Regular City Council Meeting 6:00 p.m.
Tuesday, March 17, 2020
Lakeland City Hall

REGULAR CITY COUNCIL MEETING AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ADOPT AGENDA**

4. **CONSENT AGENDA**
   A. Approve January 21, 2020 and February 18, 2020 City Council Meeting Minutes
   B. Monthly List of Claims
   C. Approve Of Custodial Services Contract To Clean City Hall
   D. Approve Youth Service Bureau Agreement
   E. Amend Resolution 2020-01 With February 18, 2020 Meeting Revisions
   F. Approve Videographer Contract

5. **AGENCY REPORTS**
   A. Law Enforcement Report
   B. Fire Department Report - Rob Corey - Proposed Ordinance Draft
   C. Animal Control Report
   D. Building Permit Report
   E. Engineering Report
   F. Public Works/Water Department Report – People Service
   G. Zoning Report – Julia Paulsen Mullin – Swanson Haskamp Consulting, LLC
   H. Treasurer Report – Georgeann Janisch – Carlson SV

6. **OPEN FORUM** (Public Comments, Presentations and Petitions)

7. **CITY BUSINESS**
   A. Discuss City Response to Office of the State Auditor Petitioner's Engagement Report
   B. Discussion And Possible Action On The Creation Of A Part-Time Deputy City Clerk Position
   C. Discussion And Possible Action On A Request For Proposal For A Building Official
   D. Discussion Regarding Personnel Committee Ordinance (See Section 31.01, Subdivision D (1) And (2) Staff/Personnel)
   E. Discussion Regarding City Of Lakeland Representation In Water Study Being Conducted By The MPCA And Its Consultant Related To 3M Settlement Fund – PFA's
   F. Discussion Regarding Administration Ordinance
   G. Discussion Regarding Possible Change To City Hall Office Hours

8. **CITY STAFF REPORTS**

9. **CITY COUNCIL AND MAYOR REPORTS**

10. **ADJOURN**

Agenda Item 4A

Minutes of the City of Lakeland City Council Meeting

Regular City Council Meeting 6:00 p.m.
Tuesday, January 21, 2020
Lakeland City Hall

CITY COUNCIL MEMBERS PRESENT: Mayor Richard Glasgow, Council Member Shayne Orning, Council Member Joe Paiement, Council Member Mike Thron, Council Member Lisa LaRoque Williams.

STAFF PRESENT: City Attorney Dave Snyder, City Treasurer Georgeann Janisch, City Clerk Andy Erickson, City Administrator Ed Shukle, Zoning Administrator Julia Mullin

REGULAR CITY COUNCIL MEETING AGENDA

1. **CALL TO ORDER: by Mayor Richard Glasgow.**

2. **PLEDGE OF ALLEGIANCE: recited by all.**

PRESENTATION: OFFICE OF THE STATE AUDITOR, STATE OF MINNSOTA
TAX PETITION AUDIT REPORT
This 25 page report was released on January 21, 2020.
The full report, including all charts mentioned in this summary is available on the City of Lakeland website ci.lakeland.mn.us and also on the website of the State Auditor www.auditor.state.mn.us
A print copy is also on file at City Hall.

Following Ms. Erickson's summary of the 25-page Petition Report, Council resumed the City's regular business.

3. **ADOPT AGENDA**. Mayor Glasgow moved to adopt the Consent Agenda .
Counsel Member Williams questioned accepting item 4C as is and spoke with Zoning Administrator Mullin about her concerns. The Consent Agenda was then amended to include additional language in item 4C. on accessory buildings.
Mayor Glasgow moved/ 2nd by Joe Paiement to revise item C as requested by Lisa Williams.
Motion passed with 5 Ayes and no Nays.

Counsel Member Joe Paiement then questioned item D and stated that he would like to discuss the possibility of creating a Water Board to include representatives of the other 3 Cities who purchase water from COL. Neither Council Member Williams nor Mayor Glasgow were in favor of creating yet another Board. It was finally decided that the other cities should be involved in Lakeland's Water Utility on a more informal basis.

Mayor Glasgow moved/2nd by Joe Paiement to accept the Consent Agenda with the rewording of items C. and D. as discussed. **Motion passed with 5 Ayes and no Nays.**

4. **CONSENT AGENDA**
   A. Approve December 17, 2019 City Council Meeting Minutes
   B. Monthly List of Claims
   C. Resolution 2020-02 Approving 2020 City Fee Schedule
   D. Resolution 2020-03 Implementing an Increase in Water Rates for Use of the Lakeland Municipal Water

E. Temporary Extension of 2019 Liquor and Tobacco License for Holiday Stationstores, LLC
F. Approve 2020 Tobacco License for Holiday Stationstores, LLC
G. Approve Sale of 2005 Ford F-250 Lariat to Highest Bidder
H. Resolution 2020-06 Appointing Election Judges for the March 3, 2020 Presidential Nomination Primary Election

5. AGENCY REPORTS

A. Law Enforcement Report. No report given

B. Fire Department Report. Fire Department Chief Jim Stanley gave the FD report from the podium. He began by saying that the FD plans to visit each of the 5 Cities it services on a quarterly basis to offer information to residents and also get citizen feedback. He stated that of the 118 runs last year, 28% of the calls were made from within the City of Lakeland. Lakeland pays for 24% of LSCVFD calls according to a formula devised years ago by the joint powers agreement. During the year 2020 the Fire Department plans to review the next 5 years' budget. He also informed the CC that the FD will be purchasing another engine but was not requesting any money from Lakeland—just letting people know.

The Fire Department would like to be included in future CUP discussions for businesses as there may be specific fire issues regarding equipment and personnel training. There are structural issues with businesses and duplexes regarding sprinklers, alarms, etc. The Fire Dept wants to inspect all businesses, duplexes and triplexes for compliance with law. Ideally he would like to see a City ordinance to address inspections to any and all residential rentals including an annual reinspection. Stanley will provide the COL with a sample ordinance for their review.

C. Animal Control Report. City Clerk Andy Erickson said 1 cat was reported lost, and 1 cat was reported found. Hopefully this was the same cat!

D. Building Permit Report. This report is on the City website.

E. Engineering Report is in the packet.

F. Public Works/Water Department Report – People Service. A report is in the packet. There are a number of non-working meters that need to be changed out. A strategy is needed to get compliance from those residents who routinely ignore a request to allow the City access to change a meter. Clerk Andy Erickson said some properties have had multiple notices placed on their door and also been notified by registered mail. All these notices are simply ignored. At this time properties who have non-functioning meters or will not give access to change their meter are paying estimated water bills based on past, recorded usage.

Council members Williams and Thron discussed several strategies to force compliance, such as raising the estimate each quarter. Peoples Services suggested reviewing the City water usage ordinances and mandating access. P.S. will continue to work with staff to resolve this issue of non-compliance.

G. Zoning Report – Julia Paulsen Mullin – Swanson Haskamp Consulting, LLC. No report was given, although Ms. Mullin answered questions regarding the problems with plowing Quixote Ave.

H. Treasurer Report – Georgeann Janisch. Janisch reported a General Fund Balance of $580,975 and referred Council to the packet for full details. Next month, she will review the City water accounts. Janisch prefers that all Council Members with questions and comments for the Treasurer go through the City Administrator Ed Shukle or City Clerk Andy Erickson and not call her employer CarlsonSV directly.

6. **OPEN FORUM** (Public Comments, Presentations and Petitions)
Resident Tim Wirth had questions regarding the newsletter. He was advised to contact City Clerk Erickson with his suggestions. Julie Thron made comments on building codes and inspections. Julie Schultz asked how one

became an Election Judge. Clerk Erickson will provide her with this information. Taylor Valencourt had concerns after watching the tape of the December 2019 CC meeting. He expressed doubts about the truthfulness of Chris Onken's statement that all work at the former Beanies site had been done with the proper permits from the City and DNR. Tim Wirth also thought Mr. Onken was not accurate in his statements on having the correct work permits.

7. **PUBLIC HEARING** (Discussion and Action by the City Council will follow each Public Hearing after closing)

A. Public Hearing on Holiday Stationstores, LLC Liquor License Renewal for 2020.

City Clerk Andy Erickson explained that he had hand-delivered the license renewal form to the Holiday and stressed to the local Manager that this was time-critical and needed to be brought to the attention of Holiday corporate immediately. The local manager did not follow up with his corporate office. So when the license expired on January 1, 2020 Erickson was contacted by Holiday corporate. Erickson was able to secure a temporary extension of Holiday's 2019 liquor license pending full Council approval at the January 2020 CC meeting. At this time Holiday has sent in all required materials and paid the required fees to reinstate their license.

Mayor Glasgow moved/ 2nd to reinstate the liquor license. Motion passed with 5 Ayes and 0 Nays.

8. CITY BUSINESS

A. Discussion and Action on Resolution 2020-01 Annual Appointments

Following discussion it was decided that the open appointments needed to be addressed individually:

Emergency Response which requires special training. City Administrator Shukle said this position is usually filled by a mayor, a Police Chief or a Fire Chief. Mayor Glasgow volunteered to do it.

Appointing a Human Resources director was a thornier issue:

Council Member Joe Paiement said he would be willing to do it, but preferred Council Member Lisa Williams. Council Member Lisa Williams expressed interest, and said she had a special interest in updating the Employee Handbook. Mayor Glasgow recommended Chris White for H.R. and stated he did not want Lisa Williams in this position for reasons he did not wish to discuss in an open meeting. He also said it was the Mayor's sole prerogative to make this appointment. At this point the City Attorney Dave Snyder interrupted to say that City ordinance does not give exclusive appointment rights to the Mayor. Appointments may also be made under Council direction. Council Member Orning made a motion/ 2nd by Council Member Thron to put Lisa Williams on H.R. The Mayor again made claim to his sole prerogative to make this appointment. City Admin Ed Shukle stated that Council needed to respect the City Attorney's advisement.

At this point the Mayor called the question and asked for a vote on appointing Joe Paiement and Ed Shukle jointly to H.R. There was no response from Council.

Mayor Glasgow called for a five minute recess at hour 1:40 of the recorded official CC meeting, and gaveled a suspension of the recording and minutes at this time.

. . . . *. meeting suspension* . . . .

When the official meeting resumed, City Administrator Ed Shukle made comments about maintaining decorum, respectability and professionalism. He then asked if Council would be agreeable to have the Mayor appoint Joe Paiement for 6 months, and then bring in Lisa Williams after six months. The Mayor was not agreeable. **Council Member Thron moved to appoint both Lisa Williams and Joe Paiement jointly/ 2nd Shayne Orning**. City Clerk Erickson reminded Council that the Mayor was already on the H.R. Committee, so this vote would produce an H.R. committee of 3: Mayor Glasgow, Joe Paiement and Lisa Williams. Mayor Glasgow called for a vote on Thron's motion.

Motion passed with 5 Ayes and 0 Nays.

City representative to fill a vacant position with the Lower St. Croix Valley Fire Department, which vacancy resulted from the resignation of Jim Stanton. This vacant position is short term and expires in June of 2020. Joe Paiement recommended Pete DeCorsey.
Shayne Orning moved/ 2nd Lisa Williams to appoint Peter J. DeCorsey to fill the vacant position until June, after which he would need to be reappointed.
Motion carried with 5 Ayes and 0 Nays.

B. Discussion and Action on Publishing the Summary of the Car Lot Ordinances.
This action was discussed and approved in the December CC meeting, but it requires a 4/5 approval of Council to publish and two Council members were absent in December, 2019.
Lisa Williams moves to publish the summary/ 2nd Mike Thron.
Motion passes with 5 Ayes and 0 Nays.

C. Discussion and Action on Approving Home Occupation Ordinance Amendments Mullin said that previously discussed updates to the City ordinances had been made and now needed to be approved by Council. There was a question of whether the Onken's housing initiative was a business or a residence. Mullin said that under state law a group home must be treated as a residence, not a business
Motion to approve the Home Occupation Ordinance Amendments made by Joe Paiement/ 2nd Mayor Glasgow.
Motion passed with 5 Ayes and 0 Nays.
Mayor Glasgow said he would work with City Clerk Erickson on a brief description of this item to put into the City Newsletter.

D. Discussion and Action on Publishing the Summary of the Home Occupation Ordinance.
Motion to publish the summary by Joe Paiement/ 2nd Mayor Glasgow.
Motion passed with 5 Ayes and 0 Nays

E. Discussion and Action on Resolution 2020-05 Authorizing Execution of Sub-Grant Agreement with FEMA.
Motion to pass resolution made by Mayor Glasgow/2nd by Lisa Williams.
Motion passed with 5 Ayes and 0 Nays.

F. Discussion and Action on Allocating Gain on Sale of Land of $80,000. Treasurer Janisch said this money would be held in the General Reserve Fund.
Motion to pass made by Mayor Glasgow/ 2nd by Lisa Williams.
Motion passed with 5 Ayes and 0 Nays.

G. Discussion and Action Resolution 2020-04 – Policy/City Council Meeting Protocol. City Administrator Ed Shukle addressed this resolution which has a goal of making CC meetings more efficient in process and also shorter. He proposed that there should be no access allowed to Council from the floor—only the podium. During Open Forum time, at the podium, speakers can raise topics of their concern but not engage in a lengthy dialog with Council. He proposed a time limit of 3 minutes to raise a topic be enforced. He also wanted a policy on unacceptable behaviors while speaking in the Open Forum. These unacceptable behaviors would include: no personal issues or accusations, the maintenance of civility with no expressed rudeness, anger, ridicule, or profane language. Also if anyone in attendance at CC was unruly or threatening or engaged in or advocated physical violence such a person should be removed by the Sheriff.
Shukle suggested that Council place a written statement of these guidelines on the podium. Council also thought that these guidelines could also be projected on screen during Open Forum.
Mayor Glasgow thought that these guidelines could be enforced through the power of the gavel. People need to be heard, but these are guidelines—not hard rules.
Motion to approve a statement and posting of these guidelines made by Mayor Glasgow/ 2nd by Mike Thron. Passed with 5 Ayes and 0 Nays.

H. Discussion and Action on Building Inspection Services Contract with Stensland Inspections
Council Member Lisa Williams moved to defer this topic to the February 2020 CC meeting in order to give Council more time to review the actual contract and issue more fully. 2^{nd} Joe Paiement. Discussion included the decision that any contract approved in February would be retroactive to January 1, 2020. Motion passed with 5 Ayes and 0 Nays.

I. Discussion on Preliminary Review of Planned Unit Development (PUD) Application for a Duplex at 402 Quinnell Ave. N.
Mullin addressed this topic saying she was looking for feedback on PUDs from Council in order to prepare for a motion in the February CC meeting. Mayor Glasgow said parking issues needed to be considered. This topic was deferred to February.

8. **CITY STAFF REPORTS** City Administrator Ed Shukle gave a brief report and listed the issues he was working on which included reviewing City ordinances, answering questions from Council members and City residents, working with the City Attorney on the planned DeWalt subdivision, the FEMA grant process for 4 homes north of Hwy 94, quorum and decorum issues at CC meetings, and working with City Clerk Erickson and Council Member Williams on IT issues. He stated that overall things were going well and he was working well with Erickson.

City Clerk Andy Erickson reported that water billing went better last quarter. Peoples Services has not yet assumed full control of the Water Utility and still relies on the Clerk's office for assistance. He said the IT transitions were all completed, although vendor cooperation was often less than optimal. He asked for guidance from Council on how best to disseminate the City Newsletter and briefly described several possible ways to distribute the newsletter. Mayor Glasgow said this was an administrative issue which Erickson could resolve with input from Ed Shukle, however he did think that a new list of who needs a mailed copy should be created.

9. **CITY COUNCIL AND MAYOR REPORTS** No Council Reports were given.

10. ADJOURN

LAKELAND CITY COUNCIL MEETING MINUTES

February 18, 2020

REGULAR CITY COUNCIL MEETING MINUTES

1.CALL TO ORDER by Mayor Richard Glasgow

City Council Members Present: Mayor Glasgow, Shayne Orning, Joe Paiement, Mike Thron, Lisa Laroque Williams
City Staff Present: Attorney Dave Snyder, Financial Advisor Georgeann Janisch, Zoning Administrator Julia Mullin, City Clerk Andy Erickson. (Missing was City Administrator Ed Shukle.)

2. PLEDGE OF ALLEGIANCE was recited by all.

A PRESENTATION by Sara Meyer, Valley Library Events and Information.

Ms. Meyer spoke about the newly renovated and re-opened Valley Library, located in Lakeland Plaza right next door to the previous Valley Library location. A grand opening for this facility was held on January 14, 2020 with more than 334 people in attendance. In addition to all the traditional book-related services offered by this library the expanded space has added more public spaces and additional high-tech amenities.

Currently the library is open for only 20 hrs. per week. Hours (which may vary from time to time) are posted at the entrance to the library. Open Hours and program times may also be determined by accessing the Washington County Library website at WashCoLib.org

3. ADOPT AGENDA

4. CONSENT AGENDA

A. Approve January 21, 2020 City Council Meeting Minutes.

B. Monthly List of Claims

C. Approve Joint Powers Agreement with Washington County Sheriff's Office for Law Enforcement.

D. Approve Cooperative Spring Clean Up Program with Lake St. Croix Beach

Council Member Williams moved to defer discussion of all **CONSENT AGENDA** items to **8. CITY BUSINESS**, and to add 2 items to the Consent Agenda. Discussion of the Consent Agenda would commence following item '8. An Update on the 2020 Comprehensive Plan.' The two items added to the Consent Agenda were **City Staff Priorities** and **City Records**.

Motion was 2nd by Mike Thron
Motion passed with 5 Ayes and 0 Nays.
The Consent Agenda items were added to 8. City Business.

5. AGENCY REPORTS

5 A. Law Enforcement Report. Washington County Deputy Gunnerson introduced himself stating that he would be patrolling three afternoons per week in Lakeland. He added that he was a pretty pro-active guy and residents may start seeing more police lights than in the past.

5 B Fire Department Report. Lower St. Croix Valley Fire Department Chief James Stanley spoke, stating that there had been five runs in Lakeland in the month of January, all of them medical runs and none of them fire runs. He addressed the criterion for issuing burn permits.

5 C. Animal Control Report. Report is in the Council Packet. No agency rep attended the meeting.

5 D. Building Permit Report. Report is in the Council Packet. No agency rep attended the meeting.

5 E. Engineering Report. Report is in the Council Packet. No agency rep attended the meeting.

5 F. Public Works/Water Department Report — People Service. Report is in the Council Packet. No agency rep attended the meeting.

5 G. Zoning Report . Report is in Packet. Julia Paulsen Mullin — Swanson Haskamp Consulting, LLC was in attendance. Council Member Williams, referring to the three houses recently placed on stilts with the aid of FEMA, was concerned that there may be future drainage issues on the nearby City road. She asked if a retaining wall might be needed.

5 H. Treasurer Report. Financial Advisor Georgeann Janisch reported there was $521,882 in the City of Lakeland General Fund. She reported that the 2020 Budget had been updated to reflect the deposit of $80,000 from the recent sale of City land into the General Reserve Fund. Following her report Financial Advisor Janisch was released from further attendance and left the building.

6. OPEN FORUM (Public Comments, Presentations and Petitions).

Mary Maloney Miller, referring to the League of Minnesota Cities handbook, expressed concern over the City's record management and retention. She wanted this to be more of a priority.

Julia Thron questioned the City's decision to spend $213,000 to remodel an old building (the current City Hall) which was built in 1868 and is probably past its useful life as a public building, considering that it needs more updates to bathrooms as well as mold mitigation in the lower basement to bring it into compliance with the State standards for a public building.

Nancy Millard referenced the January Office of the State Auditor (OSA) report given to Council and asked how the City planned to address the issues raised in this report. Attorney Snyder responded, saying he had just received a written, proposed City response from City Administrator Ed Shukle. The Council would need some time to review this proposed response before scheduling a public meeting to discuss the City response.

Brian Zeller, Mayor of Lakeland Shores requested that the Cities of Lakeland Shores and Lake St. Croix Beach be part of the planning of the Spring Clean-Up event.

7. PUBLIC HEARING Public Hearing on Approving a Partial Tax Abatement for 30 Quant Ct. S., Resolution #2020-10

At issue is an amount of $216.30, which represents an amount needed to resolve an outstanding Washington County water tax issue. City Clerk Andy stated that resolving this issue was a very time-consuming process. Council Member Thron noted that the City should not have to spend so much City time and resources to set up a payment plan for such a small amount of money.

Thron moved that no further City Staff resources or City money be used to settle or finance this individual's tax issues.

2nd Lisa Williams.

Motion passed with 5 Ayes and 0 Nays.

8. CITY BUSINESS

8. A. An Update on the 2040 Comprehensive Plan by Julia Mullin.

The City is required by the State of Minnesota to certify a Comprehensive Plan every ten years. This gives the City and its citizens an opportunity to review what changes have taken place in the City, and to determine how they want to move forward. The Met Council sent the City a check list of items that need to be addressed in this plan.

In October 2016 the City received a grant of $10,000 from the Met Council to complete the City Comprehensive Plan. Of this amount, $5,000 was spent in 2017 with the expectation that the City would have a workable draft by the end of 2017. Mark Nagel, who was let go by the City in February of 2018 was working on this Plan but had not completed it before he left. This incomplete Plan was not submitted for its 30-day review period until May of 2018. The plan as submitted was rejected as incomplete and not addressing many future issues, such as reclaiming the land of the Sheily gravel pit site.

