and bracing of trees on the streets or other public sites in the municipality, and shall direct, regulate, and control the planting, maintenance, and removal of all trees growing now or hereafter in any public area of the city. He or she shall cause the provisions of this subchapter to be enforced. In his or her absence, these duties shall be the responsibility of a qualified alternate designated by the municipality. (1990 Code, ' 1505.05)

(4) *Authority of the Municipal Tree Inspector.*

(a) *Planting, maintenance and removal of trees.* The Municipal Tree Inspector shall have the authority and jurisdiction of regulating the planting, maintenance and removal of trees on streets and other publicly owned property to ensure safety or preserve the aesthetics of such public sites.

(b) *Supervision.* The Municipal Tree Inspector shall have the authority and it shall be his or her duty to supervise or inspect all work done under a permit issued in accordance with the terms of this subchapter.

(c) *Condition of permit.* The Municipal Tree Inspector shall have the authority to affix reasonable conditions to the granting of a permit in accordance with the terms of this subchapter.

(d) *Community Forestry Plan.* The Municipal Tree Inspector shall have the authority to formulate a Community Forestry Plan with the advice, a hearing and approval of the City Council. The Community Forestry Plan shall specify the species of trees to be planted on each of the streets or other public sites of the municipality. From and after the effective date of the Community Forestry Plan or any amendment thereof, all planting shall conform thereto.

1. The Municipal Tree Inspector shall consider all existing and future utility and environmental factors when recommending a specific species for each of the street and other public sites of the municipality.

2. The Municipal Tree Inspector, with the approval of the City Council, shall have the authority to amend or add to the Community Forestry Plan at any time that circumstances make it advisable.

(1990 Code, ' 1505.06)

(B) *Creation of a City Tree Board.* There is hereby created and established in the city a City Tree Board which shall consist of the Parks Commission of the city.

(1990 Code, ' 1505.13)

(Ord. passed 11-15-1993)

' 94.04 PERMITS REQUIRED.

(A) *Planting, maintenance, or removal.*

(1) No person shall plant, spray, fertilize, preserve, prune, remove, cut above ground or otherwise disturb any tree on any street or municipal-owned property without first filing an application and procuring a permit from the Municipal Tree Inspector or otherwise specified municipal authority. The person receiving the permit shall abide by the arboricultural specifications and standards of practice adopted by the Municipal Tree Inspector.

(2) Application for permits must be made at the office of the City Clerk-Administrator not less than 48 hours in advance of the time the work is to be done.

(3) The Municipal Tree Inspector shall issue the permit provided for herein if, in his or her judgment, the proposed work is desirable and the proposed method and workmanship thereof are of a satisfactory nature. Any permit granted shall contain a definite date of expiration and the work shall be completed in the time allowed on the permit and in the manner as therein described. Any permit shall be void if its terms are violated.

(4) Notice of completion shall be given within five days of the Municipal Tree Inspector for his or her inspection.

(B) *Planting.*

(1) *Application data.* The application required herein shall state the number of trees to be set out; the location, grade, species, cultivar or variety of each tree; the method of planting; and such other information as the Municipal Tree Inspector shall find reasonably necessary to a fair determination of whether a permit should be issued.

(2) *Improper planting.* Whenever any tree shall be planted or set out in conflict with the provisions of this section, it shall be lawful for the Municipal Tree Inspector to remove or cause removal of the same, and the exact cost thereof shall be assessed to the owner as provided by law in the case of special assessments.

(C) *Maintenance.* The application required herein shall state the number and kinds of trees to be sprayed, fertilized, pruned or otherwise preserved; the kind of treatment to be administered; the composition of the spray material to be applied; and such other information as the Municipal Tree Inspector shall find reasonably necessary to be a fair determination of whether a permit should be issued.

Lake St. Croix Beach - General Regulations

(D) *Removal, replanting and replacement.*

(1) Wherever it is necessary to remove a tree or trees from the treelawn in connection with the paving of a sidewalk, or the paving or widening of the portion of a street or highway used for vehicular traffic, the municipality shall replant such trees or replace them. Provided that conditions prevent planting on treelawns, this requirement will be satisfied if any equivalent number of trees of the same size and species as provided for the arboricultural specifications are planted in an attractive manner on the adjoining property.

(2) No person or property owner shall remove a tree from the treelawn for the purpose of construction, or for any other reason, without first filing an application and procuring a permit from the Municipal Tree Inspector, and without replacing the removed tree or trees in accordance with the adopted arboricultural specifications. Such replacement shall meet the standards of size, species and placement as provided for in a permit issued by the Municipal Tree Inspector. The person or property owner shall bear the cost of removal and replacement of all trees removed.
(1990 Code, ' 1505.07) (Ord. passed 11-15-1993) Penalty, see ' 94.99

' 94.05 OBSTRUCTIONS; PRUNING TREES.

(A) *Duty to prune.* It shall be the duty of any person or persons owning or occupying real property bordering on any street upon which property there may be trees, to prune such trees in such manner that they will not obstruct or shade the street lights, obstruct the passage of pedestrians on sidewalks, obstruct vision of traffic signs or obstruct view of any street or alley intersection.

(B) *Minimum clearance.* The minimum clearance of any overhanging portion thereof shall be ten feet over sidewalks, and 12 feet over all streets except truck thoroughfares which shall have a clearance of 16 feet.

(C) *Notice to prune.* Should any person or persons owning real property bordering on any street fail to prune trees as hereinabove provided, the Municipal Tree Inspector shall order such person or persons, within seven days after receipt of written notice, to so prune trees.

(D) *Order required.* The order required herein shall be served by mailing a copy of the order to the last known address of the property owner, by certified mail.

(E) *Failure to comply.* When a person to whom an order is directed shall fail to comply within the specified time, it shall be lawful for the municipality to prune such trees, and the exact cost thereof shall be assessed to the owner as provided by law in the case of special assessments.
(1990 Code, ' 1505.08) (Ord. passed 11-15-1993) Penalty, see ' 94.99

' 94.06 ABUSING OR MUTILATING PUBLIC TREES.

Unless specifically authorized by the Municipal Tree Inspector, no person shall intentionally damage, cut, carve, transplant or remove any tree; attach any rope, wire, nails, advertising poster, or other contrivance to any tree, allow any gaseous liquid, or solid substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or heat thereof will

Trees

injure any portion of any tree.

(1990 Code, ' 1505.09) (Ord. passed 11-15-1993) Penalty, see ' 94.99

' 94.07 INTERFERENCE WITH MUNICIPAL TREE INSPECTOR.

No person shall hinder, prevent, delay or interfere with the Municipal Tree Inspector or any of his or her assistants while engaged in carrying out the execution or enforcement of this subchapter. Provided, however, that nothing herein shall be construed as an attempt to prohibit the pursuit of any remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the municipality.

(1990 Code, ' 1505.10) (Ord. passed 11-15-1993) Penalty, see ' 94.99

' 94.08 PROTECTION OF TREES.

(A) All trees on any street or other publicly owned property near any excavation or construction of any building structure, or street work, shall be guarded with a good substantial fence, frame or box not less than four feet high and eight feet square, or a distance in feet from the tree equal to the diameter or the trunk in inches D.B.H., whichever is greater, and all building material, dirt or other debris shall be kept outside the barrier.

(B) No person shall excavate any ditches, tunnels, trenches or lay any drive within a radius of ten feet from any public tree without first obtaining a written permit from the Municipal Tree Inspector.

(1990 Code, ' 1505.11) (Ord. passed 11-15-1993) Penalty, see ' 94.99

' 94.09 PLACING MATERIALS ON PUBLIC PROPERTY.

No person shall deposit, place, store or maintain upon any public place of the municipality, any stone, brick, sand, concrete or other materials which may impede the free passage of water, air and fertilizer to the roots of any tree growing therein, except by written permit of the Municipal Tree Inspector.