Mullin and Administrator Ed Shukle have now roughed out the issues and created a budget to complete the Plan. The City will need two public Workshops this year to address the Comprehensive Plan. One Workshop will likely be in March, with a follow up Workshop two or three months later to finalize a Plan for submission.

8. B. Approve January 21, 2020 City Council Meeting Minutes.

Council Member Williams requested that all mention of the OSA report be removed from the January minutes. The City Clerk stated this had already been done. Council wanted concerned citizens to consider the report in its entirety and not rely on a summary from the minutes. Clerk Erickson was directed to place a link to the complete text of the OSA report which was requested by the Petition Audit onto the City Website.

8. C. Monthly List of Claims

There was discussion of the Chevy Colorado pick-up truck which the City desires to sell, and getting it removed from storage behind Pumphouse #1 where it was covered with leaves and debris. City Clerk Erickson stated this had already been done. Upon recommendation of Ed Shukle, Erickson had also had the truck detailed in Hudson to make it presentable for sale. Erickson was in the process of selecting a company that would sell the truck at auction.

There was discussion of a check in the amount of $200 submitted by videographer Dietrich Wilke for videotaping when his usual billed amount is $150. Wilke explained the situation which had resulted in this one-time increase. Council Member Williams asked if Wilke should have an employment contract with the City which could better spell out his monthly fee. Wilke stated that for reasons related to his business he did not want to be considered a City employee. Attorney Snyder suggested that perhaps both parties, Wilke and the City, could agree to jointly sign a simple half page contract setting the fee for a regular taping of Council meetings at $150 each and specifying that if there was an unexpected time expenditure it would be billed at $50/hr. Both the City and Wilke have the right to terminate with 30 days' notice.

Council Member Williams moved to pay the Monthly List of Claims
2nd by Mayor Glasgow
Motion passed with 5 Ayes and 0 Nays.

8. D. Approve Joint Powers Agreement with Washington County Sheriff's Office for Law Enforcement

Williams moved to approve the Joint Powers Agreement, pending Attorney Snyder's review.
2nd by Mayor Glasgow
Motion passed with 5 Ayes and 0 Nays.

8. E. Approve Cooperative Spring Clean-Up Program with Lake St. Croix Beach.

May 2nd is the likely date for the Annual Spring Clean-Up. Williams requested that Andy tell people they could start cleaning out their garages in anticipation, and that further details would be available at a future Council Meeting.

Motion passed with 5 Ayes and 0 Nays.

8. F. City Records.

Council Member Williams expressed great concern at the state of all stored City records—both paper and video. Many records are difficult to locate and some appear to be missing. Mayor Glasgow was adamant that no City records had been destroyed, but that some records were relocated after they had been scanned and converted to M-files by former Deputy City Clerk P.J. Kinde. Some records had been relocated from file cabinets in the City Offices to the basement of City Hall, or to one or both Water Pumphouse stations. Williams was adamant that all City records be located, put into some kind of order and then stored appropriately in a safe location.

Attorney Dave Snyder requested that the City Clerk undertake a review of categories of documents that can be expected to be present and identify any documents that are missing. If such documents or groups of documents are indeed missing then this may be a legal issue.

City Clerk Erickson was then tasked to contact former Deputy Clerk PJ Kinde to see if she could shed some light on the location of the relocated or possibly missing documents, or if she knew the location of any log of these documents.

Council Member Thron then asked the City Clerk if he would require help on this project of researching, relocating and reorganizing these missing documents and videos. Erickson replied that he was just one person doing a job which was formerly done by two people, so yes—he would like help. At this time he is often forced to pick and choose what needs to be prioritized and done immediately and what can wait until later.

8. G. City Staff Priorities

Council Member Williams reminded the Council that the City would have the services of Interim City Manager Ed Shukle only until the end of April. It was her opinion that Shukle should prioritize working on the Employee Manual and a Manual on Procedures and Policies. She wants staffing recommendations from him because she thinks the City needs an additional, possibly part-time, Clerk to assist Erickson and set the Clerk's office up for success. She also wanted Shukle's help in addressing five specific issues of the OSA report.

8. H. Question on Annual Appointments.

Council Member Williams stated that she thought the current City Clerk should be sworn in in a public ceremony at the March Council Meeting, because this had not happened when Erickson was hired, and she thinks the Office warrants this public oath.

Williams asked Attorney Snyder about Georgeann Janisch's proper title. Since she is not City employee she can't be titled City Treasurer. Should her official title be Financial Advisor? Snyder deferred to Shukle on this question. Clerk Erickson reported that Shukle was already working on this issue.

As for the Personnel Committee appointments, Council Member Williams said that when they were approved in January the committee has yet to have a meeting mentioning that both Julie Thron and Diane Wirth, Lakeland Residents, wanted to participate. Lakeland Resident Chris White mentioned that according to the City Ordinance, the Human Resources Committee currently requires 3 Council members and she recommends that the Council change that requirement to not have 3 Council members.

Regarding the Cable Commission, Williams offered the opinion that the Cable Commission had broken open meeting laws and was in a general state of disarray, stating that it needed to put its house in order. She also informed the rest of the Council that after reviewing the Lower St. Croix Valley Joint Powers Agreement requires two appointees and an alternate from each member city. After a lively discussion Williams moved that she and Mayor Glasgow be appointed to the Cable Commission with Shane Orning as an alternate.

2nd by Mike Thron
Motion passed with 5 Ayes and 0 Nays.

CITY STAFF REPORTS

City Clerk's Report.

City Clerk Andy Erickson referred Council to the packet for a complete statement of the projects he was working on, then offered a "Cliff Notes" version of that packet report.

- The John DeWall minor subdivision issue.
- The Rivercrest Variance, which was requiring an extraordinary amount of time in back & forths
- The handling of escrow accounts is extremely cumbersome. Accounts should be closed out as soon as a project is done.
- He has physically located all the CC videos from 2005 to February of 2018. However, he has not had time available to verify that these videos are accurately labelled and complete.
- He is working on locating the other missing videos.
- Peoples Services is dragging their feet on finalizing the truck purchase it so urgently wanted done, requiring extra back and forths from the Clerk's Office.
- Peoples Services, who have been hired to handle the Water Department including the Billing function are offering very minimal effort on transitioning the billing, which continues to be a drain on City Clerk time.

CITY COUNCIL AND MAYOR REPORTS

Council Member Williams reported that she was continuing her education in government service.

ADJOURN by Mayor Glasgow at the time of 8:21 p.m.

Andy Erickson, City Clerk	Richard Glasgow, Mayor

Agenda Item 4C

TO: Mayor and City Council

FROM: Andy Erickson, City Clerk

RE: Approve Of Custodial Services Contract To Clean City Hall

DATE: March 17, 2020

Background

The Lakeland City Hall building has been without a cleaning services professional since Marry Stanton resigned mid-2019. Council Member Lisa Williams has been providing cleaning services as a volunteer since October 2019.

Discussion

After consulting with City Administrator it was decided that the City needed to move onto a professional service for future cleaning services for the City Hall building. On recommendation for the excellent janitorial services provided to the City of Landfall, staff reviewed a proposal from Tania Gonzalez. She works as an independent contractor and in her proposal she will vacuum all carpet areas, sweep and mop the floor areas, clean glass doors outside and inside, bathroom top to bottom, and empty garbage cans.

This will be done twice a month at the rate of $170 per month.

Recommendation

Staff is requesting the City Council review the proposal from Tania Gonzalez and approve Custodial Services Contract To Clean City Hall.

Motion, Second and Simple Majority vote required.

Tania Gonzalez
INDEPENDENT CONTRACTOR

This Agreement between Tania Gonzalez (" Independent Contractor) and Lakeland City Hall

Cleaning Services will be provided on the following address:

LAKELAND CITY HALL
690 Quinnell Ave N
Lakeland MN 55043

These Services will be delivered twice a month, the second and last friday of each month.
Lakeland City Hall will provide all cleaning equipment and supplies.

Janitorial services will be : Vacuuming all carpet areas, Sweeping and mopping floor areas, Clean glass doors outside and inside, Bathroom top to bottom and garbage.

The total payment of the Service will be $170 a month

Invoices will be submitted the 1st of each month.

Check needs to be send before the 5th of the month to:

Tania Gonzalez
1255 brewers lane #5
Stillwater mn 55082
THANK YOU
We Appreciate your Business!!!!!!

youth service bureau

Helping youth and families learn the skills they need to be more successful at home, in school and throughout the community.

www.ysb.net

RECEIVED

MAR 1 1 2020

By: ____________

Agenda Item 4D

March 1, 2020

City of Lakeland
Attn: Andy Erickson, City Clerk
690 Quinnell Ave N, PO Box 321
Lakeland, MN 55043

Dear Andy,

Thank you for Lakeland's past support of $5,200 for Youth Service Bureau's (YSB) mission to *help youth and families learn the skills they need to be more successful at home, in school and throughout the community.* We hope to continue our partnership in support of today's youth. Enclosed please find two copies of the service contract for the next year and the report of how many Lakeland residents have been served in the past year.

For 44 years, YSB has provided youth and families the support they need at the first sign of challenges; early intervention helps avoid significant future consequences and costs, benefitting the youth and communities they live in. By accessing YSB's programs, youth and families learn strategies to better handle life's challenges and learn from their mistakes .

YSB's programs are based on promoting prevention and early intervention strategies. YSB's program areas:

- **Military Family Support Program** – Our newest program which provides educational presentations to military families to help them develop resilience and proactive strategies to cope with the stresses of deployment and ongoing military service.
- **Youth-Focused Family Counseling (Mental Health)** services help youth who are just beginning to struggle with challenges in their lives and provides support to parents and caregivers. We offer group and individual counseling sessions in some local schools.
- **School-Based Chemical and Mental Health** specialists are a critical resource for students, families and school staff. We provide direct student support services and prevention services as well as educational presentations in classrooms.
- **Diversion Programs** are early-intervention programs that hold youth accountable for inappropriate actions, such as theft, curfew violation, fighting, and chemical use, without creating a juvenile record. YSB involves parents and caregivers in the process, giving families needed support.
- **Youth and Family Education** program provides current, relevant, and supportive information to families and the wider community. We also provide schools with staff and classroom presentations to educate them about anxiety, chemical use, and social media use.

Referrals to all our services are welcome from anyone concerned about a youth's behaviors, choices and/or mental health. This includes parents, teachers, school administrators, social workers, school officer liaisons, law enforcement and youth themselves.

Last year, YSB provided over **8000** hours of services to over **27,000** youth and families through YSB's program areas to make a real difference in their lives by improving school performance and healthy outcomes, reducing truancy and court costs, educating youth and parents, and providing needed social services.

COTTAGE GROVE
7064 W. Point Douglas Road, Suite #201
Cottage Grove, MN 55016
651-458-5224

STILLWATER
Washington County Historic Courthouse
101 Pine Street West, Stillwater, MN 55082
651-439-8800

WOODBURY
7876 Hudson Road, Suite #1
Woodbury, MN 55125
651-735-9534

With your continued support YSB can ensure that families never have to face life's challenges alone. Working together we show that when young people and their families are provided accurate information and effective support, they can make better choices, improving their lives and benefitting the entire community.

If you would like to schedule a short presentation about our work in the community at an upcoming City Council meeting, please contact Barbara Ohs at 651-439-8800. Thank you for your past support in finding local solutions that help youth and their families make better choices and have brighter futures. We appreciate your consideration of our request and look forward to your response.

Sincerely,

Robert T. Sherman, Jr.
Executive Director

P.S. This year's Gala is at Inwood Oaks (formerly The Prom Center) in Oakdale from 5:00-9:00PM on Friday, May 8th, we hope you will be able to attend!

Youth Service Bureau, Inc.
55043 Report

Youth Served	2018	2019
Diversion Services	13	5
School-based Services	13	3
Therapy Services	5	4
TOTAL	31	12

Hours/Sessions of YSB service provided		
Diversion Services	70	23
School-Based Services	75	12
Therapy Services	27	39
TOTAL	172	74

Restitution paid by youth	$0.00	$0.00
CWS hours completed by youth	30	0

Youth and Family Presentations (Community)	92	153
Number of Attendees	6403	18359
School-Based Presentations	158	257
Number of Attendees	6308	8090

Outcomes

Diversion Services - 84% of youth completing our programs have not reoffended in the following 12 months.

School-Based Chemical Health - 80% indicated an increased resilience to drugs after 7 or more sessions.

Counseling - 69.03% of parents indicated that their child's issues were resolved or managable in follow-up closed cases.

Youth & Family Education - 89% of survey respondants indicated that the education seminar content was good or great.

Youth Service Bureau, Inc.

approximately 11% receive services across multiple programs

Youth Served		2018	2019
Diversion Services		508	411
School-based Services		6706	8656
Therapy Services		408	426
Military Family Support Program		xxxxx	136
	TOTAL	**7622**	**9629**

Hours of YSB service provided			
Diversion Services		2010	1330
School-Based Services		2475	2664
Therapy Services		3466	3527.11
Military Family Support Program		xxxxx	44
	TOTAL	**7951**	**7565.11**

Restitution paid by youth	$8,111.00	$1,702.91
CWS hours completed by youth	1910	1184

Youth and Family Presentations (Community)	92	153
Number of Attendees	6403	18359

Outcomes

Diversion Services - 84% of youth completing our programs have not reoffended in the following 12 months.

School-Based Chemical Health - 80% indicated an increased resilence to drugs after 7 or more sessions.

Counseling 69.03% of parents indicated that their child's issues were resolved or managable in follow-up closed cases.

Youth & Family Education - 84.5% indicated that the education seminar content was good or great.

RECEIVED

MAR 1 1 2020

By:

Service Contract between THE CITY OF LAKELAND and YOUTH SERVICE BUREAU, INC.

The City of Lakeland, 690 Quinnel Avenue North, Lakeland, MN 55043, hereinafter referred to as the "City," and Youth Service Bureau, Inc., 6120 Oren Avenue North, Box 12, Stillwater, Minnesota, 55082, hereinafter referred to as the "Contractor," enter into this agreement for the period from May 15, 2020, to May 14, 2021.

WHEREAS, the City is committed to using community-based approaches to strengthen individuals, families, and community;

WHEREAS, the City has identified the following outcomes for juvenile diversion and early intervention:

Juvenile offenders will be held accountable for their actions by engaging in activities that repair the harm done to the victim and community and will participate in programs that promote an increased understanding of the impact of their offense on victims, communities, and themselves;

Crime victims will be notified of diversion proceedings; will have opportunities to provide input; and, if willing, will have the opportunity to participate in the process; and

WHEREAS, the Contractor provides various diversion, youth and family counseling, chemical health and youth/family education programs to help strengthen families, and

WHEREAS, the City, desires to purchase services from Contractor through such programs to support Lakeland residents;

NOW, THEREFORE, the parties agree as follows:

1. **Contractor's Responsibilities**

Contractor agrees to provide the following services:

a) Complete an in-person intake meeting with the juvenile and parent(s) with all qualified referrals and utilize evidence-based screening tools.

b) Provide Community Work Service opportunities (CWS), and recruit and support CWS sites. Supervise and monitor community work service clients who are ordered by a court and/or referred by local law enforcement officials. Actively connect with CWS sites in the community, strengthen those relationships and seek/develop new CWS sites for youth.

c) Provide educational and prevention/early-intervention programs, specifically as follows: chemical awareness, bullying awareness, conflict awareness, theft awareness, or another approved alternative. Eligible juveniles include those who are court-ordered, and those who are referred by local law enforcement, schools, or parents. The reason for the referral must be for behavior or actions that could result in a police report, a citation, or a petition for delinquency.

d) Provide mental health evaluation and counseling. Counseling services can include crisis intervention, individual and family and group counseling. Families will pay for these services using insurance coverage or by using an available sliding-fee scale. The City subsidizes costs of counseling services if no insurance is available or after the family's insurance coverage or ability to pay has been exhausted.

e) Provide victims of crimes diverted by local law enforcement the opportunity for direct or indirect involvement into how the juvenile should be held accountable, including consideration of the impact of the crime on the victim and any specific needs for restitution. When necessary, due to the nature of the offense, restitution will be determined, collected, and paid to the victim.

f) When possible and appropriate, facilitate family group conferencing, and/or community-panels, so that juvenile offenders are held directly accountable to the victim and victimized community through some form of reparation.

g) Monitor agreements or contracts to ensure follow-through by juvenile offenders. The agency agrees to use a standardized contract form as developed by the Washington County and the Contractor's Youth Diversion Specialists. Ongoing communication between the Diversion Specialists and the referring parties is expected to allow for maximum case-management and coordination.

h) Such other chemical health and youth/family education programs as Contractor may develop and make available to other residents in areas it serves.

2. **Client Eligibility**
   Any person who is a resident of the City (meaning such persons as live in or attend school in the City) between the ages of five and eighteen, or older if still in high-school, their family members, and the victims of juvenile crime who are assessed to be appropriate shall be eligible for services provided under the terms of this Agreement.

3. **Cost and Delivery of Purchased Services** – The total amount to be paid to the Contractor for services purchased under this agreement Five Thousand Two Hundred Dollars ($5,200.00). For these services, the City agrees to make an annual payment to the Contractor on or about June 1, 2020.

4. **Evaluation, Reporting, and Information Requirements** – The Contractor agrees to provide the City not later than March 1, 2021, a summary of the number of Lakeland residents served and the hours of service provided to them in 2019. The Contractor agrees to comply with all reporting required by law, rule, or contract by the State of Minnesota.

5. **Indemnification** – The Contractor agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents for all claims arising out of the Contractor's activities related to the services provided under this agreement up to the liability limits set forth in Minn. Stat. 466.04. The City will indemnify the Contractor, from and against all liability up to the liability limits set forth in Minn. Stat. 466.04. No other provision of this agreement shall serve to limit in any way the obligations of the Contractor to indemnify and defend the City under this clause.

6. **Insurance Requirements** – The Contractor agrees that in order to protect itself, as well as the City, from claims arising out of the Contractor's activities under this agreement, it will at all times during the term of this agreement keep in force policies of insurance providing the following coverage: professional liability insurance in the amount of One Million Dollars ($1,000,000); comprehensive general liability insurance policy in the amount of One Million Dollars ($1,000,000); automobile liability insurance, including non-owned and hired autos, in the amount of One Million Dollars ($1,000,000). The Contractor further agrees to maintain Workers' Compensation insurance as required by applicable law. Contractor will also

maintain excess liability coverage in the amount of One Million Dollars ($1,000,000) per occurrence. Certificates of Insurance showing the coverage listed herein shall be provided to the City within 30 days of the effective date of this contract.

7. **Data Privacy** – All data collected, created, received, maintained, or disseminated for any purpose by the activities of the Contractor because of this agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as amended, the Minnesota Rule implementing such Act now in force or as adopted, as well as federal regulations on data privacy.

8. **Record Disclosures/Monitoring** – Pursuant to Minn. Stat. 16C.05, Subd. 5, the Contractor agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this agreement. The Contractor agrees to maintain these records for a period of three years from the date of termination of this agreement.

9. **Nondiscrimination** – During the performance of this agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

10. **Independent Contractor** – Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the City or the City Police Department. No tenure or any rights or benefits, including Workers' Compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees shall accrue to the Contractor or employees of the Contractor performing services under this agreement.

11. **Conditions of the Parties' Obligation** – This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail, or in person. Any alterations, variations, modifications, or waivers of the provisions of this agreement shall be valid only when they have been reduced to writing, duly signed by both parties, and attached to the original of this agreement.

12. **Compliance With Law** – The Contractor shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted insofar as they relate to the Contractor's performance of the provisions of this agreement.

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As to the City:	City of Lakeland 690 Quinnel Avenue North Lakeland, MN 55043
As to the Contractor:	Youth Service Bureau, Inc. 6120 Oren Avenue North, Box 12 Stillwater, MN 55082 Attn: Executive Director

IN WITNESS THEREOF, the City and the Contractor have executed this agreement this

____________day of ______________________________, 2020.

By: ______________________________
Mayor, City of Lakeland

By: ______________________________
Executive Director
Youth Service Bureau, Inc.

Service Contract between THE CITY OF LAKELAND and YOUTH SERVICE BUREAU, INC.

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> Crime victims will be notified of diversion proceedings; will have opportunities to provide input; and, if willing, will have the opportunity to participate in the process; and

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As to the Contractor:	Youth Service Bureau, Inc. 6120 Oren Avenue North, Box 12 Stillwater, MN 55082 Attn: Executive Director

IN WITNESS THEREOF, the City and the Contractor have executed this agreement this

____________day of ______________________________, 2020.

By: _____________________________
Mayor, City of Lakeland

By: ______________________________
Executive Director
Youth Service Bureau, Inc.

Agenda Item 4E

TO: Mayor and City Council

FROM: Andy Erickson, City Clerk

RE: Amend Resolution 2020-01 With February 18, 2020 Meeting Revisions

DATE: March 17, 2020

Background

On January of each year the city council pursuant to MN State Statute is required to designate annual appointments for the city. At the February 18, 2020 City Council meeting it was called into question that the City did not appoint adequate representation per the Joint Powers Agreement between the 5 member cities. It was also noted that a staff management committee cannot be labeled as "personnel committee" per City ordinance.

Discussion

The approved amendments from the February 18th, 2020 meeting to Resolution 2020-01 are as follows.

1. Cable Commission - Richard Glasgow – Mayor
   Lisa LaRoque Williams – Council member
   Shayne Orning – Council member (Alternate)

2. Human Resources Committee – Richard Glasgow – Mayor
   Lisa LaRoque Williams – Council Member
   Joe Paiement – Council Member

Recommendation

Staff is requesting the City Council review the revisions and approve Amending Resolution 2020-01 with February 18, 2020 meeting revisions.

Motion, Second and Simple Majority vote required.

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

RESOLUTION 2020-01

ANNUAL APPOINTMENTS FOR 2020

WHEREAS, Minnesota State Statutes require that the City Council shall, annually at its first meeting of each year, designate annual appointments for the City; and

WHEREAS, From time to time appointments throughout the year will be added, deleted, or changed as necessary by Resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Lakeland City Council as follows:

Acting Mayor	Joe Paiement, Council Member
Animal Control	Brit Harmon (Companion Animal Control)
Assessor	Washington County Assessor
Building Inspector	Stensland Inspections
Cable Commission	Richard Glasgow, Mayor Lisa LaRoque Williams, Council Member Shane Orning, Council Member (Alternate)
City Attorney	David Snyder, (Johnson & Turner)
City Clerk	Andy Erickson
City Engineer	Dave Simons, (Short, Elliott, Hendrickson)
2040 Comprehensive Plan	Joe Paiement, Council Member
Emergency Response	Richard Glasgow, Mayor
Gateway Corridor Commission	Richard Glasgow, Mayor
Human Resources	Joe Paiement, Council Member Lisa LaRoque Williams, Council Member Richard Glasgow, Mayor
Lower St. Croix Fire Protection District	Pete Decorsey, City of Lakeland Representative Don James, City of Lakeland Representative
Lower St. Croix Management Commission	Joe Paiement, Council Member
Lower St. Croix Valley Foundation	Richard Glasgow, Mayor
Metropolitan Council	Richard Glasgow, Mayor
Middle St. Croix Valley WMO	Joe Paiement, Council Member
Newsletter Editor	City Clerk
Official Depositories	US Bank League of Minnesota Cities 4M Fund First State Bank of Bayport
Official Newspaper	Stillwater Gazette
Official Posting Place	City Hall at 690 Quinnell Avenue North Lakeland Plaza at 350 St. Croix Trail
Water Professional	Simon Wirth
Treasurer	Georgeann Janisch, (Carlsonsv)
Website Editor	City Clerk
Weed Inspector & Diseased Trees	Richard Glasgow, Mayor
Zoning & Planning	Jennifer Haskamp, (Swanson Haskamp Consulting, LLC)

Amended and adopted by the City of Lakeland City Council 17th day of March 2020.

Date:

Richard Glasgow, Mayor

Attest:

Date:

Andy Erickson, City Clerk

Incident Summary Report **PUBLIC**

From:2/1/2020 12:00:00 AM To:2/29/2020 11:59:59 PM

WASHINGTON COUNTY SHERIFFS OFFICE

LAKELAND - 56

2/1/2020 10:05:10 AM	WC20004502	1st St N / Quality Ave N, LAKELAND	ANIMAL COMPLAINT
2/1/2020 12:20:11 PM	WC20004516	16XXX 1st St N, LAKELAND	ANIMAL COMPLAINT
2/2/2020 4:27:12 PM	WC20004674	79XXX -480 SAINT CROIX TRL N, LAKELAND	TRAFFIC STOP
2/4/2020 4:16:18 AM	WC20004902	16XXX Hudson Blvd N, LAKELAND	OFFICER INFORMATION
2/5/2020 9:45:50 AM	WC20005086	Saint Croix River-ll, LAKELAND	WELFARE CHECK
2/5/2020 1:48:45 PM	WC20005134	XX Saint Croix Trl N, LAKELAND	OFP VIOLATION
2/6/2020 6:44:02 PM	WC20005332	Saint Croix Trl S / 8th Street Pl S, LAKELAND	SUSPICIOUS PERSON/ACTIVITY
2/6/2020 10:18:44 PM	WC20005354	XXX Quinnell Ave N, LAKELAND	BURNING COMPLAINT
2/7/2020 4:48:20 PM	WC20005452	Quehl Ave S / 1st St S, LAKELAND	PARKING COMPLAINT
2/9/2020 6:44:22 AM	WC20005729	16XXX 6th St N, LAKELAND	PARKING COMPLAINT
2/9/2020 7:08:23 AM	WC20005730	XXX Quinnell Ave N, LAKELAND	MEDICAL
2/9/2020 7:20:12 AM	WC20005731	Saint Croix Trl S / 7th St S, LAKELAND	VEHICLE OFF ROAD
2/9/2020 10:27:34 AM	WC20005740	16XXX 6TH ST N, LAKELAND	PARKING COMPLAINT
2/9/2020 4:40:34 PM	WC20005767	16XXX 6th St N, LAKELAND	PARKING COMPLAINT
2/10/2020 1:12:07 AM	WC20005824	XXX Saint Croix Trl N, LAKELAND	SUSPICIOUS PERSON/ACTIVITY
2/10/2020 9:11:15 AM	WC20005854	XXX Quehl Ave S, LAKELAND	MAIL THEFT
2/10/2020 2:41:38 PM	WC20005883	XXX Quentin Ave S, LAKELAND	CITIZEN/PUBLIC ASSIST
2/10/2020 4:30:01 PM	WC20005902	I94 Eb At Saint Croix Trl N, LAKELAND	OFFICER INFORMATION
2/11/2020 12:24:04 PM	WC20006009	16XXX 6th St N, LAKELAND	TRESPASSING
2/11/2020 1:50:50 PM	WC20006013	1XXX RIVERCREST RD N, LAKELAND	TRAFFIC STOP
2/12/2020 10:59:29 AM	WC20006130	XXX Saint Croix Trl S, LAKELAND	ACCIDENT
2/12/2020 4:49:37 PM	WC20006179	XXX SAINT CROIX TRL S, LAKELAND	CITIZEN/PUBLIC ASSIST
2/12/2020 5:21:13 PM	WC20006182	XXX Quinnell Ave N, LAKELAND	OVERDOSE
2/13/2020 11:50:31 AM	WC20006305	16XXX 6th St N, LAKELAND	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
2/14/2020 1:29:31 AM	WC20006422	16XXX 6th St N, LAKELAND	SUSPICIOUS PERSON/ACTIVITY
2/14/2020 11:29:16 AM	WC20006495	16XXX 1st St N, LAKELAND	CITIZEN/PUBLIC ASSIST
2/14/2020 11:44:12 AM	WC20006496	XXX Quinnell Ave N, LAKELAND	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
2/14/2020 7:56:59 PM	WC20006557	I94 Eb At Saint Croix Trl N, LAKELAND	TRAFFIC STOP
2/14/2020 11:47:48 PM	WC20006585	16XXX 6th St N, LAKELAND	ANIMAL COMPLAINT
2/15/2020 2:14:41 PM	WC20006647	1XXX Rivercrest Rd N, LAKELAND	MISSING PERSON
2/15/2020 2:37:47 PM	WC20006656	2nd St N / Quality Ave N, LAKELAND	ANIMAL COMPLAINT
2/16/2020 11:45:19 AM	WC20006764	Saint Croix Trl N / I94, LAKELAND	CITIZEN/PUBLIC ASSIST
2/16/2020 2:10:19 PM	WC20006778	Unknown, LAKELAND	OFP VIOLATION
2/16/2020 2:22:10 PM	WC20006779	XXX Saint Croix Trl S, LAKELAND	SUSPICIOUS PERSON/ACTIVITY
2/17/2020 9:18:52 AM	WC20006885	XXX SAINT CROIX TRL S, LAKELAND	CITIZEN/PUBLIC ASSIST

2/18/2020 4:13:24 AM	WC20007040	I94 / Saint Croix Trl N, LAKELAND	ACCIDENT
2/20/2020 4:27:43 AM	WC20007319	XXX QUINNELL AVE N, LAKELAND	CITIZEN/PUBLIC ASSIST
2/20/2020 9:41:49 AM	WC20007337	1XXX RIVERCREST RD N, LAKELAND	TRAFFIC STOP
2/20/2020 2:27:34 PM	WC20007361	I94 Bridge (hudson): I94 Eb - Mn, LAKELAND	TRAFFIC COMPLAINT
2/20/2020 9:20:18 PM	WC20007434	XX Saint Croix Trl S, LAKELAND	SUSPICIOUS PERSON/ACTIVITY
2/21/2020 10:48:47 AM	WC20007500	Saint Croix Trl S / 3rd St S, LAKELAND	TRAFFIC STOP
2/22/2020 2:07:48 PM	WC20007713	XXX SAINT CROIX TRL S, LAKELAND	LOST PROPERTY/ITEM
2/22/2020 6:57:13 PM	WC20007751	Quality Ave N / 3rd St N, LAKELAND	TRAFFIC STOP
2/23/2020 1:46:46 AM	WC20007806	16XXX 8th Street Pl S, LAKELAND	911 ABANDONED/HANGUP/OPEN LINE
2/23/2020 6:40:14 PM	WC20007886	16XXX Quality Ct S, LAKELAND	ANIMAL COMPLAINT
2/24/2020 7:22:14 AM	WC20007931	3rd St S / 3rd Street Ct S, LAKELAND	ANIMAL COMPLAINT
2/24/2020 8:49:18 AM	WC20007933	3rd St S / Queenan Ave S, LAKELAND	ANIMAL COMPLAINT
2/24/2020 10:05:41 AM	WC20007947	XX Saint Croix Trl S, LAKELAND	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
2/24/2020 11:27:01 AM	WC20007958	3rd St S / 3rd Street Ct S, LAKELAND	ANIMAL COMPLAINT
2/25/2020 3:43:46 PM	WC20008116	XXX Saint Croix Trl S, LAKELAND	TRAFFIC STOP
2/25/2020 4:43:39 PM	WC20008126	XX I94 To Sb St Croix Trail North Ramp, LAKELAND	TRAFFIC COMPLAINT
2/26/2020 12:11:18 PM	WC20008241	1XXX Rivercrest Rd N, LAKELAND	ABANDONED VEHICLE
2/26/2020 4:17:52 PM	WC20008264	Saint Croix River Jso I94 Bridge-ll, LAKELAND	CITIZEN/PUBLIC ASSIST
2/26/2020 8:03:30 PM	WC20008284	Unknown, LAKELAND	CITIZEN/PUBLIC ASSIST
2/28/2020 10:54:07 AM	WC20008518	XX Quamwell Ave N, LAKELAND	MEDICAL
2/29/2020 7:38:33 PM	WC20008745	XXX Saint Croix Trl S, LAKELAND	SUSPICIOUS PERSON/ACTIVITY

TOTAL INCIDENTS: 56

Citations for: Lakeland

2/1/2020 To 2/29/2020

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	2/2/2020	820009003301	WC130 96	J. Workman	Written Warning	0	8th Stree N		St. Criox Trail		Lakeland	Traffic Regulation - Vehicle Registration - License Plate Violation	169.79
WCSO	2/11/2020	820012004202	WC151	J. Stafne	Citation	0	RIVERCREST RD N				Lakeland	Traffic Regulation - Vehicle Registration - License Plate Violation	169.79
WCSO	2/12/2020	820012004302	WC151	J. Stafne	Citation	0	SAINT CROIX TRL S				Lakeland	MOV-Right of Way-Left Turn Yield to Oncoming	169.20.2
WCSO	2/20/2020	820012005101	WC151	J. Stafne	Citation	0	RIVERCREST RD N				Lakeland	Traffic Regulation - Vehicle Registration - License Plate Violation	169.79
WCSO	2/24/2020	820012005501	WC130 97	B. Gunderson	Citation	300	SAINT CROIX TRL N				Lakeland	Traffic - Reckless driving; Drives Consciously Disregarding a Substantial or Unjustifiable Risk	169.13.1(a)
WCSO	2/25/2020	820012005601	WC130 97	B. Gunderson	Citation	700	SAINT CROIX TRL S				Lakeland	DL-Drive After Suspension/DAS	171.24.1

Agenda Item 5B

Andy Erickson

From: Rob Corey <robjoecorey26@gmail.com>
Sent: Wednesday, March 11, 2020 9:47 AM
To: Ron Moorse; Dave Engstrom; lakelandshores@gmail.com; city; Jim Stanley; Kevin Kirby
Cc: Beth Nelson; Don James; Gary Williams; Randy Nelson; Richard Bend; Sally; Tim Schiender; Tom McCarthy; Tom Niedzwiecki and Martha Bennington
Subject: Inspections
Attachments: Fire Certificate of Occupancy update 2020 March.docx; Vacant Buildings.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning All,

Like I have stated before Cities are moving forward on inspections.
This has been no easy task to start up but I am sending out rough drafts in this email. To the Fire District I have sent these before but I have recently added rental properties which would include AirBNB and non-owner occupied structures. We have not said that before but it has been a some great talk over the rental properties because we are starting to see some violations that effect the health and safety of the members of the Lower St. Croix Valley Fire Department and also the residents that are living in these properties. I have also attached a vacant building portion with this as well because this has been coming up as well.

Now when you are looking at these I have put items in red because we would either need a ordinance numbers in some places the other portions that are in red are fees. We have said we are not charging for inspections but other cities are charging and i have added a few numbers of what they are charging. Now the section of fees for the size of the building are just numbers that are floating around. I have always said I don't want to run people out of business here. I just want to have people feel safe in our community. The fees are something you as cities would need to talk about along with the Fire Chief.

I don't have the new district member Pete Decorsy on this email because I don't know the email. So if someone knows that please send this over to him.

Thank you,

Rob Corey

Fire Certificate of Occupancy

Sec. #@#@. - Fire certificate of occupancy requirement.

(a) All existing buildings in the city are required to have and maintain a fire certificate of occupancy, issued by the Lower St. Croix Valley Fire Department. The fire certificate of occupancy shall be an indication that the building meets, at the time of inspection, all relevant codes to maintain the health, safety and welfare of the building's occupants and the general public.

(b) Provisional fire certificate of occupancy. When an owner-occupied dwelling changes to a rental dwelling unit, the owner of the dwelling must submit a completed application for a provisional certificate of occupancy, a completed owner's self evaluation affidavit and pay the fee for a provisional certificate of occupancy within thirty (30) days of the change in use.

Sec. #@#@. - Exception, certain residential dwelling units.

An owner-occupied single-family house, duplex, or condominium unit shall be exempted from the requirement to have and maintain a fire certificate of occupancy. "Owner-occupied" means the house, duplex or condominium dwelling unit for which the exemption is claimed is the owner's principle residence. For the purposes of this exception, "owner" means a natural person and does not include a corporation, partnership, or other entity.

Sec. $#$@. - Definitions.

Unless otherwise expressly stated, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section.

Authorized agent. An individual(s) with legal authority capable of executing documents for the sale of the building(s) and authority over the proceeds of such sale.

Building. Any structure intended for supporting or sheltering any use or occupancy, including the land surrounding the structure. If the building is a multi-unit residential dwelling, a hotel or motel, or a commercial or office building, the term "building" for purposes of this ordinance means only the portion of the building within or outside the structure in which a nuisance is maintained or permitted; such as a dwelling unit, room, suite of rooms, office, common area, storage area, garage, or parking area.

Certificate of code compliance. A document or emblem issued by the Building Official or the Lower St. Croix Valley Fire Department indicating that the rehabilitation of an existing structure complies with all state and local safety codes. A valid certificate of code compliance allows for the issuance of a fire certificate of occupancy for use as a commercial building or a residential occupancy.

Certificate of occupancy. A document issued by the city building official/Fire Marshal under the authority of both state and city building codes indicating a newly constructed or substantially rehabilitated structure is, at the time of inspection, code compliant, habitable and otherwise meets all requirements for its intended use.

Code compliance inspection. An inspection of a registered vacant building by one or more inspectors including fire, code enforcement and construction trades to determine necessary repairs and permits required for the rehabilitation of the existing structure.

Commercial building. Any nonresidential structure, the surrounding land and accessory use structures.

Condemned. A fire certificate of occupancy status indicating that the building or dwelling is not in compliance with safety codes and that the entire structure or a portion thereof is deemed unsafe, unfit for habitation or other occupancy or use. Additional inspections are required to gain compliance and to re-instate the fire certificate of occupancy prior to any occupancy or use of the building or dwelling. The structure or portion thereof cannot be occupied while under condemnation.

Department of safety and inspections. The city and its Fire Department charged with the inspection of buildings, housing, and the enforcement of safety codes including building, fire, housing, health safety, and zoning and other similar codes, laws and ordinances. The fire certificate of occupancy program is also administered by the Lower St. Croix Valley Fire Department.

Dwelling. A building that contains one-, two- or multiple dwelling units, intended or designed to be used, rented, leased, let or hired out to be occupied for living purposes.

Dwelling unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Family. One (1) or two (2) persons or parents, with their direct lineal descendants and adopted or legally cared for children together with not more than two (2) persons not so related, living together in the whole or part of a dwelling comprising a single housekeeping unit.

Fire certificate of occupancy. A document or emblem issued by the Lower St. Croix Valley Fire Department indicating the existing structure complies with all state and local safety codes allowing its use as a commercial building or for residential occupancy. Buildings and dwellings cannot be occupied or used without a fire certificate of occupancy.

Fire code official. The authority specifically designated by ordinance or regulation which is charged with the administration and enforcement of the fire code. For the purposes of this chapter the fire code official is the Fire Marshal and his or her designees. The fire code official shall include any enforcement officer under his or her supervision or direction. The Fire Chief shall ensure that any designees under this provision are competent by virtue of certification as a fire inspector, training or experience in fire prevention inspections and enforcement.

Fire code. The current edition of the Minnesota State Fire Code, pursuant to Minnesota Statutes, § 299F.011, and Minnesota Rule 7510.3510; over which the city fire marshal will have policy oversight.

Fire marshal. The city fire marshal and his or her designee or designees, and shall include any enforcement officer under his or her supervision or direction, or other duly authorized representative.

Interested party. Any known lessee or tenant of a building or affected portion of a building; or any known agent of an owner, lessee, or tenant; or any other known person who maintains or permits a nuisance.

Nuisance activity. Acts constituting a nuisance under Minnesota Statutes § 617.81, subdivision 2..

Owner. The person, firm, corporation or other entity listed in the records on file in the recorder's office as holding fee title to the building. For purposes of notice only, "owner" includes the owner's authorized agent or other person in control of the premises.

Owner-occupied. Dwellings which are the principal residence of the owner of record of the building and in which the owner resides. "Owner," for the purposes of this definition, means a natural person and does not include a corporation, partnership, or other entity.

Partial fire certificate of occupancy. A document issued by the Lower St. Croix Valley Fire Department indicating that a portion of an existing structure complies with all state and local safety codes allowing its use as a commercial building or for residential occupancy. The partial fire certificate of occupancy shall describe specifically which portion of the building is approved for occupancy.

Property manager or responsible party. An individual(s) with the legal authority to make and act on decisions of tenancy, building maintenance and repairs relating to applicable safety codes.

Provisional fire certificate of occupancy. A document or emblem issued by the department of safety and inspections to temporarily permit continued occupancy pending a fire certificate of occupancy inspection of the existing structure. Buildings with a provisional fire certificate of occupancy will be granted a fire certificate of occupancy upon the successful completion of fire certificate of occupancy inspection.

Recorder's office. The county department of property records and taxation, or its division which maintains title and property records, and any successor agency or department thereof.

Rental dwelling unit. Any room or rooms, or space, in any dwelling designed or used for residential occupancy by one (1) or more persons who are not the owner.

Residential occupancy. Occupancy in a building or portion thereof, for residential purposes, used or intended to be used for living, sleeping, and/or cooking or eating purposes.

Revoked fire certificate of occupancy. A status indicating that the building or dwelling is not in compliance with relevant safety codes or that the structure is vacant. Additional inspections are required to gain compliance and to re-instate the fire certificate of occupancy prior to any occupancy or use of the building or dwelling. The structure or portion thereof cannot be occupied while under revocation.

Safety code or safety codes. Any building, fire, housing, health, safety, zoning or other similar code, law and ordinance, promulgated or enacted by the United States, the State of Minnesota, the County of Washington and the City located within the Lower St. Croix Valley Fire Protection District, or any lawful agency or department thereof, which are applicable to a building in such city. Safety code includes, without any limitation of the foregoing sentence as a result of this specification.

Suspended fire certificate of occupancy. A status indicating that the building or dwelling is not in compliance with safety codes and that an enforcement action has been taken. A notice of intent to take additional action is also given at this time. A final period for compliance has been established. Failure to comply may result in additional enforcement action including, but not limited to, revocation or condemnation. The structure or portion thereof may continue to be occupied while under suspension pending compliance.

Sec. #$#@. - Certification process.

(a) *Buildings and occupancies requiring a fire certificate of occupancy.*

(1) A building or portion thereof which receives a certificate of occupancy from the city's building official upon completion of construction or major rehabilitation shall simultaneously receive a fire certificate of occupancy if their use or occupancy so requires.

(2) Buildings which have a change in use or occupancy and become subject to the fire certificate of occupancy requirement.