(1990 Code, ' 1505.12) (Ord. passed 11-15-1993) Penalty, see ' 94.99

' 94.10 INTERPRETATION AND CONSTRUCTION.

This subchapter is enacted in addition to and not in replacement of the Model Bluffland Shoreland Management Ordinance of the city. In the event any portion hereof is determined to be inconsistent with the terms and provisions of the Model Bluffland Shoreland Management Ordinance, the more restrictive interpretation and construction shall prevail and apply.

(1990 Code, ' 1505.16) (Ord. passed 11-15-1993)

TREE DISEASES

' 94.25 CITY FORESTER.

(A) *Position created.* The powers and duties of the City Forester as set forth herein are conferred

Lake St. Croix Beach - General Regulations

upon the persons or employees within the Building Department whom the Council shall deem appropriate.

(1990 Code, ' 1502.010)

(B) *Duties of Forester.* It is the duty of the City Forester to coordinate, under the direction and control of the Council, all activities of the municipality relating to the control and prevention of Dutch Elm, oak wilt or similar plant pests or plant diseases. He or she shall recommend to the Council the details of a program for the control of Dutch Elm disease, oak wilt or similar plant pests or plant diseases, and perform the duties incident to such program adopted by the Council.

(1990 Code, ' 1502.020)

' 94.26 NUISANCE DECLARED.

(A) The following things are public nuisances wherever they may be found within the city:

(1) Any living or standing elm tree or part thereof infected to any degree with Dutch Elm disease fungus *Ceretocystis Ulmi* (Buisman) Moreau, or which harbors any of the elm bark beetles, *Scolytus Multistriatus* (Eichh.) or *Hylugopinus Rufites* (Marsh);

(2) Any living or standing oak tree or part thereof infected to any degree with the oak wilt fungus, *Endoconidiophora Faga-ceaarum*; and

(3) Any dead elm tree or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been removed and burned or sprayed with an effective bug beetle insecticide.

(B) It is unlawful for any person to permit any public nuisance as defined in division (A) above to remain on any premises owned or controlled by him or her within the city. Such nuisance may be abated in the manner prescribed by this subchapter.

(1990 Code, ' 1502.030) Penalty, see ' 94.99

' 94.27 INSPECTION AND INVESTIGATION.

(A) *Annual inspection.* The City Forester shall inspect all premises and places within the city as often as practicable to determine whether any condition described in ' 94.26 exists thereon. He or she shall investigate all reported incidents of infestation by Dutch Elm fungus or elm bark beetles.

(B) *Entry on private premises.* The City Forester or his or her duly authorized agents may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned him or her under this subchapter.

(C) *Diagnosis.* The City Forester shall, upon finding conditions indicating Dutch Elm infestation or oak wilt, immediately send appropriate specimens or samples to the Commissioner of Agriculture for analysis, or take such other steps for diagnosis as may be recommended by the Commissioner. Except

as provided in ' 94.30, no action to remove infected trees or wood shall be taken until positive diagnosis of the disease has been made.

(1990 Code, ' 1502.040) Penalty, see ' 94.99

' 94.28 DUTCH ELM DISEASE AND OAK WILT.

In abating the nuisances defined in ' 94.27, the City Forester shall cause the infected tree or wood to be sprayed, removed, burned or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of Dutch Elm disease fungus and elm bark beetles or oak wilt fungus. Such abatement procedures shall be carried out in accordance with current technical and expert opinions and plans as may be designated by the Commissioner of Agriculture.

(1990 Code, ' 1502.050) Penalty, see ' 94.99

' 94.29 INFECTED TREE AND WOOD; PROCEDURE FOR REMOVAL.

Whenever the City Forester finds with reasonable certainty that the infestation defined in ' 94.26 exists in any tree or wood in any public or private place in the city, he or she shall proceed as follows:

(A) If the Forester finds that the danger of infestation of other elm or oak trees is not imminent because of elm dormancy or other circumstances, he or she shall make a written report of his or her finding to the Council which shall proceed by:

(1) Abating the nuisance of a public improvement under M.S. Chapter 429, as it may be amended from time to time; or

(2) Abating the nuisance as provided in division (C) below.