(3) One- and two-family dwellings which have a change in status from owner occupied to non-owner occupied or rental.

(4) Commercial buildings and residential occupancies which have current fire certificates of occupancy on or after January 1, 2020 shall be subject to the ongoing requirement to maintain a fire certificate of occupancy. These buildings shall be issued fire certificates of occupancy and shall be subject to periodic inspection based on the date of the building's last complete fire certificate of occupancy inspection, subject to the terms of this chapter.

(5) One- and two-unit rental dwellings which are currently registered and rental properties under the requirements of this code on January 1, 2020 shall receive provisional fire certificates of occupancy. These properties shall be issued fire certificates of occupancy upon the successful completion of a fire certificate of occupancy inspection.

(6) A building which has been registered as a vacant building under chapter #@ of the City Code that subsequently received a certificate of code compliance under section $# of the Vacant Building Chapter shall be issued a fire certificate of occupancy concurrently with the certificate of code compliance, if their use or occupancy so requires.

(b) *Information and application.* Owners of all buildings subject to the fire certificate occupancy requirement shall apply for a fire certificate of occupancy. The application shall include, at a minimum, the following information:

(1) A description of the building;

(2) The name, address and twenty-four (24) hour telephone numbers of the owner(s);

(3) The name, address and telephone numbers of the property manager(s) or responsible party;

(4) Additional property and property management-related information as will promote effective enforcement of this chapter.

(c) *Inspection.* Prior to obtaining a fire certificate of occupancy, all buildings shall obtain a safety code inspection to determine whether the building is in compliance with all safety codes. Dwelling units occupied by an owner shall be exempted from this requirement if the residence contains three (3) or more dwelling units. Properties occupied by an owner shall be exempted from this requirement if the residence contains one (1) or two (2) dwelling units. For the purposes of this section, the word "owner" means a natural person, and does not include a corporation, partnership or other entity.

(d) *Issuance.* Upon a finding of no violations of the provisions of state and local safety codes, the Lower St. Croix Valley Fire Department shall issue a fire certificate of occupancy that shall contains the following:

(1) The type of occupancy, including number of dwelling, rooming or guest units;

(2) The address of the building;

(3) The name and address of the owner(s) and property manager(s) or responsible party;

(4) A description of that portion of the building for which the certificate is issued; and

(5) A statement that the described portion of the building has been inspected for compliance with the requirements of state and local safety codes for the group and division of occupancy, the classification score for the property and the use for which the proposed occupancy is classified.

(e) *Posting.* The fire certificate of occupancy provided by the fire code official shall be posted in a conspicuous place on the building and shall not be removed except by authorized persons. Single family and duplex occupancies need not post the fire certificate of occupancy but it shall be available on the premises.

(f) *Other violations.* Issuance of a fire certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

Sec. #@@#. - Renewal of fire certificates of occupancy.

All fire certificates of occupancy shall be renewed according to the annual schedule.

(1) *Complaint of safety code deficiency or violation.* All complaints of safety code violations and deficiencies shall be investigated by the fire code official. Such investigation may initiate an out-of-cycle fire certificate of occupancy inspection at the discretion of the fire code official.

(2) *Enforcement actions.* The inspection system shall be used exclusively for the purpose of establishing a renewal schedule. Classifications shall have no bearing on enforcement actions undertaken by the city, such as notices and orders related to code deficiencies and violation, revocations of the fire certificate of occupancy, condemnations and orders to vacate.

Sec. #@#@. - Suspension, revocation and denial.

(a) *Grounds for revocation.* The fire code official may, in writing, issue a notice to the owner(s) and known interested parties of the city's suspension or revocation of a fire certificate of occupancy issued under the provisions of this code, or deny an application therefor:

(1) Whenever the certificate was issued in error, or on the basis of incorrect information supplied;

(2) When the owner(s) has submitted a false, incomplete or inaccurate statement as a part of the application for certificate;

(3) If it is found upon inspection of the fire code official that the building or occupancy is in violation of provisions of this or other applicable safety codes, ordinances, rules and regulations;

(4) If the owner, in a material matter, fails to comply with the regulations in section Certificate of Occupancy Information and Application of this chapter; or in situations where the fire code official after a good faith effort cannot identify an owner or interested party;

(5) If the nonresidential building becomes unoccupied or a vacant building as defined.

(6) If a residential building becomes unoccupied or is a vacant building as defined.;

(b) *Notice of suspension, revocation or denial.*

(1) When the fire code official revokes, suspends or denies a fire certificate of occupancy for safety code violations, the notice shall state:

a. The specific reason(s) for the Lower St. Croix Valley Fire Departments suspension, revocation or denial of the fire certificate of occupancy;

b. The effective date of the revocation, suspension or denial of the fire certificate of occupancy;

c. A statement indicating that the commercial building or residential occupancy, or portion thereof, shall not again be used or occupied until such time as the said certificate is issued or renewed or suspension lifted following inspection and a determination by the fire code official that the commercial building or residential occupancy, or portion thereof, is in compliance with applicable safety codes; and

d. A statement indicating that the suspension, revocation, or denial may be appealed to the legislative hearing officer within ten (10) days of issuance.

(2) When the fire code official determines in consultation with the city attorney that he or she has evidence of nuisance activity as described in Minnesota Statues § 617.81, subdivision 2, the fire code official shall provide the written notice as described in paragraph a), by personal service or certified mail, return receipt requested, to the owner and interested parties.

a. The notice must:

1. State that a nuisance as defined in Minnesota Statute § 617.81 Subdivision 2, or other violations of the nuisance provisions of the City Ordinances, is maintained or permitted in the building and must specify the kind or kinds of nuisance being maintained or permitted;

2. Summarize the evidence that a nuisance is being maintained or permitted in the building, including the date or dates on which the nuisance-related activity or activities are alleged to have occurred;

3. Inform the recipient that failure to abate the conduct constituting the nuisance or to otherwise resolve the matter with the fire code official by entering into an agreed upon abatement plan within thirty (30) days of service of the notice will result in recommending the suspension or revocation of the fire certificate of occupancy to the city council, and/or referring the matter to the prosecuting attorney who serves in the jurisdiction for remedies in accordance with Minnesota Statute § 617.80 et seq., which could result in enjoining the use of the building for any purpose for one (1) year, or in the case of a tenant, could result in cancellation of the lease; and

4. Inform the owner of the options available under Minnesota Statute § 617.85, which provides that the owner of the building which is subject to a district court abatement proceeding may file a motion before the court that has jurisdiction over the abatement proceeding to cancel the lease or otherwise secure restitution of the premises from the tenant or lessee who has maintained or conducted the nuisance. The owner may assign to the prosecuting attorney the right to file this motion.

b. If the recipient of a notice under this section either abates the conduct constituting a nuisance or enters into an agreed upon abatement plan within thirty (30) days of service of the notice and complies within the stipulated time period, the fire code official may not take action to suspend or revoke the fire certificate of occupancy on the specified property regarding the nuisance activity described in the notice.

c. If the recipient fails to abate the nuisance within 30 days of service of the notice, or fails to comply with the agreed upon abatement plan, the fire code official will refer the matter to the city council recommending suspension or revocation of the fire certificate of occupancy or refer the matter to the prosecuting attorney in accordance with Minnesota Statute § 617.80 et seq.

(3) The notice of intent to suspend or revoke the fire certificate of occupancy for nuisance activity shall be served by personal service or by certified mail, return receipt requested. The notice shall state:

a. The specific reason(s) the fire code official recommends suspension or revocation of the fire certificate of occupancy; and

b. The date, time and place of the legislative hearing and public hearing.

(c) *Appeals and stays of enforcement for revocations, suspensions and denials of fire certificates of occupancy.*

(1) *Stay pending appeal.* Enforcement proceedings on the suspension, revocation or denial of the fire certificate of occupancy, or orders to correct violations, shall be held in abeyance if the owner shall file an appeal to the legislative hearing officer within ten (10) days of receiving the written

order issued by the enforcement officer, except in the case of an order to vacate a structure which is deemed to be in an unsafe condition and dangerous to life or limb, the enforcement officer shall proceed to order the building vacated until it is made safe or a final determination is made by the legislative hearing officer allowing re-occupancy of the building. This decision shall be presented to the city council for ratification at its next available public hearing. Abeyance of enforcement proceedings shall continue until such time as the hearing officer shall have issued a final determination or in the event the owner should not prosecute the appeal in a timely fashion.

(d) *Reinstatement following suspension or revocation.* If a fire certificate of occupancy is suspended or revoked for a building, or portion thereof, that building or portion thereof, shall not be occupied until such time as the fire certificate of occupancy is reinstated.

(e) *Reinstatement following second suspension or revocation.* If a fire certificate of occupancy is suspended or revoked for a second time within a two-year time period under the same ownership, the building for which it was issued shall not again be occupied until such time as the following has occurred:

(1) The fire code official has determined that the building is in compliance with applicable safety codes; and

(2) A five thousand dollar ($5,000.00) performance deposit or bond has been posted with the city; the purpose of said bond shall be to off-set potential city expenses associated with abating nuisance conditions at this property and shall be returned to owner upon completion of two (2) years with no legislative code violations requiring city abatement.

(f) *Reinstatement following third suspension or revocation.* If a fire certificate of occupancy is suspended or revoked for a third time within a three-year time period under the same ownership, the building for which it was issued shall not again be occupied until a nuisance abatement plan is developed by the owner, reviewed by the legislative hearing officer and approved by the city council. If a nuisance abatement plan is not developed and approved, the premise for which the fire certificate of occupancy was issued shall not again be used or occupied for a period of six (6) months.

Sec. #@#@. - Inspections.

(a) *Scope of inspection.* The fire code official is authorized, in conformity with this chapter, to inspect all buildings, whether having a fire certificate of occupancy hereunder or not. The inspection may include the building, the land upon which it is located and accessory uses or structures. All inspections authorized by this chapter shall be limited to those which are done for the purpose of seeking compliance with applicable safety codes, and shall take place only at reasonable hours or as may otherwise be agreed upon by the owner and the fire code official.

(b) *Notice of violations.* The fire code official shall give written notice to the owner and any known interested parties of any violations of the applicable safety codes which are discovered during any inspection.

(c) *Administrative search warrant.* Access during reasonable times shall not be denied by any owner, occupant or other person in charge of the premises. The fire code official may obtain a search warrant where probable cause exists to believe that the premises are in violation of this chapter. Provided, however, that no search warrant is needed for entry where an emergency condition exists and sufficient time to obtain a warrant is unavailable.

Sec. #@#@. - Regulations.

(a) *Notice by owner* .

(1) The owner of a building for which a fire certificate of occupancy has been issued is under a continuing obligation to give written notice to the Lower St. Croix Valley Fire Department and the City Building Offical of any changes in the information supplied as part of the application for the certificate. This includes any changes or modifications of ownership of the building, property manager or responsible party.

(2) The owner of a residential building for which a fire certificate of occupancy has been issued who is required to give notice to tenants of potential mortgage foreclosure or cancellation of contract for deed involving the property pursuant City Code must file proof of such notice being given with the fire code official within thirty (30) days.

(b) *New owner.* A new owner of a building with a fire certificate of occupancy shall file with the Lower St. Croix Valley Fire Department a written application for a modification of the certificate if such premise is still being used or occupied under an existing certificate. Such application shall be filed within thirty (30) days after such new owner obtains new ownership in the building, whether or not such interest has been recorded.

(c) *Change of use.* Changes in the use of a building shall not be made without the approval of the City Building Official and the Lower St. Croix Valley Fire Department. If the use or occupancy of a fire certificate of occupancy premise changes, it shall immediately be required to meet all requirements of law, including the requirement for a certificate of occupancy before being used for such new or changed use. No change in the existing occupancy classification of a building or portion thereof shall be made, until the fire code official has issued a fire certificate of occupancy as provided herein.

(d) *Posting.* The fire certificate of occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by authorized persons. Single-family and duplex occupancies need not post the fire certificate of occupancy but it shall be available on the premises.

Sec. #@#@. - Fees.

(a) *Original issue, new building or substantially rehabilitated buildings.* There shall be no fee charged for an issuance of the fire certificate of occupancy for new buildings at the completion of their construction or following substantial rehabilitation if the city's building official issues a certificate of occupancy or certificate of code compliance.

(b) *Fees.*

Residential rate, one unit	$206.00
2 units	$242.00
3 units	$252.00
4 units	$264.00
5 units	$274.00
6 units	$285.00
7 units	$296.00
8 units	$307.00

9 units	$318.00
10 through 15 units	$329.00
A (Assembly), E (Education, I (Institutional), H (Hazardous), F (Factory), M (Mercantile, S (Storage), and B (Business)	
Base fee: up through 13,999 sq. ft.	$189.00
14,000 through 48,999 sq. ft., per 1,000 sq. ft.	$15.00
49,000 through 117,999 sq. ft.	$735.00
118,000 and over sq. ft. maximum fee	$870.00

(c) *Reinspection fee.* The renewal fee established in subsections (a) and (b) above allows for one (1) inspection and one (1) reinspection for the renewal of the fire certificate of occupancy. A reinspection fee of fifty (50) percent of the renewal fee shall be levied for each additional reinspection required to demonstrate compliance with applicable safety codes.

(d) *Referral (or complaint-based) reinspection fee.* Whenever a written correction order is issued to the owner for a violation of this code and after a reasonable time for compliance has elapsed, a reinspection shall be made. If the violation has not been corrected at the time of the reinspection, a referral reinspection fee of seventy-four dollars ($74.00) shall be collected for every subsequent reinspection until the violation is corrected.

(e) *Provisional fire certificate of occupancy.* A fee of one hundred five dollars ($105.00) will be charged for each provisional certificate of occupancy. This is an annual fee until the building is granted a fire certificate of occupancy upon the successful completion of fire certificate of occupancy inspection per this chapter.

(f) *No entry fee.* The fire code official shall give notice of all inspections to the owner. If any reason exists that the inspection cannot be conducted at the identified time, the owner, shall make personal contact with the fire code official in an acceptable manner, no later than 8:00 a.m. on the date of the scheduled inspection. If the fire code official does not receive such notice and is unable to conduct the inspection because the owner fails to cooperate, the owner shall be assessed a seventy-four dollar ($74.00) no-entry fee.

(g) *Exceptions.* The fees for the fire certificate of occupancy and inspection of this code shall be required on buildings owned and occupied by any governmental agency, including county and state governmental agencies. The city, and any other agencies specifically exempted from such fees under state law, shall be exempt from payment of such fees.

Sec. 40.11. - Collection of unpaid fees.

It is the intent of the city council, by the adoption of this section, to impose and collect the costs associated with the inspections and reinspections conducted by the city and Lower St. Croix Valley Fire Department, under this chapter, to maintain the health and safety of the users of city's built environment. If the charges for these services are not paid by the owner of the property in a timely fashion, the city shall collect such costs by assessment against the real property receiving these inspection and reinspection services, pursuant to Minnesota Statutes § 429.101.

(1) *Written notice.*

a. Written notice of violations. When the fire code official conducts an initial inspection of a building and determines that violations of safety codes exist, the fire code official shall, in addition to any other action the fire marshal fire code official may undertake, serve written notice of the violation in conformance with the requirements set forth in this chapter.

b. Notice for collection of inspection and reinspection costs shall include the following information:

1. Fee for the fire certificate of occupancy inspection and associated reinspections are the responsibility of the owner and shall be paid within the time period(s) identified in the notice; and

2. The fire code official may require an inspection following a complaint or referral. If the fire code official finds a violation of safety codes during a referral or complaint-related inspection, the fire code official will issue correction orders. If the violation is not corrected by the compliance date provided in the notice of violation, the building owner (s) shall be assessed fees for any necessary reinspections.

(2) *Fee and liability.* The city shall be entitled to collect its costs of fire certificate of occupancy inspections and reinspection. The fees associated with the fire certificate of occupancy program shall be a debt owed to the city and unpaid costs shall be collected by special assessment under the authority in Minnesota Statutes § 429.101. Action under this section does not preclude any other civil or criminal enforcement procedure.

Sec. #@#@. - Illegal occupancy.

No person shall occupy any building which does not have a fire certificate of occupancy. Such illegal occupancy also constitutes a hazard to the health, safety or welfare of the occupants and the public, and may be condemned by the fire code official..

Sec. #@#@. - Penalty.

A violation of, or failure to comply with, any section, provision or requirement in this chapter shall be a misdemeanor and shall be subject to the legislative code, and to applicable state statutes. This chapter is a part of the city health, safety, housing, building, fire prevention and housing maintenance codes, and a violation shall be deemed to be a violation for purposes of state statutes allowing escrow of rent to remedy violations.

Sec. #@#@. - Appeal to legislative hearing officer.

Orders of the fire code official are subject to the Legislative Code. Orders of the fire code official pertaining to revocation, suspension or denial of application are also governed by section #@#@ of this chapter.

Sec. #@#@. - Applicability of other laws.

Nothing in this chapter is intended to waive, replace or amend the applicability or enforcement of any other law, ordinance or regulation applicable to commercial buildings and dwellings, including but not limited to, zoning, nuisance abatement, or licensing ordinances.

Sec. ##@# Vacant building registration.

(a) The owner shall register with the City of it's location or the Lower St. Croix Valley Fire Department not later than thirty (30) days after any building in the city becomes a vacant building.

(b) The registration shall be submitted on forms provided by the City and shall include the following information supplied by the owner:

(1) A description of the premises;

(2) The names and addresses of the owner or owners;

(3) The names and addresses of all known lienholders and all other parties with an ownership interest in the building;

(4) The period of time the building is expected to remain vacant; and a plan and timetable for returning the building to appropriate occupancy or use and/or for demolition of the building.

(c) The owner shall order and pay for a code compliance inspection in accordance with City Code within sixty (60) days after the designation of any building or portions thereof classified as Vacant Building. The code compliance inspection is required regardless of the building's legal occupancy standard or intended use. Owners of vacant buildings on the effective date of this ordinance that have not ordered a code compliance inspection shall have sixty (60) days following the effective date of this ordinance to order and pay for a code compliance inspection.

(d) For all vacant buildings, the owner shall submit a plan and timetable which must meet the approval of the City and/or the Lower St. Croix Valley Fire Department. The City and/or The Fire Marshal/Chief of the Lower St. Croix Valley Fire Department shall require completion of the plan within a reasonable period of time, up to three hundred sixty-five (365) days. Any repairs, improvements or alterations to the property must comply with any applicable housing or building codes.

(e) All applicable laws and codes shall be complied with by the owner. The owner shall notify the City and/or the Lower St. Croix Valley Fire Department of any changes in information supplied as part of the vacant building registration within thirty (30) days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must meet the approval of the City and/or the Lower St. Croix Valley Fire Department.

(f) The owner and the subsequent owners shall keep the building secured and safe and the building and ground properly maintained until the rehabilitation or demolition has been completed.

(g) Failure of the owner or any subsequent owner to maintain the building and premises that result in a summary abatement completed by the city shall be grounds for revocation of the approved plan and shall be subject to any applicable penalties provided by law.

(h) The new owner(s) shall register or re-register the vacant building with the City and/or the Lower St. Croix Valley Fire Department within thirty (30) days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the City and/or the Lower St. Croix Valley Fire Department.

(i) Vacant building fees:

(1) The owner of a vacant building shall pay an annual registration fee two thousand one hundred twenty-seven dollars ($00.00) each year the building remains a vacant building. The registration fee is intended to at least partially recoup, and shall be reasonably related to the administrative costs for registering and processing the vacant building owner registration form and for the costs of the city in monitoring the vacant building site.

(2) The first annual fee shall be paid no later than thirty (30) days after the building becomes vacant. If the fee is not paid within thirty (30) days of being due, the owner shall be subject to prosecution as prescribed in section inspections.

(3) The fee shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit.

(4) All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in any vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee no later than thirty (30) days after the transfer of ownership and subsequent annual fees shall be due on the original anniversary date.

(j) The City and/or the Lower St. Croix Valley Fire Department shall include in the file any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building.

(k) Any building or portion of a building classified as a vacant building under this section shall be posted with a placard by the City and/or the Lower St. Croix Valley Fire Department. The placard shall include all the information specified under Section 311 of the Minnesota State Fire Code (2015).

Sec. #$#%. - Exemptions.

(1) *Fire damaged structures fee exemption.* In order to encourage the prompt renovation of property, the owner of a fire damaged building may be exempt from paying vacant building fees required under the chapter; provided, that within thirty (30) days from the date of the fire, the owner at the time of the fire, submits a request for an exemption in writing to the City and/or the Lower St. Croix Valley Fire Department. This request shall include the following information supplied by the owner:

(a) A description of the premises.

(b) The names and address of the owner or owners.

(c) A statement of intent to repair and reoccupy the building in an expedient manner.

(d) An exemption granted under this section shall be valid for no more than ninety (90) days. In the event that the owner of the property at the time of the fire who received an exemption under this section should, at any time after the fire, transfer to another person any ownership interest in the subject property, the exemption under this section is immediately void and any new owner(s) shall be responsible for paying any required vacant building fees.

Sec. #@$#. - Inspections.

The Fire Marshal/Building Code Official shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this chapter. Upon the request of the Fire Marshal/Building Official, an owner shall provide access to all interior portions of an unoccupied building in order to permit a complete inspection.

Sec. #@#$. - Notification.

The City and/or the Lower St. Croix Valley Fire Department shall maintain a current list, updated monthly of all vacant buildings which have become known to the Fire Marshal/Building Code Official, as well as a list of all previously declared vacant buildings which are no longer subject to the provisions of this chapter. The vacant building list shall be public as and to the extent provided by law. A copy of the list shall be available for review in the office of City or the fire marshal's office as the case may be.

Sec. #@$#. - Penalties.

Any person violating any provision of this chapter or providing false information to the enforcement officer shall be punished as provided by section of City Ordinances.

Sec. #@#$. - Collection of unpaid fees.

(1) *Written notice.*

a. Written notice of fees. The City and/or The Lower St. Croix Valley Fire Department shall, in addition to any other action the department may undertake, serve written notice of the fees in conformance with the requirements set forth in this chapter.

b. Notice for collection of fees shall include the amount of the vacant building fee that is the responsibility of the building owner and a statement that the fee shall be paid within the time period(s) identified in the notice.

(2) *Fee and liability.* The city shall be entitled to collect the costs of vacant building registration and monitoring. The fees associated with the vacant building program shall be a debt owed to the city and unpaid costs shall be collected by special assessment under the authority in Minnesota Statutes, Section 429.101. Action under this section does not preclude any other civil or criminal enforcement procedure.

Lower St. Croix Valley Fire Protection District

Post Office Box 234
Lakeland, Minnesota 55043

Financial Reports January & February 2020

Lower St. Croix Valley Fire Protection District
Financial Snapshot
January and February 2020

Fund Description	Balance 12/31/17	Balance 12/31/18	Balance 12/31/19	January & February 2020 Accrual Adj.	Income	Expense	Trfs	Balance 2/29/20	Net Inc (Exp)
100 General Fund									
Cash & Transfers	$117,189.25	$110,971.49	$112,464.13	$29,959.82	$58,468.74	$53,990.15	$0.00	$146,902.54	$4,478.59
A/R Tax Levy	$0.00	$0.00	$0.00	($42,989.00)				($42,989.00)	$0.00
A/R Special	$3,221.12	$0.00	$6,795.00	($6,445.00)				$350.00	$0.00
Prepaid Insurance	$13,939.00	$13,808.00	$15,050.00	($4,462.00)				$10,588.00	$0.00
Accounts Payable	($27,665.39)	($24,857.59)	($28,565.36)	$4,219.08				($24,346.28)	$0.00
Accrued Comp & Payroll Liabilities	($45,488.83)	($38,679.71)	($43,993.60)	$19,717.10				($24,276.50)	$0.00
Total 100 General Fund	**$61,195.15**	**$61,242.19**	**$61,750.17**	**$0.00**	**$58,468.74**	**$53,990.15**	**$0.00**	**$66,228.76**	**$4,478.59**
150 Ambulance Fund									
Cash & Transfers	$39,573.30	$61,018.41	$84,816.79	$7,269.03	$17,568.84	$20,838.55	$0.00	$88,816.11	($3,269.71)
A/R Ambulance	$63,311.43	$97,139.91	$125,309.98	($7,269.03)				$118,040.95	$0.00
Reserve - Uncollectible Billings	($8,579.63)	($38,783.66)	($69,294.76)	$0.00		$848.06		($70,142.82)	($848.06)
Total 150 Ambulance Fund	**$94,305.10**	**$119,374.66**	**$140,832.01**	**$0.00**	**$17,568.84**	**$21,686.61**	**$0.00**	**$136,714.24**	**($4,117.77)**
200 Debt Service Fund									
Cash	$162,808.04	$156,430.52	$127,673.49	($93,547.50)	$23,387.14	$0.00	$0.00	$57,513.13	$23,387.14
2016A Facil Lease Rev Refunding Note	($675,000.00)	($580,000.00)	($485,000.00)	$90,000.00		$0.00		($395,000.00)	$0.00
2016A Facil Lease Rev Refund Note - Int Exp	($3,668.75)	($3,352.10)	($2,956.25)	$3,547.50		$1,093.92		($502.67)	($1,093.92)
Total 200 Debt Service Fund	**($515,860.71)**	**($426,921.58)**	**($360,282.76)**	**$0.00**	**$23,387.14**	**$1,093.92**	**$0.00**	**($337,989.54)**	**$22,293.22**
Total 300 Medical Fund	**$5,119.30**	**$8,346.95**	**$9,183.95**		**$936.45**	**$0.00**	**$0.00**	**$10,120.40**	**$936.45**
Total 400 Tires & Batteries Fund	**$6,703.13**	**$7,127.84**	**$5,538.42**		**$112.22**	**$0.00**	**$0.00**	**$5,650.64**	**$112.22**
500 Equipment Funds									
500.1 Equipment - General	$95,050.36	$79,874.49	$69,031.86		$1,532.11	$0.00	$0.00	$70,563.97	$1,532.11
500.2 Equipment - Designated	$0.00	$5,000.00	$10,271.01	$0.00	$6,067.58	$1,536.97	$0.00	$14,801.62	$4,530.61
500.3 Equipment - Dive Team	$0.00	$20,090.66	$16,684.35	$0.00	$5,988.81	$0.00	$0.00	$22,673.16	$5,988.81
Total 500 Equipment Fund	**$95,050.36**	**$104,965.15**	**$95,987.22**	**$0.00**	**$13,588.50**	**$1,536.97**	**$0.00**	**$108,038.75**	**$12,051.53**
600 Vehicle Replacement Fund									
Cash - All Vehicles except Ambulance	$782,976.44	$838,598.31	$888,245.23	($16,757.78)	$28,933.76	$2,530.10	$0.00	$897,891.11	$26,403.66
Cash - Ambulance Replacement	$131,926.14	$152,686.14	$130,446.14	$0.00	$3,250.00		$0.00	$133,696.14	$3,250.00
Fixed Assets (net of depreciation)	$1,356,407.73	$1,332,770.77	$1,219,128.72	$0.00		$35,786.74		$1,183,341.98	($35,786.74)
#U1 Utility Vehicle Lease (US Bank 2.79%)	($23,025.61)	($14,007.39)	($4,734.32)	$1,570.79		$0.00		($3,163.53)	$0.00
#T1 Tender 10 Yr Lease (US Bank 3.52%)	($179,909.04)	($155,117.18)	($129,470.13)	$4,361.35		$0.00		($125,108.78)	$0.00
#R1 Rescue Pumper Lease (US Bank 2.61%)	($476,496.61)	($420,946.50)	($363,929.06)	$9,648.26		$0.00		($354,280.80)	$0.00
#CV1 Duty Vehicle Lease (US Bank 3.83%)	$0.00	$0.00	($32,496.91)	$1,177.38		$0.00		($31,319.53)	$0.00
Total 600 Capital Replacement Fund	**$1,591,879.05**	**$1,733,984.15**	**$1,707,189.67**	**$0.00**	**$32,183.76**	**$38,316.84**	**$0.00**	**$1,701,056.59**	**($6,133.08)**
700 Facilities Fund									
Cash - General	$118,560.43	$121,886.73	$123,774.35	$0.00	$997.01	$0.00	$0.00	$124,771.36	$997.01
Cash - Audit & Legal Reserve	$3,195.00	$2,880.00	$3,825.00	$0.00		$3,685.00	$0.00	$140.00	($3,685.00)
Total 700 Facilities Fund	**$121,755.43**	**$124,766.73**	**$127,599.35**	**$0.00**	**$997.01**	**$3,685.00**	**$0.00**	**$124,911.36**	**($2,687.99)**
Total 900 Designated Funds	**$140,301.94**	**$141,960.44**	**$144,056.52**	**$0.00**	**$337.20**	**$0.00**	**$0.00**	**$144,393.72**	**$337.20**
Total Fund Balances	***$1,600,448.75***	***$1,874,846.53***	***$1,931,854.55***	***$0.00***	***$147,579.86***	***$120,309.49***	***$0.00***	***$1,959,124.92***	***$27,270.37***

File: FD 2020 Financial Snapshot.xlsm Worksheet: JanFeb20 3/7/2020

Lower St. Croix Valley Fire Protection District
Statement of Operations - Operating Funds (General and Ambulance)
January and February 2020

	Current Month			Year to Date			2020 Budget					
	100 General Fund	150 Ambulance Fund	Total Operating Funds	100 General Fund	150 Ambulance Fund	Total Operating Funds	Annual Budget	YTD % Annual Budget	Remaining Budget	2021 Annual Budget	2019 Annual Budget	2018 Annual Budget
Operating Income												
310.0 · Tax Levy - General	28,895		28,895	57,791		57,791	346,743	16.7%	288,952	346,743	340,610	317,488
340.0 · Ser. Billed-Ambulance		16,973	16,973		33,591	33,591	305,000	11.0%	271,409	305,000	295,000	290,000
340.3 · Ambulance Billing Adjustments		(9,813)	(9,813)		(16,434)	(16,434)	(140,000)	11.7%	(123,566)	(140,000)	(130,000)	(125,000)
340.4/350.1 · EMT Trng Classes, Contrib and Grants		0	0		0	0	2,000	0.0%	2,000	2,000	2,500	0
340.6 · Serv. Billed-Fire Dept/Rescue	0		0	0		0	1,500	0.0%	1,500	1,500	1,500	1,500
360.0 · Interest Earned	218	94	313	453	204	657	2,000	32.9%	1,343	2,000	2,400	400
361.0 · Fire Inspections/Burn Permits	225		225	225		225	2,000	11.3%	1,775	2,000	2,000	2,000
362.0 · Other Income/Service Charges	0	308	308	0	208	208	500	41.6%	292	500	1,500	1,500
Total Operating Income	29,339	7,562	36,901	58,469	17,569	76,038	519,743	14.6%	443,705	519,743	515,510	487,888
Operating Expense												
401.0 · Personnel Cost												
401.1 · Comp-Board 15% Amb, 85% Fire	425	75	500	850	150	1,000	5,800	17.2%	4,800	5,800	5,600	5,150
401.2 · Comp-Fire	5,500		5,500	11,000		11,000	98,000	11.2%	87,000	98,000	96,000	70,400
401.3 · Comp-Ambulance		1,800	1,800		3,600	3,600	30,000	12.0%	26,400	30,000	30,000	43,100
401.4 · Comp-Fire Chief	5,828	1,457	7,285	11,656	2,914	14,570	87,600	16.6%	73,030	87,600	85,000	80,000
401.45 · Comp-FT Firefighter, EMT			0			0	0		0	0	0	0
401.5 · Comp-Officers	1,660	415	2,075	3,321	830	4,151	18,600	22.3%	14,449	18,600	20,000	18,708
401.6 · Comp-Fire Inspections	0		0	0		0	0		0	0	0	0
401.7 · Reimb Expense/Equip Allowance	1,400		1,400	2,800		2,800	10,160	27.6%	7,360	10,160	11,160	11,160
401.8 · Comp-Vacation Pay	0	0	0	0	0	0	2,500	0.0%	2,500	2,500	3,500	4,000
403.1 · FICA-Employers Portion	547	134	681	1,094	268	1,362	7,500	18.2%	6,138	7,500	8,000	5,500
403.2 · Medicare-Employers Portion	271	74	345	543	147	690	3,500	19.7%	2,810	3,500	3,750	3,500
403.6 · PERA EMS-Employers Portion		300	300		600	600	5,500	10.9%	4,900	5,500	3,920	3,500
403.7 · PERA Police & Fire-Employers Portion	1,032	258	1,289	2,063	516	2,579	15,473	16.7%	12,894	15,473	14,620	13,360
403.8 · Medical and Other Benefits	420	105	525	839	210	1,049	6,300	16.7%	5,251	6,300	6,500	6,300
Total 401.0 · Personnel Cost	17,083	4,617	21,700	34,166	9,235	43,401	290,933	14.9%	247,532	290,933	288,050	264,678

Lower St. Croix Valley Fire Protection District
Statement of Operations - Operating Funds (General and Ambulance)
January and February 2020

	Current Month			Year to Date			2020 Budget					
	100 General Fund	150 Ambulance Fund	Total Operating Funds	100 General Fund	150 Ambulance Fund	Total Operating Funds	Annual Budget	YTD % Annual Budget	Remaining Budget	2021 Annual Budget	2019 Annual Budget	2018 Annual Budget
404.0 · Facilities & Admin - 15% Amb, 85% Fire												
404.5 · Comp - Facility Personnel	286		286	573		573	5,000	11.5%	4,427	5,000	5,000	5,000
404.6 · Employer Paid Taxes - Facility	43		43	87		87	750	11.6%	663	750	750	750
404.3 · Facility Cash Contrib - Ambulance		350	350		700	700	4,200	16.7%	3,500	4,200	4,200	4,200
405.0 · Taxes, Licenses, Fees	7		7	72		72	350	20.5%	278	350	300	200
405.5 · Professional Fees	2,100		2,100	4,200		4,200	19,250	21.8%	15,050	19,250	17,000	14,000
405.7 · Fire & Ambulance Billings & Collection		170	170		770	770	6,500	11.8%	5,730	6,500	6,000	6,000
406.1 · Light & Power	0		0	0		0	8,500	0.0%	8,500	8,500	6,500	7,250
407.1 · Heat	774		774	1,558		1,558	4,500	34.6%	2,942	4,500	3,500	4,000
408.1 · Telephone	450		450	1,201		1,201	7,000	17.2%	5,799	7,000	7,000	7,000
409.1 · Admin Office Supplies & Software	383		383	512		512	6,000	8.5%	5,488	6,000	6,000	6,750
415.1 · Repair & Maint - Building	217		217	345		345	5,000	6.9%	4,655	5,000	5,000	6,000
904.8 · Allocated Facilities to Ambulance	(639)	639	0	(1,282)	1,282	0	0		0	0	0	0
Total 404.0 · Facilities & Administration	3,622	1,159	4,781	7,267	2,752	10,019	67,050	14.9%	57,032	67,050	61,250	61,150
410.0 · Insurance 15% Amb, 85% Fire												
410.1 · Insurance-Vehicle Fleet	280		280	560		560	5,600	10.0%	5,040	5,600	9,700	8,450
410.2 · Insurance-Property	412		412	824		824	5,500	15.0%	4,676	5,500	7,500	4,300
410.4 · Insurance-Disability Income/AD&D	176		176	346		346	2,100	16.5%	1,754	2,100	2,000	2,000
410.5 · Insurance-General Liability	210		210	420		420	2,500	16.8%	2,080	2,500	2,500	3,250
410.8 · Insurance-Workers Compensation	1,156		1,156	2,312		2,312	14,250	16.2%	11,938	14,250	10,000	11,000
410.9 · Insurance-Floater (Equip)	0		0	0		0	0		0	0	0	0
910.8 · Allocated Insurance to Ambulance	(335)	335	0	(669)	669	0	0		0	0	0	0
Total 410.0 · Insurance 15% Amb, 85% Fire	1,899	335	2,234	3,793	669	4,462	29,950	14.9%	25,488	29,950	31,700	29,000

Lower St. Croix Valley Fire Protection District
Statement of Operations - Operating Funds (General and Ambulance)
January and February 2020

	Current Month			Year to Date			2020 Budget					
	100 General Fund	150 Ambulance Fund	Total Operating Funds	100 General Fund	150 Ambulance Fund	Total Operating Funds	Annual Budget	YTD % Annual Budget	Remaining Budget	2021 Annual Budget	2019 Annual Budget	2018 Annual Budget
411.0 · Vehicles & Equipment												
411.2 · Minor Equipment - Fire	0		0	0		0	8,500	0.0%	8,500	8,500	9,000	9,000
411.3 · Minor Equipment - Ambulance		233	233		233	233	1,200	19.4%	967	1,200	1,200	1,000
412.2 · Supplies - Fire	235		235	254		254	1,400	18.1%	1,146	1,400	1,400	1,000
412.3 · Supplies - Ambulance		339	339		906	906	9,000	10.1%	8,094	9,000	9,000	9,000
413.2 · Vehicle Fuel & Oil-Fire	671		671	671		671	9,500	7.1%	8,829	9,500	9,500	8,000
413.3 · Vehicle Fuel & Oil-Ambulance		136	136		136	136	3,250	4.2%	3,114	3,250	3,250	2,500
414.1 · Equipment Maint (800 Mhz Radios)	0		0	0		0	11,000	0.0%	11,000	11,000	11,000	11,000
414.2 · Vehicle Maintenance-Fire	1,312		1,312	5,739		5,739	12,000	47.8%	6,261	12,000	13,000	12,000
414.3 · Vehicle Maintenance-Ambulance		401	401		777	777	2,000	38.8%	1,223	2,000	2,000	2,000
415.2 · Equipment Maintenance - Fire	1,287		1,287	1,381		1,381	6,000	23.0%	4,619	6,000	6,000	6,000
415.3 · Equipment Maintenance - Ambulance		0	0		0	0	1,000	0.0%	1,000	1,000	1,000	1,000
417.3 · Ambulance Cash Contrib - 100% Amb		1,625	1,625		3,250	3,250	19,500	16.7%	16,250	19,500	19,500	19,500
418.3 · Command Veh Cash Contrib - 50% Amb		105	105		210	210	1,260	16.7%	1,050	1,260	1,260	1,260
419.3 · EMS Equip Cash Contrib - 100% Amb		100	100		200	200	1,200	16.7%	1,000	1,200	1,200	1,200
420.3 · Tires & Batt Cash Contrib - 100% Amb		35	35		70	70	420	16.7%	350	420	420	420
421.3 · Tires & Batt Cash Contrib - 50% Amb		15	15		30	30	180	16.7%	150	180	180	180
Total 411.0 · Vehicles & Equipment	3,505	2,990	6,494	8,045	5,812	13,857	87,410	15.9%	73,553	87,410	88,910	85,060
420.0 · Training												
422.2 · Training - Fire	(1,040)		(1,040)	85		85	18,000	0.5%	17,915	18,000	18,000	17,000
422.3 · Training - Ambulance		278	278		278	278	5,000	5.6%	4,722	5,000	5,000	4,500
422.4 · Training Exp - EMT/CPR Classes		0	0		0	0			0			
Total 420.0 · Training	(1,040)	278	(762)	85	278	363	23,000	1.6%	22,637	23,000	23,000	21,500
430.0 · Other Expenses												
431.2 · Fire Prevention & Inspections	0		0	0		0	2,000	0.0%	2,000	2,000	1,000	750
433.2 · Dues & Subs - Fire	585		585	635		635	2,200	28.9%	1,565	2,200	2,500	2,500
433.3 · Dues & Subs - Amb		220	220		220	220	1,250	17.6%	1,030	1,250	1,250	500
434.2 · Confer & Meetings - Fire	0		0	0		0	6,500	0.0%	6,500	6,500	6,000	5,500
434.3 · Confer & Meetings - Amb		0	0		0	0	2,000	0.0%	2,000	2,000	2,000	2,000
435.3 · Provision for Ambulance Writeoffs		0	0		848	848	22,000	3.9%	21,152	22,000	20,500	17,500
436.3 · Medical Direction Fees		0	0		1,623	1,623	1,650	98.4%	27	1,650	1,650	1,650
437.3 · Medical Exams Cash Contrib - 20% Amb		125	125		250	250	1,500	16.7%	1,250	1,500	1,500	1,500
Total 430.0 · Other Expenses	585	345	930	635	2,941	3,576	39,100	9.1%	35,524	39,100	36,400	31,900

Lower St. Croix Valley Fire Protection District
Statement of Operations - Operating Funds (General and Ambulance)
January and February 2020

	Current Month			Year to Date			2020 Budget					
	100 General Fund	150 Ambulance Fund	Total Operating Funds	100 General Fund	150 Ambulance Fund	Total Operating Funds	Annual Budget	YTD % Annual Budget	Remaining Budget	2021 Annual Budget	2019 Annual Budget	2018 Annual Budget
440.0 · Recruitment & Recognition 20% Amb, 80% Fire												
440.1 · Employee Recruitment	0	0	0	0	0	0	2,300	0.0%	2,300	2,300	2,200	2,100
440.2 · Employee Recognition	0	0	0	0	0	0	0		0	0	0	0
940.0 · Allocated Recruit & Recog to Amb	0	0	0	0	0	0	0		0	0	0	0
Total 440.0 · Recruitment & Recognition	0	0	0	0	0	0	2,300	0.0%	2,300	2,300	2,200	2,100
Total Operating Expense	25,654	9,724	35,378	53,990	21,687	75,677	539,743	14.0%	464,066	539,743	531,510	495,388
Net Operating Income (Expense)	3,685	(2,162)	1,523	4,479	(4,118)	361	(20,000)		(20,361)	(20,000)	(16,000)	(7,500)
Other Income (Expense)												
388.8 · Trf from Ambulance Fund	0	0	0	0	0	0	0		0	0	0	0
388.9 · Trf from Designated Fund	0	0	0	0	0	0	20,000	0.0%	20,000	20,000	16,000	7,500
888.1 · Trf to General Fund	0	0	0	0	0	0	0		0	0	0	0
888.3 · Trf to Medical Fund	0	0	0	0	0	0	0		0	0	0	0
888.4 · Trf to Tires & Batteries Fund	0	0	0	0	0	0	0		0	0	0	0
888.5 · Trf to Equipment Fund	0	0	0	0	0	0	0		0	0	0	0
888.6 · Trf to Vehicle Fund	0	0	0	0	0	0	0		0	0	0	0
888.7 · Trf to Facilities Fund	0	0	0	0	0	0	0		0	0	0	0
888.9 · Trf to Designated Fund	0	0	0	0	0	0	0		0	0	0	0
Total Other Income (Expense)	0	0	0	0	0	0	20,000	0.0%	20,000	20,000	16,000	7,500
Net Income (Expense)	3,685	(2,162)	1,523	4,479	(4,118)	361	0		(361)	0	0	0
Analysis of Ambulance Billings									Fav (Unfav)			
340.0 · Ser. Billed-Ambulance		16,973			33,591		305,000	11.0%	(271,409)	305,000	295,000	290,000
340.3 · Ambulance Billing Adjustments		(9,813)			(16,434)		(140,000)	11.7%	123,566	(140,000)	(130,000)	(125,000)
435.3 · Provision for Ambulance Writeoffs		0			(848)		(22,000)	3.9%	21,152	(22,000)	(20,500)	(17,500)
Amb Billings Net of Adj and Provision		7,160			16,309		143,000	11.4%	(126,691)	143,000	144,500	147,500
(Amb Billing Adj + Provision) as % of Total Billings		57.8%			51.4%		53.1%		53.3%	53.1%	51.0%	49.1%