(B) If the City Forester finds that the danger of infestation of other elm or oak trees is imminent, he or she shall notify the abutting property owner by certified mail that the nuisance will be abated within a specified time, not less than five days from the date of mailing of such notice. The Forester shall immediately report such action to the Council, and after the expiration of the time limited by the notice, he or she may abate the nuisance.

(C) Upon receipt of the City Forester's report required by division (A) above, the Council shall by resolution order the nuisance abated. Before action is taken on such resolution, the Council shall publish notice of its intention to meet to consider taking action to abate the nuisance. The notice shall be mailed to affected property owners and published once no less than one week prior to such meeting. The notice shall state the time and place of the meeting, the streets affected, action proposed, the estimated cost of the abatement and the proposed basis of assessment, if any, of costs. At such hearing or adjournment thereof, the Council shall hear property owners with reference to the scope and desirability of the proposed project. The Council shall thereafter adopt a resolution confirming the original resolution with such modifications as it considers desirable and provide the doing of the work by day labor or by contract.

Lake St. Croix Beach - General Regulations

(D) The City Forester shall keep a record of the costs of abatements done under this section and shall report monthly to the City Clerk-Administrator all work done for which assessments are to be made stating and certifying the description of the land, lots, parcels involved and the amount chargeable to each.

(E) On or before September 1 of each year, the City Clerk-Administrator shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this subchapter. The Council may then spread the charges, or any portion thereof, against the property involved as a special assessment under M.S. ' 429.101, as it may be amended from time to time, and other pertinent statutes for certification to the County Auditor and collection the following year along with current taxes.

(1990 Code, ' 1502.060) Penalty, see ' 94.99

' 94.30 SPRAYING ELM OR OAK TREES.

(A) Whenever the City Forester determines that any elm or oak tree or elm or oak wood within the city is infected with Dutch Elm fungus or oak wilt fungus, he or she may spray all nearby high value elm or oak trees with an effective elm bark beetle destroying concentrate or other appropriate substance suitable for destroying or controlling Dutch Elm disease fungus or oak wilt fungus. Spraying activities authorized by this section shall be conducted in accordance with technical and expert opinions and plans for the Commissioner of Agriculture and under the supervision of the Commissioner and his or her agents whenever possible.

(B) The notice provisions of ' 94.29 apply to spraying operations conducted under this section.
(1990 Code, ' 1502.070) Penalty, see ' 94.99

' 94.31 TRANSPORTATION AND STORAGE OF ELM WOOD WITHIN THE CITY.

It shall be unlawful for any person to transport within the city any diseased elm with bark intact without having obtained a permit from the City Forester. The Forester shall grant such permits only when the purpose of this subchapter shall be served thereby. It shall be unlawful for any person to store within the city any diseased elm with bark intact between April 1 and September 15 of each calendar year. Provisions for municipal storage of diseased elm or other wood for public disposal and/or use may be established by resolution of the City Council from time to time.

(1990 Code, ' 1502.080) Penalty, see ' 94.99

' 94.32 INTERFERING PROHIBITED.

It is unlawful for any person to prevent, delay or interfere with the City Forester or his or her agents while they are engaged in the performance of duties imposed by this subchapter.

(1990 Code, ' 1502.090) Penalty, see ' 94.99

' 94.99 PENALTY.

(A) Whoever violates any provision of this chapter for which no specific penalty is otherwise provided shall be subject to the provisions of ' 10.99.