Lower St. Croix Valley Fire Protection District: Ambulance Billings

	115.0 A/R Ambulance Accounts Receivable	115.1 Reserve - Uncollectible Billings	115.0 A/R Ambulance Accounts Receivable	115.1 Reserve - Uncollectible Billings
	Feb-20		YTD 2020	
Per Accountant				
Balance Beg of Period	$123,690.15	$70,142.82	$125,309.98	$69,294.76
Actual Write offs of individual customer accounts	$0.00	$0.00	$0.00	$0.00
Cash Recovery - Accounts Previously Written Off		$0.00		$0.00
Billings/Sales: Regular	$16,972.90		$33,590.90	
Medicare Billing Adjustments	($9,813.24)		($16,434.04)	
Cash Collections - Active Accounts	($12,808.86)		($24,425.89)	
Credit Memos- Adjustments to Active Accounts	$0.00		$0.00	
Take back to Income - Undeterminable refunds	$0.00		$0.00	
Refunds/Payment Reversals - Active Accounts	$0.00		$0.00	
Provision for Uncollectible Billings		$0.00		$848.06
Balance End of Period - Accountant	**$118,040.95**	**$70,142.82**	**$118,040.95**	**$70,142.82**

Aging Analysis and Evaluation of Reserve for Uncollectible Accounts			Prior Month	
0 - 90 Days	$26,324.62	22.3%	$36,525.24	29.1%
91 -180 Days	$15,409.06	13.1%	$7,487.09	6.0%
181-270 Days	$6,637.84	5.6%	$9,990.78	8.0%
271 - 360 Days	$6,164.40	5.2%	$10,014.03	8.0%
361 + Days	$63,505.03	53.8%	$61,292.84	48.9%
Total Accounts Receivable	$118,040.95	100.0%	$125,309.98	100.0%
40% Provision for Accounts 181 - 360 Days	$5,120.90		$8,001.92	
100% Provision for Accounts 361 + Days	$63,505.03		$61,292.84	
Total Estimate of Reserve Needed for Uncollectible Accounts	$68,625.93		$69,294.76	
Current Reserve Balance Account 115.1	$69,294.76			
Deficit (Excess) in Reserve	**($668.83)**			

Additional Provision for Uncollectible Accounts needed at 2/29/20

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Lower St. Croix Valley Fire Protection District
Disbursement Detail - Claims to be Approved
February 13, 2020 through March 11, 2020

Checks Numbered			
From	**To**	**Description**	**Total Amount**
14198		Employee Benefits	$24.60
14199	14200	LSCV Fire Dept: Two invoices for EMT Courses for new Firefighters/EMT. These will be reimbursed.	$3,400.00
14201	14216	Vendor Bill(s) : Includes $3,685 to 3 Vendors for 2019 Audit, otherwise routine	$8,952.02
202003001	202003007	Direct Deposits and EFTs: February 2020 Staff Payroll, Employee Exp Reimb, PERA & Payroll Taxes	$9,912.51
202003008	202003011	EFT: US Bank Equipment Finance: Monthly payments on four truck leases	$9,643.94
202003012	202003014	EFTs: US Bank Credit Card + Employee Expense Reimbursement	$3,625.20
202003015	202003019	EFT: Utilities, Trash, Phones and Fuel Cards	$2,126.87
		Total Claims to Be Approved	**$37,685.14**

Checks: 14198 to 14216

EFT/Direct Deposits: 202003: 001 to 019

Submitted by Thomas H. Niedzwiecki, Accountant
File: FD 2020 Claims to be Approved.xlsm Worksheet: Feb20 3/7/2020

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Lower St Croix Valley Fire District
Disbursement Detail - Claims to be Approved
February 13 through March 11, 2020

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Liability...	**02/29/2020**	**14198**	**Madison National Life**	**1038894**	**103.1 · 4M 101 Checking - US Bank**		
				1038894	212.7 · STD - Madison Natl Life		(24.60)
TOTAL							(24.60)
Bill Pmt...	**03/11/2020**	**14199**	**LSCV Fire Department**		**103.1 · 4M 101 Checking - US Bank**		
Bill	03/11/2020	EMT D Barcus ...		EMT Course - Jan 2020 David Barcus	422.3 · Training-Ambulance	150 Ambulance Fund	(1,700.00)
TOTAL							(1,700.00)
Bill Pmt...	**03/11/2020**	**14200**	**LSCV Fire Department**		**103.1 · 4M 101 Checking - US Bank**		
Bill	03/11/2020	EMT D Muenc...		EMT Course - Jan 2020 Darren Muenchow	422.3 · Training-Ambulance	150 Ambulance Fund	(1,700.00)
TOTAL							(1,700.00)
Bill Pmt...	**03/11/2020**	**14201**	**Aspen Mills**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	252753		Uniforms	411.3 · Minor Equip - Ambulance	150 Ambulance Fund	(188.50)
Bill	02/29/2020	250973		Uniforms	415.2 · Equip Maint - Fire	100 General Fund	(59.40)
TOTAL							(247.90)
Bill Pmt...	**03/11/2020**	**14202**	**Bennington, Martha J.**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	AuditReport2019		Word processing 2019 Audit Report	405.5 · Professional Fees	700 Facilities Fund	(300.00)
TOTAL							(300.00)
Bill Pmt...	**03/11/2020**	**14203**	**Emergency Response Solutions**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	14585		Compressor Service and Air Quality Test	415.2 · Equip Maint - Fire	100 General Fund	(690.00)
TOTAL							(690.00)
Bill Pmt...	**03/11/2020**	**14204**	**Henry Schein**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	73440910		Medical equipment/supplies	411.3 · Minor Equip - Ambulance	150 Ambulance Fund	(44.40)
Bill	02/29/2020	74287195		Training Medical equipment/supplies	422.3 · Training-Ambulance	150 Ambulance Fund	(278.00)
Bill	02/29/2020	73525520		Medical equipment/supplies	412.3 · Supplies - Ambulance	150 Ambulance Fund	(285.99)
TOTAL							(608.39)
Bill Pmt...	**03/11/2020**	**14205**	**International Assoc of Fire Chiefs**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	60892		International Assoc of Fire Chiefs: Dues	433.2 · Dues & Subs - Fire	100 General Fund	(265.00)
TOTAL							(265.00)
Bill Pmt...	**03/11/2020**	**14206**	**Luther Hudson Chevrolet GMC**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	206668		Parts	414.2 · Vehicle Maint - Fire	100 General Fund	(51.53)
TOTAL							(51.53)
Bill Pmt...	**03/11/2020**	**14207**	**Matheson Tri-Gas Inc**	**customer number FA892**	**103.1 · 4M 101 Checking - US Bank**		

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Lower St Croix Valley Fire District
Disbursement Detail - Claims to be Approved
February 13 through March 11, 2020

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Bill	02/29/2020	21304383		oxygen	412.3 · Supplies - Ambulance	150 Ambulance Fund	(24.34)
TOTAL							(24.34)
Bill Pmt...	**03/11/2020**	**14208**	**MES (Municipal Emerg Serv)**	**C30421**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	in1431078		Gas detection, sensors	415.2 · Equip Maint - Fire	100 General Fund	(382.10)
TOTAL							(382.10)
Bill Pmt...	**03/11/2020**	**14209**	**Niedzwiecki, Thomas H.**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/28/2020	Audit2019		Prep and assistance re. 2019 Audit, incl Audit Report, Attorney Letter & Clien...	405.5 · Professional Fees	700 Facilities Fund	(1,650.00)
				2019 Audit scanning, copies & postage	409.1 · Admin Office Supplies, Software	700 Facilities Fund	(35.00)
TOTAL							(1,685.00)
Bill Pmt...	**03/11/2020**	**14210**	**Niedzwiecki, Thomas H.**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	022920		Std Monthly Accounting Services	405.5 · Professional Fees	100 General Fund	(2,100.00)
				Std Monthly Postage, Envelopes, Labels, etc	409.1 · Admin Office Supplies, Software	100 General Fund	(30.00)
				Monthly Chg for Quickbooks incl Payroll Service & Forms	409.1 · Admin Office Supplies, Software	100 General Fund	(75.00)
				Monthly copies of Financial Reports	409.1 · Admin Office Supplies, Software	100 General Fund	(24.00)
TOTAL							(2,229.00)
Bill Pmt...	**03/11/2020**	**14211**	**Ninety-Four Services, Inc**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	215717		Stryker power load gearny: Straps	414.3 · Vehicle Maint - Ambulance	150 Ambulance Fund	(401.02)
TOTAL							(401.02)
Bill Pmt...	**03/11/2020**	**14212**	**Pofahl, Michael W. (CPA)**	**651-213-6632**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	2019 Audit		2019 Audit	405.5 · Professional Fees	700 Facilities Fund	(1,700.00)
TOTAL							(1,700.00)
Bill Pmt...	**03/11/2020**	**14213**	**River Valley Printing**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	6820		Copy Paper	409.1 · Admin Office Supplies, Software	100 General Fund	(79.00)
TOTAL							(79.00)
Bill Pmt...	**03/11/2020**	**14214**	**Spartan Promotional Group Inc**	**Customer No. 157258**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	564556		Nameplate	409.1 · Admin Office Supplies, Software	100 General Fund	(18.74)
TOTAL							(18.74)
Bill Pmt...	**03/11/2020**	**14215**	**St Croix County Fire Officers Assoc**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	2020-0110		2020 dues: 2/1/20 to 2/1/21	433.2 · Dues & Subs - Fire	100 General Fund	(100.00)
TOTAL							(100.00)
Bill Pmt...	**03/11/2020**	**14216**	**Transmedic Medical Billing Services**	**Ambulance Runs**	**103.1 · 4M 101 Checking - US Bank**		

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Lower St Croix Valley Fire District
Disbursement Detail - Claims to be Approved
February 13 through March 11, 2020

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Bill	02/29/2020	Feb2020		Ambulance billings: 10 runs @ $17.00	405.7 · Fire & Amb Billing & Collection	150 Ambulance Fund	(170.00)
TOTAL							(170.00)
Paycheck	**02/28/2020**	**202003001**	**Corey, Robert**	**Direct Deposit**	**103.1 · 4M 101 Checking - US Bank**		
				Direct Deposit	401.51 · Comp - Officers Actual	150 Ambulance Fund	(65.07)
				Direct Deposit	401.51 · Comp - Officers Actual	100 General Fund	(260.31)
				Direct Deposit	115.3 · A/R Special Accounts Rec.	150 Ambulance Fund	(8.00)
				Direct Deposit	115.3 · A/R Special Accounts Rec.	100 General Fund	(32.00)
				Direct Deposit	212.1 · Withholding - Federal Inc Tax		1.00
				Direct Deposit	403.11 · FICA - Employer Actual	150 Ambulance Fund	(4.03)
				Direct Deposit	403.11 · FICA - Employer Actual	100 General Fund	(16.14)
				Direct Deposit	212.3 · FICA Liability - Actual		20.17
				Direct Deposit	212.3 · FICA Liability - Actual		20.17
				Direct Deposit	403.21 · Medicare - Employer Actual	150 Ambulance Fund	(0.94)
				Direct Deposit	403.21 · Medicare - Employer Actual	100 General Fund	(3.78)
				Direct Deposit	212.4 · Medicare Liability - Actual		4.72
				Direct Deposit	212.4 · Medicare Liability - Actual		4.72
				Direct Deposit	2110 · Direct Deposit Liabilities		339.49
TOTAL							0.00
Paycheck	**02/28/2020**	**202003002**	**Stanley, James F.**	**Direct Deposit**	**103.1 · 4M 101 Checking - US Bank**		
				Direct Deposit	401.4 · Comp - Fire Chief	100 General Fund	(5,827.88)
				Direct Deposit	401.4 · Comp - Fire Chief	150 Ambulance Fund	(1,456.97)
				Direct Deposit	212.6 · PERA Payable - Staff	100 General Fund	687.69
				Direct Deposit	212.6 · PERA Payable - Staff	150 Ambulance Fund	171.92
				Direct Deposit	403.7 · PERA Police & Fire - Employer	100 General Fund	(1,031.54)
				Direct Deposit	403.7 · PERA Police & Fire - Employer	150 Ambulance Fund	(257.88)
				Direct Deposit	212.6 · PERA Payable - Staff		1,289.42
				Direct Deposit	403.8 · Medical & Other Benefits	100 General Fund	(400.00)
				Direct Deposit	403.8 · Medical & Other Benefits	150 Ambulance Fund	(100.00)
				Direct Deposit	403.8 · Medical & Other Benefits	100 General Fund	(19.68)
				Direct Deposit	403.8 · Medical & Other Benefits	150 Ambulance Fund	(4.92)
				Direct Deposit	212.7 · STD - Madison Natl Life		24.60
				Direct Deposit	212.1 · Withholding - Federal Inc Tax		679.00
				Direct Deposit	403.21 · Medicare - Employer Actual	100 General Fund	(90.30)
				Direct Deposit	403.21 · Medicare - Employer Actual	150 Ambulance Fund	(22.58)
				Direct Deposit	212.4 · Medicare Liability - Actual		112.88
				Direct Deposit	212.4 · Medicare Liability - Actual		112.88
				Direct Deposit	212.2 · Withholding - Minnesota Inc Tax		356.00
				Direct Deposit	2110 · Direct Deposit Liabilities		5,777.36
TOTAL							0.00
Paycheck	**02/28/2020**	**202003003**	**Stanley, Margaret M**	**Direct Deposit**	**103.1 · 4M 101 Checking - US Bank**		
				Direct Deposit	404.5 · Comp - Facility Personnel	100 General Fund	(286.44)
				Direct Deposit	212.6 · PERA Payable - Staff	100 General Fund	18.62
				Direct Deposit	404.6 · Emplyer Pd Tax & Benef - Facil	100 General Fund	(21.48)
				Direct Deposit	212.6 · PERA Payable - Staff		21.48
				Direct Deposit	403.11 · FICA - Employer Actual	100 General Fund	(17.76)
				Direct Deposit	212.3 · FICA Liability - Actual		17.76
				Direct Deposit	212.3 · FICA Liability - Actual		17.76
				Direct Deposit	403.21 · Medicare - Employer Actual	100 General Fund	(4.16)
				Direct Deposit	212.4 · Medicare Liability - Actual		4.16
				Direct Deposit	212.4 · Medicare Liability - Actual		4.16
				Direct Deposit	2110 · Direct Deposit Liabilities		245.90
TOTAL							0.00

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Lower St Croix Valley Fire District
Disbursement Detail - Claims to be Approved
February 13 through March 11, 2020

03/07/20

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Liability...	**02/27/2020**	**202003004**	**QuickBooks Payroll Service**	**Created by Payroll Service on 02/23/2020**	**103.1 · 4M 101 Checking - US Bank**		
				Fee for 3 direct deposit(s) at $1.75 each	405.0 · Taxes, Licenses & Fees	100 General Fund	(5.25)
			QuickBooks Payroll Service	Created by Payroll Service on 02/23/2020	2110 · Direct Deposit Liabilities		(6,362.75)
TOTAL							(6,368.00)
Liability...	**02/29/2020**	**202003005**	**PERA (Staff)**	**076700**	**103.1 · 4M 101 Checking - US Bank**		
				076700	212.6 · PERA Payable - Staff		(859.61)
				076700	212.6 · PERA Payable - Staff		(1,289.42)
				076700	212.6 · PERA Payable - Staff		(18.62)
				076700	212.6 · PERA Payable - Staff		(21.48)
TOTAL							(2,189.13)
Liability...	**02/29/2020**	**202003006**	**IRS (Form 941)**	**TIN 41-1713964**	**103.1 · 4M 101 Checking - US Bank**		
				TIN 41-1713964	212.1 · Withholding - Federal Inc Tax		(680.00)
				TIN 41-1713964	212.4 · Medicare Liability - Actual		(121.76)
				TIN 41-1713964	212.4 · Medicare Liability - Actual		(121.76)
				TIN 41-1713964	212.3 · FICA Liability - Actual		(37.93)
				TIN 41-1713964	212.3 · FICA Liability - Actual		(37.93)
TOTAL							(999.38)
Liability...	**02/29/2020**	**202003007**	**MN Dept of Revenue**	**4413451**	**103.1 · 4M 101 Checking - US Bank**		
				4413451	212.2 · Withholding - Minnesota Inc Tax		(356.00)
TOTAL							(356.00)
Bill Pmt...	**03/11/2020**	**202003008**	**US Bank (2019 CV1 Chev Duty Vehicle)**	**Lease #77-0019928-002, Credit Acct No. 1097665**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	405893967		Principal Payment Lease #77-0019928-002, Credit Acct No. 1097665: CV1 2...	265.3 · US Bank 3.83% 2019 Duty Vehicle		(589.63)
				Interest Payment Lease #77-0019928-002, Credit Acct No. 1097665: CV1 20...	219.3 · Acc Int USB 3.83% 2019 Duty Veh		(101.84)
TOTAL							(691.47)
Bill Pmt...	**03/11/2020**	**202003009**	**US Bank (4153 U1 Util Truck)**	**Cust Credit Acct No. 1097665**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	407124122		Interest Pymt USB 2.79% U1 Utility Truck	218.3 · Acc Int USB 2.79% U1 Util Trk		(9.18)
				Principal Pymt USB 2.79% U1 Utility Truck	265.1 · USB 2.79% U1 Util Trk 60 Mos		(786.31)
TOTAL							(795.49)
Bill Pmt...	**03/11/2020**	**202003010**	**US Bank (4156 Tender)**	**Lease #550-0045650, Credit Acct No. 1097665**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	407458934		Principal Payment Lease #550-0045650, Credit Acct No. 1097665: Unit T1 4...	264.9 · USB10 Y Lease 3.42% 4156 Te...		(2,183.78)
				Interest Payment Lease #550-0045650, Credit Acct No. 1097665: Unit T1 41...	218.4 · Acc Int USB 3.42% 4156 Tender		(362.76)
TOTAL							(2,546.54)
Bill Pmt...	**03/11/2020**	**202003011**	**US Bank (4158 R1 Rescue)**	**Lease Sch No. 077-0019928-001 Credit Acct #1097665**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	407230788		R1 Rescue USB 10 Yr Lease 2.61%: Principal	265.2 · USB10 Y Lease 2.61% R1 Rescue		(4,829.37)
				R1 Rescue USB 10 Yr Lease 2.61%: Interest	218.2 · Acc Int USB 2.61% R1 Rescue		(781.07)
TOTAL							(5,610.44)

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Lower St Croix Valley Fire District
Disbursement Detail - Claims to be Approved
February 13 through March 11, 2020

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Bill Pmt...	**03/11/2020**	**202003012**	**Stanley, James (DD) (Reimb Exp)**	**reimburse expenses**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	Sam's & Walm...		Amb supplies	412.3 · Supplies - Ambulance	150 Ambulance Fund	(29.06)
				Bldg supplies	415.1 · Repair & Maint - Building	100 General Fund	(38.99)
				Training laptop: Capt Schneider	422.2 · Training-Fire Department	500.2 Equipment - ...	(338.20)
				Bldg supplies	415.1 · Repair & Maint - Building	100 General Fund	(20.46)
TOTAL							(426.71)
Check	**03/10/2020**	**202003013**	**QuickBooks Payroll Service**	**Created by Direct Deposit Service on 03/07/2020**	**103.1 · 4M 101 Checking - US Bank**	**100 General Fund**	
				Fee for 1 direct deposit(s) at $1.75 each	405.0 · Taxes, Licenses & Fees	100 General Fund	(1.75)
TOTAL							(1.75)
Bill Pmt...	**03/11/2020**	**202003014**	**US Bank Edge ...2357 (EFT)**	**St Croix Valley Fire CPN 001574839**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	011520 021320		Office supplies	409.1 · Admin Office Supplies, Software	100 General Fund	(156.51)
				Fire supplies	412.2 · Supplies - Fire	100 General Fund	(234.90)
				Countryside Repair: mostly 2003 Silverado	414.2 · Vehicle Maint - Fire	100 General Fund	(1,260.71)
				Bldg supplies	415.1 · Repair & Maint - Building	100 General Fund	(22.02)
				Fire equip maint	415.2 · Equip Maint - Fire	100 General Fund	(155.09)
				MN State Fire Chiefs	433.2 · Dues & Subs - Fire	100 General Fund	(220.00)
				National Registry of EMTs	433.3 · Dues & Subs - Ambulance	150 Ambulance Fund	(220.00)
				HP Pavilion Desktop computer	422.2 · Training-Fire Department	500.2 Equipment - ...	(577.51)
				Governor's HSEM Conference: Jim Stanley (to be reimbursed by Wash Cty)	115.3 · A/R Special Accounts Rec.		(350.00)
TOTAL							(3,196.74)
Bill Pmt...	**03/11/2020**	**202003015**	**Comcast (EFT) 8772 10 570 0012780**	**Acct No. 8772 10 570 0012780**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	030520 040420		Comcast Business Internet and Voice 651-436-7033, 651-436-1682 fax	408.1 · Telephone	100 General Fund	(229.20)
TOTAL							(229.20)
Bill Pmt...	**03/11/2020**	**202003016**	**CP Energy {EFT} 5185087-3**	**acct #5185087-3, Meter No. M20161677635**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	022620		Natural Gas Heat	407.1 · Heat	100 General Fund	(773.61)
TOTAL							(773.61)
Bill Pmt...	**03/11/2020**	**202003017**	**Maroney's Sanitation {EFT}**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	816934		trash hauling	415.1 · Repair & Maint - Building	100 General Fund	(135.92)
TOTAL							(135.92)
Bill Pmt...	**03/11/2020**	**202003018**	**Verizon Wireless {EFT} (986696443-000...**		**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	9847516234		Share Plan for Officers, Aircard Ambulance and Ambulance	408.1 · Telephone	100 General Fund	(180.74)
TOTAL							(180.74)
Bill Pmt...	**03/11/2020**	**202003019**	**WEX Bank {EFT}**	**Acct No. 0424-00-382678-1**	**103.1 · 4M 101 Checking - US Bank**		
Bill	02/29/2020	63636617		Fuel Fire	413.2 · Vehicle Fuel & Oil - Fire	100 General Fund	(671.03)
				Amb fuel	413.3 · Vehicle Fuel & Oil - Ambulance	150 Ambulance Fund	(136.37)
TOTAL							(807.40)

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LSCVFPD
Fund Transfers

	A	B	C	D	E
1			Month of:	JanFeb20	
2		**4M Fund Accounts**			
3	#	***From***	***To***	***Amount***	***Comments***
4	1	General (35229-101)	Equipment - General 500.1 (35229-105)	$1,166.66	JanFeb20 Equipment Levy
5	2	Ambulance 150.1 (35229-108)	Equipment - General 500.1 (35229-105)	$200.00	JanFeb20 Amb Cash Contrib - Equipment
6	3	General (35229-101)	Vehicle Replacement (35229-106)	$26,354.16	JanFeb20 Vehicle Replacement Levy
7	4	Ambulance 150.1 (35229-108)	Vehicle Replacement (35229-106)	$3,460.00	JanFeb20 Amb Cash Contrib - Vehicles
8	5	General (35229-101)	Medical 300.1 (35229-103)	$666.66	JanFeb20 Medical Levy
9	6	Ambulance 150.1 (35229-108)	Medical 300.1 (35229-103)	$250.00	JanFeb20 Amb Cash Contrib - Medical
10	7	Ambulance 150.1 (35229-108)	Tires & Batteries 400.1 (35229-104)	$100.00	JanFeb20 Amb Cash Contrib - Tires and Batteries
11	8	Ambulance 150.1 (35229-108)	Facility (35229-107)	$700.00	JanFeb20 Amb Cash Contrib - Facilities
12	9	Vehicle Replacement (35229-106)	General (35229-101)	$1,590.98	4153 Util Truck Loan Pymt
13	10	Vehicle Replacement (35229-106)	General (35229-101)	$5,093.08	4156 Tender Loan Pymt
14	11	Vehicle Replacement (35229-106)	General (35229-101)	$11,220.88	4158 Rescue Loan Pymt
15	12	Vehicle Replacement (35229-106)	General (35229-101)	$1,382.94	2019 Chev Tahoe Duty Veh Loan Pymt
16	13	General (35229-101)	Equipment - Designated 500.2 (35229-111)	$6,050.00	500.2 Equipment - Designated Fund Revenue
17	14	Equipment - Designated 500.2 (35229-111)	General (35229-101)	$1,536.97	500.2 Equipment - Designated Fund Expense
18	15	General (35229-101)	Designated Eq - Dive Team 500.3 (35229-112)	$5,950.00	Dive Team Receipts
19	16	Facility (35229-107)	General (35229-101)	$3,685.00	Facility Fund Expense
20	17	General (35229-101)	Ambulance 150.1 (35229-108)	$24,633.89	JanFeb20 Amb Receipts
21	18	Ambulance 150.1 (35229-108)	General (35229-101)	$16,128.55	JanFeb20 Amb Expenses
22	19	General (35229-101)	Debt Service (35229-110)	$23,325.00	2019 Debt Levy Collected from Cities
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Recommended by Thomas H. Niedzwiecki, Accountant
File: FD 2020 Bank Transfers.xlsm Worksheet: JanFeb20 3/7/2020

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LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT

For the Year Ended December 31, 2019

Serving the Minnesota Cities of:

Afton
Lakeland
Lakeland Shores
Lake St. Croix Beach
St. Mary's Point

MICHAEL W. POFAHL
Certified Public Accountant

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
LAKELAND, MINNESOTA

TABLE OF CONTENTS

INTRODUCTORY SECTION

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
LAKELAND, MINNESOTA

ORGANIZATION
DECEMBER 31, 2019

Board of Commissioners	Position	City	Terms Expires
Tom Wilson	Chair	Lakeland Shores	June 30, 2021
Richard Bend	Vice Chair	Afton	June 30, 2020
Gary Williams	Treasurer	St. Mary's Point	June 30, 2020
Sally Thompson	Secretary	Lake St. Croix Beach	June 30, 2021
Thomas McCarthy	Member	Lake St. Croix Beach	June 30, 2020
Randy Nelson	Member	Afton	June 30, 2021
Tim Schroeder	Member	Lakeland Shores	June 30, 2020
Beth Olfelt-Nelson	Member	St. Mary's Point	June 30, 2021
Don James	Member	Lakeland	June 30, 2021
Richard Glasgow	Member	Lakeland	June 30, 2020

Non-voting Members	
Jim Stanley	Fire Chief
Tom Niedzwiecki	Accountant
Rob Corey	Deputy Fire Chief
Kevin Kirby	Deputy Fire Chief

FINANCIAL SECTION

MICHAEL W. POFAHL
Certified Public Accountant
10780 North Avenue, 14E
Chisago City, MN 55013
651-213-6632

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Lower St. Croix Valley Fire Protection District

I have audited the basic financial statements of the Lower St. Croix Valley Fire Protection District as of and for the year ended December 31, 2019, as listed in the table of contents. These financial statements are the responsibility of the District's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Lower St. Croix Valley Fire Protection District at December 31, 2019, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Lower St. Croix Valley Fire Protection District has not presented a Management's Discussion and Analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Lower St. Croix Valley Fire Protection District's basic financial statements. The supporting schedule, as listed in the table of contents as supplementary information, is presented for purposes of additional analysis and is not a required part of the basic financial statements. This schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Michael W. Pofahl

Michael W. Pofahl
Certified Public Accountant
March 11, 2020

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
LAKELAND, MINNESOTA
STATEMENT OF NET ASSETS
DECEMBER 31, 2019

EXHIBIT 1

Assets	
Current Assets	
Cash and Investments	$ 1,724,711
Petty Cash and Change Funds	1,300
Accounts Receivable	
Ambulance	125,310
Less Allowance for Doubtful Accounts	(69,295)
Accounts Receivable - Other	6,795
Due from Ambulance Fund to General Fund	3,171
Prepaid Insurance	15,050
Total Current Assets	**1,807,042**
Capital Assets	
Land	$10,950
Buildings and Improvements	1,518,700
Fire Vehicles	1,508,279
Ambulance	214,657
Duty Vehicle	89,291
Other Equipment	728,277
Less Accumulated Depreciation	(2,851,025)
Total Capital Assets	**1,219,129**
Total Assets	**$ 3,026,171**
Current Liabilities	
Accounts Payable	$ 28,565
Compensation Payable	40,776
Accrued Payroll - Related Liabilities	3,218
Due to General Fund from Ambulance Fund	3,171
Accrued Interest	2,962
Bonds Payable – Current	90,000
Capital Leases Payable – Current	96,221
Total Current Liabilities	**264,913**
Non-Current Liabilities	
Bonds Payable	395,000
Capital Leases Payable	434,403
Total Non-Current Liabilities	**829,403**
Total Liabilities	**1,094,316**
Invested in Capital Assets - Net of Related Debt	200,543
Unrestricted	1,731,312
Total Net Assets	**$ 1,931,855**

The Notes to Financial Statements are an integral part of this statement.

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
LAKELAND, MINNESOTA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

EXHIBIT 2

Operating Revenues				
Charges for Services	$	186,619		
Total Operating Revenues			**$**	**186,619**
Operating Expenses				
Personnel Services	$	275,077		
Professional Services		26,668		
Facilities Costs		29,149		
Supplies		5,395		
Insurance		27,183		
Vehicle and Equipment Expense		72,959		
Training		21,552		
Other		50,019		
Depreciation		220,911		
Total Operating Expenses			**$**	**728,913**
Operating Income (Loss)			**$**	**(542,294)**
Non-Operating Revenues (Expenses)				
City Appropriations	$	576,232		
Grants		0		
Contributions		13,281		
Interest Income		33,472		
Interest Expense		(23,683)		
Total Non-Operating Revenues (Expense)			$	599,302
Change in Net Assets			$	57,008
Net Assets- January 1, 2019			$	1,874,847
Net Assets- December 31, 2019			$	1,931,855

The Notes to Financial Statements are an integral part of this statement.

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
LAKELAND, MINNESOTA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019
Increase (Decrease) in Cash and Cash Equivalents

EXHIBIT 3

Cash Flows from Operating Activities		
Receipts from Customers and Users	$ 182,166	
Payments to Suppliers	(230,460)	
Payments to Employees	(269,764)	
Net Cash Provided by (used in) Operating Activities		**$ (318,058)**
Cash Flows from Non-Capital Financing Activities		
City Appropriations	576,232	
Grants and Contributions	13,281	
Net Cash Provided by (used in) Operating Activities		**589,513**
Cash Flows from Capital and Related Financing Activities		
Purchase of Capital Assets	(107,269)	
Interest Expense	(24,072)	
Payment on Bonds	(192,150)	
Proceeds of Capital Lease	37,703	
Net Cash Provided by (used in) Capital & Related Activities		**(285,788)**
Cash Flows from Investing Activities		
Investment Earnings Received	**$ 33,472**	
Net Increase (Decreased) in Cash & Cash Equivalents		**19,139**
Cash and Cash Equivalents at January 1		**1,706,872**
Cash and Cash Equivalents at December 31		**$ 1,726,011**
Reconciliation of Operating Income (Loss) to Net Cash by (used in) Operating Activities		**$ (542,294)**
Adjustments to Reconcile Operating Income (Loss) to Net Cash provided by (used in) Operating Activities		
Depreciation Expense	220,911	
(Increase) Decrease in Accounts Receivable	(4,453)	
(Increase) Decrease in Prepaid Accounts	(1,242)	
Increase (Decrease) in Accounts Payable	3,707	
Increase (Decrease) in Compensation Payable & Related	5,313	
Total Adjustments		**224,236**
Net Cash Provided by (used in) Operating Activities		**$ (318,058)**

The Notes to Financial Statements are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

1. Summary of Significant Accounting Policies

The Lower St. Croix Valley Fire Protection District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP) as of and for the year ended December 31, 2019. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989, (when applicable) that do not conflict with or contradict GASB pronouncements. The more significant accounting policies established in GAAP and used by the District are discussed below.

A. Financial Reporting Entity

The Lower St. Croix Fire Protection District is a joint enterprise operation of the Cities of Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach, and St. Mary's Point (the Cities). The District was established by a joint powers agreement of January 1970, superseded by a joint powers agreement dated August 17, 1976, and amended January 12, 1977, then amended and revised January 29, 2010, pursuant to Minn. Stat. § 471.59, the Joint Powers Act.

The District provides fire protection services to the five cities within the District. The District is governed by a ten-member Board of Commissioners, two appointed from each city. Each Board member serves a two-year term. The Fire Chief serves as a non-voting member on the Board. The Board annually elects a Chair, Vice Chair, Secretary, and Treasurer. These financial statements include all funds and activities for which the District is financially accountable.

B. Basic Financial Statements

The accounts of the District are organized as an enterprise fund. The fund operating revenues, such as charges for services, results from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies and investment earnings, result from non-exchange transactions or incidental activities. The District's net assets are reported in two parts: (1) invested in capital assets, net of related debt: and (2) unrestricted net assets.

1. Summary of Significant Accounting Policies (Continued)

C. Measurement Focus and Basis of Accounting

The District's financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. City appropriations are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

D. Assets, Liabilities, and Net Assets or Equity

1. Deposits and Investments

For the purposes of the statement of cash flows, cash and cash equivalents include cash and investments. The District's cash is invested in money market funds. Total cash and cash equivalents for the year ended December 31, 2019, was $1,724,711.

a. Deposits

Minn. Stat. §§ 118A.02 and 118A.04 authorize the District to designate a depository for public funds and to invest in certificates of deposit. Minn. Stat. § 118A.03 requires all District deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, if not covered by insurance or bonds.

Authorized collateral includes treasury bills, notes and bonds; issues of US government agencies; general obligations rated "A" or better, revenue obligations rated "AA" or better; irrevocable standard letters credit issued by Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued) 1.

Deposits and Investments (Continued)

a. Deposits (Continued)

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a financial institution failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As a December 31, 2019, the District's deposits were not exposed to custodial credit risk.

b. Investments

Minn. Stat. §§ 118A.04 and 118A.05 generally authorize the following types of investments as available to the District:

(1) securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as "high risk" by Minn. Stat. § 118A.04 subd. 6;

(2) mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments;

(3) general obligations of the State of Minnesota and its municipalities, and in certain state agency and local obligations of Minnesota and other states provided such obligations have certain specified bond ratings by a national bond rating service;

(4) bankers' acceptances of United States banks;

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued)

1. Deposits and Investments (Continued)

b. Investments (Continued)

(5) commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by two nationally recognized rating agencies and matures in 270 days or less; and

(6) with certain restrictions, in repurchase agreements, securities lending agreement, joint powers investment trusts, and guaranteed investments contracts.

During the year ended December 31, 2019, the District had no investments.

2. Receivables

All receivables are offset by an allowance for uncollectible accounts of $69,295.

3. Prepaid Items

Certain payments to vendor reflect costs applicable to future accounting periods and are recorded as prepaid items in the statements.

4. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the financial statements. The District defines capital assets as assets with an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extended assets' lives are not capitalized.

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, and Net Assets or Equity (Continued)

4. Capital Assets (Continued)

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed. During the current period, the District did not have any capitalized interest.

Property, plant, and equipment of the District is depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	20 - 30
Building Improvements	15 – 20
Fire Vehicles	5 - 20
Ambulance	8- 10
Furniture, equipment, and other vehicles	3 - 7

5. Use of Estimates

The preparations of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

6. Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit term. Investments are reported at fair value.

2. Detailed Notes on All Funds

1. Receivables December 31,2019

Reserve for Doubtful Accounts $69,295

		Total Receivables
Ambulance	$	125,310
Other and Interfund		9,966
Total	$	135,276

2. Capital Assets

Capital asset activity for the year ended December 31, 2019, was as follows:

		Balance 12/31/2018		*Increase*		*Decrease*		*Balance 12/31/2019*
Capital Assets Not Depreciated - Land	$	**10,950**					$	**10,950**
Capital Assets Depreciated								
Building and Improvements		1,518,700						1,518,700
Fire Vehicles		1,508,279						1,508,279
Ambulance		171,657		43,000				214,657
Other Equipment		766,359		15,451		53,533		728,277
Duty Vehicles		40,473		48,818				89,291
Total Capital Assets Depreciated		**4,005,468**		**107,269**		**53,533**		**4,059,204**
Less: Accumulated Depreciation								
Building and Improvements		1,183,393		66,021				1,249,414
Fire Vehicles		734,544		77,014				811,558
Ambulance		143,695		22,224				165,919
Other Equipment		584,115		48,876		53,533		579,458
Duty Vehicles		37,900		6,776				44,676
Total Accumulated Depreciation		**2,683,647**		**220,911**		**53,533**		**2,851,025**
Total Capital Assets Depreciated-Net		**1,321,821**		**(113,642)**		**0**		**1,208,179**
Total Capital Assets - Net	**$**	**1,332,771**	**$**	**(113,642)**	**$**	**0**	**$**	**1,219,129**

2. Detailed Notes on All Funds (Continued).

Liabilities

3. Payables

Payables at December 31, 2019, were as follows:

Accounts Payable	$ 28,565
Compensation Payable and Related Liabilities	43,993
Due to General Fund from Ambulance	3,171
Total Payables	$ 75,729

4. Capital Leases

The District has entered into lease agreements for financing the purchases of various vehicles. The lease agreements qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of future minimum lease payments as of inception date. The capital leases consist of the following:

Lease	Maturity	Installment	Monthly Total Amount	Original	Balance
#4156 Tender	2024	Monthly	$ 2,547	$ 258,502	$ 129,464
#U1 Utility Vehicle	2020	Monthly	$ 795	$ 44,502	$ 4,734
#R1 Rescue Vehicle	2025	Monthly	$ 5,610	$ 592,000	$ 363,929
#CV1 Command Vehicle	2024	Monthly	$ 691	$ 37,703	$ 32,497
Total Capital Leases					$ 530,624

Detailed Notes on All Funds

4. Capital Leases (Continued)

The future minimum annual lease obligations and the net present value of these minimum lease payments as of December 31, 2019, were as follows:

Year Ending December 31	#4156 Tender	#U1 Utility Truck	#R1 Rescue Pumper	#CV1 Command Vehicle	Total
2020	$ 30,558	$ 4,773	$ 67,325	$ 8,298	$ 110,954
2021	30,558		67,325	8,298	106,181
2022	30,558		67,325	8,298	106,181
2023	30,558		67,325	8,298	106,181
2024	17,826		67,325	2,766	87,917
2025			56,107		56,107
Totals	140,058	4,773	392,732	35,956	573,519
Less Amount Representing Interest	10,594	39	28,803	3,459	42,895
Present Value of Minimum Lease Payments	$ 129,464	$ 4,734	$ 363,929	$ 32,497	$ 530,624

5. Long-Term Debt

Type of Indebtedness	Final Maturity	Installments	Interest Rate %	Original Issue Amount	Outstanding Balance December 31, 2019
2016A Facility Lease Revenue Notes	2024	$ 90,000- 105,000	1.10 - 1.80%	$765,000	$485,000

Detailed Notes on All Funds (Continued)

6. Debt Service Requirements

Debt service requirements at December 31, 2019, were as follows:

Year Ended December 31	Lease Revenue Bonds/Notes Principal	Interest	Total
2020	$ 90,000	$ 6,600	$ 96,600
2021	95,000	5,511	100,511
2022	95,000	4,229	99,229
2023	100,000	2,715	102,715
2024	105,000	945	105,945
Totals	$ 485,000	$ 20,000	$ 505,000

7. Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Revenue Bonds/Notes	$ 580,000	$	$ 95,000	$ 485,000	$ 90,000
Capital Leases	590,071	37,703	97,150	530,624	96,221
Total Long-Term Liabilities	$ 1,170,071	$ 37,703	$ 192,150	$ 1,015,624	$ 186,221

7. Employee Retirement Systems and Pension Plans

A. Plan Description

All active firefighters of the Lower St. Croix Valley Fire Protection District with one year of service are members of the Lower St. Croix Valley Fire Department's Relief Association. The Association is the administrator of a single-employer pension plan that was established and operates under the provisions of Minn. Stat. §§ 69.771 and 69.772, as amended. The Association is governed by a board of six members elected by the members of the Association for one-year terms.

Minn. Stat. Ch. 69 authorizes pension benefits for fire relief associations. A member of the Association who has completed 20 years or more of service in the fire department shall, after age 50 at retirement, be entitled to a lump sum service pension. The bylaws of the Association have set the service pension at $3,750 times the number of years of active service.

A member of the Association who has performed service in the fire department for 20 years or more but has not reached age 50 shall have the right to retire from the department without forfeiting the right to a service pension. The member shall, upon application, be placed on the deferred pension roll of the Association and, after the member reaches the age of 50 years, the Association shall, upon application, pay the member's pension from the date the application is approved by the Association.

Information on the Association may be obtained at P.O. Box 234, Lakeland, Minnesota 55043

B. Funding Policy

Minn. Stat. Ch. 69 sets the rates for employer contributions. For purposes of this statute, the Cities as a group is the employer and collectively are responsible for ensuring funding needed to cover normal costs.

8. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; malpractice; injuries to employees; or natural disasters.

Risk Management (Continued)

Risks of loss associated with workers' compensation claims are insured through participation in the League of Minnesota Cities Insurance Trust (LMCIT). Other risks are also insured through the LMCIT. There were no significant reductions in insurance from the prior year. The amount of settlements did not exceed insurance coverage for the past three fiscal years.