(B) Any person, firm or corporation violating or failing to comply with any of the provisions of " 94.01 through 94.10 shall be guilty of a misdemeanor, and upon conviction thereof shall be fined a sum not more than \$700, or may be imprisoned for a term not exceeding 90 days, or both. (1990 Code, ' 1505.15) (Ord. passed 11-15-1993)

503.01. Vegetative Cutting. On land within 200 feet of the ordinary high water mark in rural districts, 100 feet of the ordinary high water mark in urban districts, and 40 feet landward of blufflines and on slopes greater than 12 percent in all districts, there shall be no vegetative cutting of live trees or shrubs without a vegetative-cutting permit from the Community Zoning Administrator. A permit may be issued only if:

- (1) The cutting, including topping, involves trees less than 6 inches in diameter at breast height; and
- (2) The cutting, including topping, involves vegetation which is not screening any structure from view from the river; and
- (3) The essential character, quality, and density of existing growths is preserved and continuous canopy cover is maintained; or
- (4) Diseased trees are to be removed, and their removal is in the public interest; or
- (5) The cutting is necessary for the maintenance of transportation or utility rights-of-way.

503.02. A vegetative cutting permit is not required for the following provided the existing quality, character, density, and canopy is maintained as viewed from the river:

- (1) Clearing for a validly permitted structure, septic system, roadway, and parking areas.
- (2) Maintenance trimming or pruning on a particular parcel or in transportation or utility rights-of-way.

503.03. Grading and Filling. Grading, filling, excavating, or otherwise changing the topography landward of the ordinary high water mark shall not be conducted without a grading permit from the Community Zoning Administrator. A grading permit may be issued only if:

- (1) Slopes greater than 12 percent (12 feet vertical rise in 100 horizontal feet) are preserved to the greatest extent possible.
- (2) Earthmoving, erosion, vegetative cutting, draining or filling of wetlands, and the destruction of natural amenities is minimized;
- (3) The smallest amount of ground is exposed for as short a time as feasible;
- (4) During construction, temporary ground cover, such as mulch is used and permanent ground cover, such as sod, is planted upon completion;
- (5) Methods to prevent erosion and trap sediment are employed; and
- (6) Fill is stabilized to accepted engineering standards.

503.04. A separate grading and filling permit is not required for grading, filling, or excavating the minimum area necessary for a structure, sewage disposal system, and private road and parking area undertaken pursuant to a validly issued building permit.

504. Conditional Uses.

504.01. Conditional uses are uses which normally are not permitted in the urban or rural districts of the St Croix Riverway unless it is determined by the governing body, after a public hearing, that the proposed use shall:

- (1) Preserve the scenic and recreational resources of the St Croix Riverway, especially in regard to the view from and use of the river.
- (2) Maintain safe and healthful conditions.
- (3) Limit erosion potential of the site based on degree and direction of slope, soil type, and vegetative cover.

1803. GROWTH OF WEEDS, GRASS AND OTHER RANK, POISONOUS OR HARMFUL VEGETATION

1803.010 Appointment of Weed Inspector. The Mayor shall appoint an Inspector who shall have the authority and responsibility to enforce this ordinance. The City Council members are also vested with such authority and the term "Inspector" as used in this ordinance shall include council members.

1803.020 Cutting and Removal. It shall be unlawful for any owner, lessee or occupant, or any agent, servant, representative or employee of any such owner, lessee or occupant having control of any occupied or unoccupied lot or land or any part thereof in the City of Lake St. Croix Beach to permit or maintain on any such lot or land, or on or along the sidewalk, street or alley adjacent to the same between the property line and the curb or middle of the alley or for ten feet outside the property line if there be no curb, any growth of weeds, grass or other rank vegetation to a greater height than four (4) inches on the average, or any accumulation of dead weeds, grass or brush. It shall also be unlawful for any such person or persons to cause, suffer or allow poison ivy, ragweed or other poisonous plants, or plants detrimental to health to grow on any such lot or land in such manner that any part of such ivy, ragweed, or other poisonous or harmful weed shall extend upon, overhand or border any public place or allow to seed, pollen or other poisonous particles or emanations therefrom to be carried through the air into any public place.

1803.040 Duty of Owner, Lessee or Occupant. It shall be the duty of any owner, lessee or occupant of any lot or land to cut and remove or cause to be cut and removed all such weeds, grass, or other rank, poisonous or harmful vegetation as often as may be necessary to comply with the provisions of 1803.030; provided that cutting and removing such weeds, grass and vegetation at least once in every three weeks, between May 15 and September 15 shall be deemed to be a compliance with this ordinance.

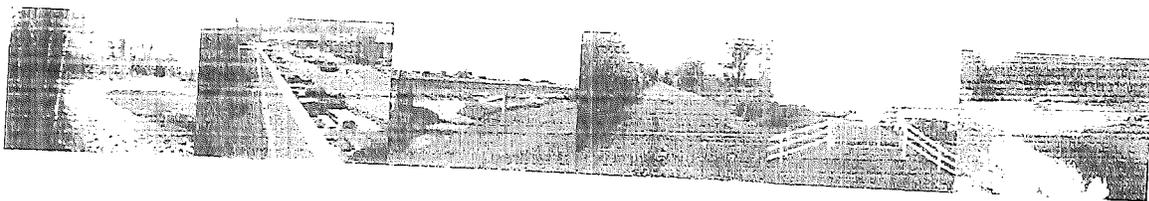
1803.050 Noncompliance by Owner to Remove Weeds. If the provisions of the foregoing sections are not complied with, the Inspector shall serve written notice upon the owner, lessee or occupant or any person having the care or control of any such lot or land to comply with the provisions of this ordinance. If the person upon whom the notice is served fails, neglects or refuses to cut and remove or to cause to be cut and removed such weeds, grass or other vegetation within ten (10) days after receipt of such notice, or if no person can be found in the City who either is or claims to be the owner of such lot or land, or who either represents or claims to represent such owner, the Inspector shall cause such weeds, grass and other vegetation on such lot or land to be cut and removed and a verified and itemized statement of the actual cost of such cutting and removal, plus five percent shall be provided to the Clerk/Treasurer and shall thereupon become and be a lien upon the property on which such weeds, grass and other vegetation were located and shall be added to and become and form part of the taxes next to be assessed and levied upon such lot or land and shall bear interest at the same rate as taxes. The City Clerk/Treasurer shall certify to the Auditor of Washington County, Minnesota, a statement of such cost with the request that he enter such amount on the tax books, as a tax upon the land, and such cost shall be collected in the same manner as real estate taxes.

Attached are excerpts from US Army Corps of Engineers and Oklahoma Water Resource Board that address the danger of allowing trees and other woody vegetation to grow in riprap and on earthen slopes. Removal and regular maintenance activities are necessary to maintain the integrity of slopes and prevent damage to the Bluffland Park and nearby infrastructure (streets, watermain, street lighting, bluff staircases, culverts, electric power lines, gas mains, etc.)

**LEVEE OWNER'S MANUAL
FOR
NON - FEDERAL
FLOOD CONTROL WORKS**

**THE REHABILITATION AND INSPECTION
PROGRAM**

PUBLIC LAW 84-99



March 2006

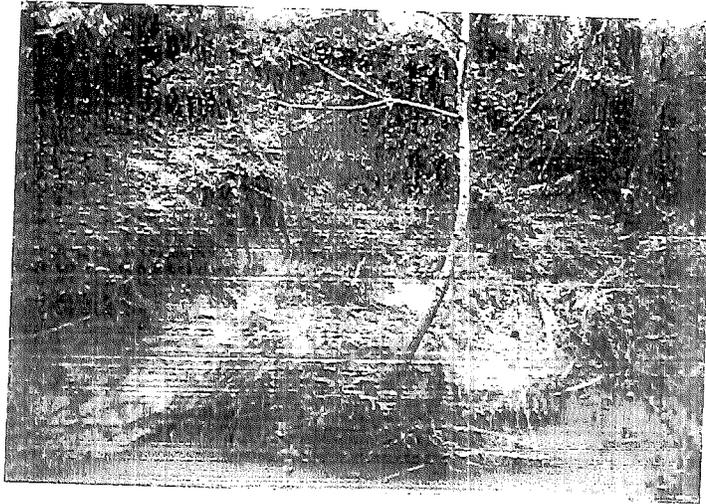


Figure 2.18 Classic picture of a tree causing slope failure. (WA)

A related slope failure/stability problem involves trees growing on or near the channel or levee slopes. It's very important to prevent tree growth near levee or channel embankments, because when the roots of these trees decay they leave voids in the soil, which allow water to quickly saturate the slope and cause a slope failure. Trees can also be uprooted and deflect flood flows into the embankment, accelerating the erosion of the bank.

The classic signs of slope stability problems are listed below, and you should watch for these signs during routine inspections. Please also refer to section 2.9 for further discussion on levee cracking.

- a. Wide deep cracks that parallel the riverbank or levee crest. In the case of levees, these cracks may also extend down the slope of the levee.
- b. Vertical movement of the material along the crack. Remember that this movement may be very obvious like in Figures 2.16 or 2.17, or very subtle if the stability problem is just starting to develop.
- c. If the slope has slumped or is starting to slump, examine the area along the toe of the embankment. In many cases there will be a noticeable bulge in the slope or riverbank.

Deep seated sliding often requires the removal and replacement of that section of the levee or river slope, and the stabilization of the area with a soil or rock berm. If you identify signs of a developing slope stability problem, it is very important that you contact your local Corps district office for an investigation and to get technical assistance as to the best way to repair the problem.

Tree Removal Tips

- When cutting trees for removal, at least one to two feet of the stump should be left above the ground. This ensures a well-defined stump can be used in the stump removal process.
- The stump and rootball should then be removed by pulling the stump upward with a track-mounted backhoe (or similar equipment) after loosening the rootball by pulling on the stump from different directions.
- The rootball cavity should be cleaned to remove loose soil and the remaining roots in the cavity should be removed using a backhoe. The cutting cavity side slopes are to be no steeper than 1:1. Cut a horizontal cavity for the bottom.
- Compacted soil should be a cohesive material, compacted in lifts no greater

than 8-inch loose lift thickness. Compaction is usually accomplished with manually-operated compaction equipment attached to a backhoe.

Embankment Maintenance

Embankments, groins, areas adjacent to spillway structures, vegetated channels, and other areas associated with a dam require continual maintenance of the vegetative cover.

Grass mowing, brush cutting, and removal of woody vegetation (including trees) are necessary for the proper maintenance of a dam, dike, or levee. All embankment slopes and vegetated earth spillways should be mowed at least twice per year.

Trees and brush should be removed in all areas within 30 feet of the embankment. Well-tended grasses

improve aesthetics, simplify inspections, create a non-erodible surface, and discourage burrowing animal habitation.

Chemical spraying and burning for the purpose of regular maintenance are no longer acceptable methods of vegetation control near a water body. More acceptable methods include the use of weed whips or power brush-cutters and mowers. If chemical spraying is used, utmost care should be taken to protect the local environment. To protect the integrity of the embankment, mowing with heavy equipment when wet should be avoided. Only proper equipment designed specifically for the type of slope and vegetation should be utilized following the manufacturer's recommended safe operation procedures.

Figure 2: A properly maintained dam using short grasses without trees or shrubs



dengstromlscb@comcast.net

From: Dawn Bulera <lscbbulera@gmail.com>
Sent: Thursday, April 16, 2020 11:16 AM
To: Dave Engstrom; Kate Piscitello
Subject: Pictures
Attachments: 20200416_080304.jpg; 20200416_080259.jpg

Here are pictures for discussion about the cutting permit at CC Meeting. Please put in packet. Please, please stress this discussion and pictures provided are NOT to fuel a battle with blame. No blaming, just to figure out how to improve.

Thank you,
Dawn

The first two are from 15th St. stairs. Trees growing in riprap, they should be removed to maintain stability. But the growth above riprap line is left to grow.