Note 9. Defined Benefit Pension Plans

A. Plan Description

The District participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code.

General Employees Retirement Fund (GERF)

One part-time employee of the District is covered by the General Employees Retirement Fund (GERF). GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

2. Public Employees Police and Fire Fund (PEPFF)

The PEPFF, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the PEPFF also covers police officers and firefighters belonging to local relief associations that elected to merge with and transfer assets and administration to PERA. The District has one employee on this plan

Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested Terminated employees who entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

GERF Benefits

General Employees Plan benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% for each of the first 10 years of service and 1.7% for each additional year. The rates are 2.2% and 2.7%, respectively, for Basic members. Under Method 2, the accrual rate for Coordinated members is 1.7% for all years of service, and 2.7% for Basic members. The accrual rates for former MERF members is 2.0% for each of the first 10 years of service and 2.5% for each additional year. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989 normal retirement age is the age for unreduced Social Security benefits capped at 66.

Beginning January 1, 2019, benefit recipients will receive a future annual increase equal to 50 percent of the Social Security Cost of Living Adjustment, not less than 1.0 percent and not more than 1.5 percent. For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches Normal Retirement Age (not applicable to Rule of 90 retirees, disability benefit recipients, or survivors). A benefit recipient who has been receiving a benefit for at least 12 full months as of June 30 will receive a full increase. Members receiving benefits for at least one month but less than 12 full months as of June 30 will receive a pro rata increase.

PEPFF Benefits

Benefits for Police and Fire Plan members first hired after June 30, 2010 but before July 1, 2014 vest on a prorated basis from 50 percent after five years up to 100 percent after ten years of credited service. Benefits for Police and Fire Plan members first hired after June 30, 2014 vest on a prorated basis from 50 percent after ten years up to 100 percent after twenty years of credited service. The annuity accrual rate is 3 percent of average salary for each year of service. For Police and Fire Plan members who were first hired prior to July 1, 1989 a full annuity is available when age plus years of service equal at least 90.

Beginning in 2019, the COLA will be fixed at 1 percent. Under funding measurements from 2017, the 2.5 percent COLA trigger was never expected to occur and was subsequently removed from law. Post retirement increases are given each year except for annuitants who have been receiving a benefit for only 31 to 41 months. These annuitants will receive a prorated amount of the increase on a sliding scale.

B. Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

GERF Contributions

Coordinated Plan members were required to contribute 6.50 percent of their covered salary in fiscal year 2019; the District was required to contribute 7.50 percent for Coordinated Plan members. The District's contributions to the GERF for the year ended December 31, 2019, were $344. The District's contributions were equal to the required contributions as set by state statute.

PEPFF Contributions

Legislation increased both employee and employer contribution rates in Police and Fire Plan. Employee rates increased from 10.80 percent of pay to 11.30 percent and employer rates increased from 16.20 percent to 16.95 percent on January 1, 2019. On January 1,2020 employee rates increase to 11.80 percent and employer rate increases to 17.70 percent. The District's contributions to the PEPFF for the year ended December 31, 2019, were $14,386. The District's contributions were equal to the required contributions as set by state statute.

C. Pension Costs

1. GERF Pension Costs

At December 31, 2019 the District reported a liability of $5,529 for its proportionate share of the General Employees Fund's net pension liability. The District's net pension liability reflected a reduction due to the State of Minnesota's contribution of $16 million to the fund in 2019. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the District totaled $1. The net pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on the District's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018 through June 30, 2019 relative to the total employer contributions received from all PERA's participating employers. At June 30, 2019 the District's proportion share was .0001% percent which was the same as of June 30, 2018.

Post-retirement benefit increases were changed from 1.0% per year with a provision to increase to 2.5% upon attainment of a 90% funding ratio to 50% of the Social Security Cost of Living Adjustment, not less than 1.0% and not more than 1.5%, beginning January 1, 2019.

For the year ended December 31, 2019 the District recognized pension expense of $339 for its proportionate share of the General Employees Plan's pension expense. In addition, the District recognized an additional $1 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $16 million to the General Employees Fund.

At December 31, 2019, the District reported its proportionate share of the GERF's deferred outflows of resources and deferred inflows of resources related to pensions as not material.

2. PEPFF Pension Costs

At December 31, 2019 the District reported a liability of $84,103 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on the District's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018 through June 30, 2019 relative to the total employer contributions received from all PERA's participating employers. At June 30, 2019 the District's proportion was .0079 percent which was an increase of .0002 percent from its proportion measured as of June 30, 2018. The District also recognized $86 for the year ended December 31, 2019 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund. Legislation passed in 2013 required the State of Minnesota to begin contributing $9 million to the Police and Fire Fund each year until the plan is 90% funded or until the State Patrol Plan is 90% funded, whichever occurs later. In addition, the state will pay $4.5 million on October 1, 2018 and October 1, 2019 in direct state aid. Thereafter, by October 1 of each year, the state will pay $9 million until full funding is reached or July 1, 2048, whichever is earlier.

Beginning in January 1, 2019, the COLA will be fixed at 1 percent. Under funding measurements from 2017, the 2.5 percent COLA trigger was never expected to occur and was subsequently removed from law.

For the year ended December 31, 2019, the District] recognized a pension expense of $13,867 for its proportionate share of the PEPFF's pension expense. Note disclosure only.

At December 31, 2019, the District reported its proportionate share of the PEPFF's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 954	$ 0
Changes in actuarial assumptions	0	0
Difference between projected and actual investment earnings	1,110	0
Changes in proportion	1,776	0
Total	$ 3,840	$ 0

D. Actuarial Assumptions

The total pension liability in the June 30, 2019 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.50% per year
Active Member Payroll Growth	3.25% per year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates were based on RP 2014 tables. Cost of living benefit increases for retirees are assumed to be 1.25% per year for the General Plan and 1.0% for the Police and Fire Plan. Actuarial assumptions for the General Plan was based the 2019 four-year study and for the Police and Fire Plan the 2016 four-year study. Economic assumptions were updated in 2018 based on a review of inflation and investment return assumptions.

The following changes in actuarial assumptions occurred in 2019:

General Employees Fund

- The morality projection scale was changed from MP-2017 to MP-2018.
- The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The State's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

Police and Fire Fund

- The morality projection scale was changed from MP-2017 to MP-2018.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	**Target Allocation**	**Long-Term Expected Real Rate of Return**
Domestic Stocks	35.5%	5.10%
International Stocks	17.5%	5.90%
Bonds (Fixed Income)	20.0%	0.75%
Alternative Assets (Private Markets)	25.0%	5.90%
Cash	2.0%	0.00%
Total	100.0%	

E. Discount Rate

The discount rate used to measure the total pension liability in 2019 was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net positions of the General Employees Fund, the Police and Fire Fund, and the Correctional Fund were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

F. Pension Liability Sensitivity

The following presents the District's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

Sensitivity of Net Pension Liability at Current Single Discount Rate (in thousands)				
	General Employees Fund		Police and Fire Fund	
1% Higher	8.50%	$ 2,589	8.50%	$ 2
Current Discount Rate	7.50%	5,529	7.50%	84,103
1% Lower	6.50%	$ 9,089	6.50%	$183,835

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors and disabilitants were based on RP 2014 tables for all plans for males or females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases for retirees are assumed to be one percent per year for the General Employees Plan through 2044 and Police and Fire Plan through 2064 and then 2.5 percent thereafter for both plans.

- Assumed termination rates were decreased to 3.0 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- Assumed percentage of married female members was decreased from 65 percent to 60 percent.
- Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.

- The assumed percentage of female members electing Joint and Survivor annuities was increased.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Stocks	39%	5.10%
International Stocks	19%	5.30%
Bonds	20%	.75%
Alternative Assets	20%	5.9%
Cash	2%	0.0%
Total	100%	

G. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org .

H. Pension Plan Reporting

PERA Liabilities and corresponding Deferred Inflows and Deferred Outflows are not recorded on the financial statements of this report, only disclosed here as possible contingencies.

SUPPLEMENTARY INFORMATION

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
DETAILED STATEMENT OF REVENUES, EXPENSE AND CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

Schedule 1

Operating Revenues				
Charges for Services				
Ambulance Services	$	174,807		
Fire & Rescue Services		0		
Fire Inspection and Permits		2,512		
Other Service Charges		9,300		
Total Operating Revenues			**$**	**186,619**
Operating Expenses				
Personnel Services				
Administration		5,430		
Fire Department		205,726		
Ambulance		22,559		
Facilities		5,277		
FICA – Employer		7,126		
Medicare – Employer		3,413		
PERA – Employer		19,251		
Medical and Other Benefits		6,295		
Total Personnel Services			**$**	**275,077**
Professional services			**$**	**26,668**
Facilities Cost				
Taxes, Licenses & Fees		225		
Billings & Collections Expenses		5,043		
Light and Power		5,569		
Heat		4,286		
Telephone		6,946		
Repairs and Maintenance		7,080		
Total Facilities Costs			**$**	**29,149**
Supplies			**$**	**5,395**
Insurance				
Auto Fleet		3,313		
Commercial Package		4,787		
Disability		2,122		
General Liability		2,580		
Worker's Compensation		14,381		
Total Insurance			**$**	**27,183**

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
DETAILED STATEMENT OF REVENUES, EXPENSE AND CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

Schedule I

Vehicle & Equipment Expense			
Minor Equipment - Fire	13,031		
Minor Equipment - Ambulance	1,229		
Fire Supplies	935		
Ambulance Supplies	9,335		
Fuel/Oil - Fire	10,148		
Fuel/Oil - Ambulance	2,462		
800 MHz Radio User Fees	10,770		
Vehicle Maintenance - Fire	14,107		
Vehicle Maintenance - Ambulance	1,960		
Equipment Maintenance - Fire	7,715		
Equipment Maintenance - Ambulance	1,267		
Total Vehicle & Equipment Expense		**$**	**72,959**
Training			
Training - Fire	10,108		
Training - Ambulance	11,444		
Employee Recruitment	0		
Total Training		**$**	**21,552**
Other			
Fire Prevention	7,756		
Dues & Subscriptions - Fire	877		
Dues & Subscriptions - Ambulance	499		
Conferences & Meeting Fire	1,739		
Conferences & Meeting Ambulance	0		
Bad Debt Expense	30,511		
Medical Direction Fees	1,622		
Medical Examinations	4,815		
Employee Recognition	2,200		
Total Other		**$**	**50,019**

LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT
DETAILED STATEMENT OF REVENUES, EXPENSE AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

Schedule 1

Depreciation		
Building and Improvements	$ 66,021	
Fire Vehicles	77,014	
Ambulance	22,224	
Other Equipment	48,876	
Office Equipment	0	
Duty Vehicles	6,776	
Total Depreciation		**$ 220,911**
Total Operating Expenses		**$ 728,913**
Operating Income (Loss)		**$ (542,294)**
Non-operating Revenues (Expenses)		
City Appropriations	576,232	
Grants	0	
Contributions	13,281	
Interest Income	33,472	
Interest Expense	(23,683)	
Fiscal Charges	0	
Total Non-Operating Revenues (Expenses)		**$ 599,302**
Changes in Net Assets		**$ 57,008**
Net Assets - January 1, 2019		**$ 1,874,847**
Net Assets - December 31, 2019		**$ 1,931,855**

MANAGEMENT AND COMPLIANCE SECTION

MICHAEL W. POFAHL
Certified Public Accountant
10780 North Avenue, 14E
Chisago City, Minnesota 55013
651-213-6632

Report on Internal Control over Financial Reporting and on Compliance

Board of Commissioners
Lower St. Croix Valley Fire Protection District
Lakeland, Minnesota

I have audited the financial statements of the governmental activities and financial statements of the Lower St. Croix Valley Fire District, as of and for the year ended December 31, 2019 which collectively comprises the District's basic financial statements as listed in the table of contents. I conducted my audit in accordance with auditing standards generally accepted in the United States of America.

In planning and performing my audit, I considered the Lower St. Croix Valley Fire District's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lower St. Croix Valley Fire District's internal control over financial reporting. Accordingly, I do not express an opinion of the effectiveness of the Lower St. Croix Valley Fire District's internal control over financial reporting.

My consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. I identified no deficiencies in internal control over financial reporting that I consider to be significant deficiencies.

As part of obtaining reasonable assurance about whether the Lower St. Croix Valley Fire District's financial statements are free of material misstatements, I performed tests of its' compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required under *Government Auditing Standards.*

This report is intended solely for the information and use of management, members of the board, and others within the entity, and is not intended to be and should not be used by anyone other than these specified parties.

Michael W. Pofahl

Michael W. Pofahl C.P.A.
March 11, 2020

MICHAEL W. POFAHL
Certified Public Accountant
10780 North Avenue, 14E
Chisago Lake, Minnesota 55013
651-213-6632

Report on Compliance with Minnesota Legal Compliance Audit Guide for Local Government

Board of Commissioners
Lower St. Croix Valley Fire Protection District
Lakeland, Minnesota

I have audited the financial statements of the Lower St. Croix Valley Fire District, as of and for the year ended December 31, 2019, and have issued my report thereon dated March 11, 2020.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and Provisions of the *Minnesota Legal Compliance Audit Guide for Local Government* promulgated by State Auditor pursuant to Minnesota Statutes Section 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as I considered necessary in the circumstances.

The Minnesota Legal compliance Audit Guide for Local Government covers seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment districts. My study included all of the listed categories except tax increment districts. The Lower St. Croix Valley Fire District has no tax increment districts.

The results of my tests indicate that for the items tested, the Lower St. Croix Valley Fire District complied with the material terms and conditions of applicable legal provisions.

This report is intended solely for the information and use of the Lower St. Croix Valley Fire District and the State of Minnesota and is not intended to be and should not be used by anyone other than these specified parties.

Michael W. Pofahl

Michael W. Pofahl C.P.A.
March 11, 2020

COMPANION ANIMAL CONTROL

Providing animal control, rescue and animal welfare education in MN & WI

Agenda Item 5C

Monthly Report/Invoice

Brit Harmon, MPA, NCACO, WCHO
companionanimalcontrol@gmail.com
P.O. Box 3 Bayport, MN 55003
(715) 220-1332

Municipality: Lakeland
Month: February
Year: 2020

Date/Time	Call Type	Address	Case #	Animal Details/Notes	Outcome	Fee	Mileage	Subtotal
2/11/2020 5:14pm	Nuisance complaint	16111 1st st north	200028052	Dog at large complaint, lab, yellow, female, collar and tags, "Abby", owner Cynthia Titulla	Verbal warning issued to owner, see IR	100	26	$114.95
2/15/2020 2:44pm	Found dog	2nd Street N x Quality Ave	200028758	Lab, Yellow, NTOC	Owner found en route, Cynthia Titulla @ 16135 1St Street North	100	5	$102.88
2/23/2020 7:20pm	Found dog	16086 Quality Court South	200033848	Lab, yellow, collar no tags	Impounded, reclaimed by owner Cynthia Titulla @ 16135 1St Street North	175	42	$199.15
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00

Subtotal	$416.98
Monthly Retainer	$70.00
Total	$486.98

Animal Details Key
M = Male
F = Female
I = Intact

Fees
Call Response 7a-7p = $100
Call Response 7p-7a = $175
Additional Animal = $65

Please make checks payable to Companion Animal Control, thank you for your business!

N = Neutered
NTOC = No tags or collar
HBC = Hit by car

Holiday Fee = $40
Hourly Rate = $45
IRS Mileage = 0.575

Please make checks payable to Companion Animal Control, thank you for your business!

COMPANION ANIMAL CONTROL
PO Box 3 Bayport, MN 55003
(715) 220-1332
companionanimalcontrol@gmail.com

INCIDENT REPORT

Incident Details	
County:	Washington
Municipality:	Lakeland
Case #	200028052
Event Location:	16111 1St Street North
Date/Time:	2/11/20 5:14pm
How Received:	Phone call from City Admin
Description:	Dog at large
Offense & Charge Level:	Dog at large, verbal warning
Parties Involved	
Involvement:	Complainant "C"
Last Name:	Osborn
First Name:	Judy
Address:	16111 1st Street North
Phone:	651-436-7957
Gender:	F
DOB:	
Parties Involved	
Involvement:	Owner "O"
Last Name:	Titulla
First Name:	Cynthia
Address:	16135 1St Street North
Phone:	651-434-8580
Gender:	F
DOB:	

Incident Narrative
C states dog is frequently at large, defecating in her yard and obstructing traffic. Responded to residence of O to discuss complaint. O showed me backyard where dog is escaping fence. O has tried to install snow fence in addition to existing fence to contain the dog. I advised O that the fencing is inadequate, even with snow fence. Recommended a zip line cable tie out connected to existing trees. O stated she would purchase tie out and have a contractor fix the fence. Verbal warning to O that additional complaints of dog at large could result in a citation from Wash Co. EOR, BH

Agenda Item 5D

Building Permit Activity **City of Lakeland** Feb 2020

Permit Number	Resident	Project	Evaluation	State Fee	Plan Review Inspection Fee	City Fee	Total Permit Fee
20-08	Rob Hubbard	Plumbing	11000	1	104.75	49.25	155
Existing Permits							
18-45	Jeff Johnson	Paper&Lath (house)			65		
18-45	Jeff Johnson	Paper&Lath(garage)			65		
TOTAL				$1.00	$234.75	$49.25	$155.00

Andy Erickson

From: Dave Simons <dsimons@sehinc.com>
Sent: Tuesday, March 10, 2020 3:56 PM
To: Andy Erickson
Cc: Mayor Richard Glasgow; Edward J. Shukle, Jr; Erik Henningsgard
Subject: Engineering Report

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon,
Below is the Engineering Update for this month:

In the month of February, the Engineer finalized the Local Surface Water Management Plan and forwarded it to the Planner, reviewed a site plan for expanded parking at 402 Quinnell Ave. No., met with the Mayor and City Administrator to discuss the Contractor's schedule and contract for the 2020 Streets Project, discussed setting up a public meeting with the residents to update them on the 2020 Streets Project, assisted PeopleService with recommendations for coatings at WTP No. 1, attended web based meeting with MPCA and their consultant and provided comments on the draft 3M Groundwater Study being completed.

In the previous month of January, the Engineer reviewed the City's draft fee schedule as requested by staff, reviewed several iterations of the Grading and Erosion Control Plan for the Beske project located at 1699 Rivercrest Road North, reviewed the Contractor's schedule for the 2020 Streets Project, reviewed Contractor piping submittals for the 2020 Streets project, and reviewed the construction contract submitted by the Contractor for the 2020 Streets project.

Thank you,
Dave

David F. Simons, PE (WI, MN, SD, NC, AR)
Principal, Sr. Project Manager
Regional Practice Center Leader
SEH
156 High Street, Suite 300, New Richmond, WI 54017
715.861.4870 direct
612.759.0764 cell
sehinc.com
SEH - Building a Better World for All of Us®

Andy Erickson

From: Dave Simons <dsimons@sehinc.com>
Sent: Tuesday, March 10, 2020 3:56 PM
To: Andy Erickson
Cc: Mayor Richard Glasgow; Edward J. Shukle, Jr; Erik Henningsgard
Subject: Engineering Report, Attachment 1

Follow Up Flag: Follow up
Flag Status: Flagged

On Friday, March 6th, a staff meeting was held at City Hall to discuss miscellaneous engineering topics. In Attendance: Ed Shukle, Paul Christensen, Simon Wirth, Dave Simons (SEH), Erik Henningsgard (SEH).

Items discussed include the following topics:

<u>2020 Streets Project</u>
1. Construction Schedule for 2020 Streets Project
2. What to expect during construction
3. Utility Coordination
4. Xcel Lighting - upgrades to lights
5. Humphries Park, resident comments
6. Coordination with WMO
7. Preconstruction meeting
8. Communications (with Public, with staff, with Council)
9. Neighborhood Meeting
10. Outlot A stormwater basin construction (for 2021)

<u>Other Miscellaneous Projects (from concerns brought up last year)</u>
1. 167 Quant Drainage
2. Beach Road

Thank you,
Dave

David F. Simons, PE (WI, MN, SD, NC, AR)
Principal, Sr. Project Manager
Regional Practice Center Leader
SEH
156 High Street, Suite 300, New Richmond, WI 54017
715.861.4870 direct
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SEH - Building a Better World for All of Us®

Andy Erickson

From: Dave Simons <dsimons@sehinc.com>
Sent: Tuesday, March 10, 2020 3:57 PM
To: Andy Erickson
Cc: Mayor Richard Glasgow; Edward J. Shukle, Jr; Erik Henningsgard
Subject: Engineering Report, Attachment 2

Follow Up Flag: Follow up
Flag Status: Flagged

Andy,
Per our phone discussion, I called in to the 3M Settlement conference call on February 25, 2020 to get an update on the water study that is being conducted by the MPCA's consultant, and how it might affect Lakeland.

Here are a few notes from that call that I wanted to pass on:

1. MPCA is looking for one or more representatives from the City of Lakeland to become more involved in the study at this stage of the work. The MPCA and their consultant are at the point where they are looking for more community input and response. They would like to have several representatives from the City to put on their list for providing updates on the study progress, notices of upcoming meetings, and requested reviews by Lakeland of their draft documents.

2. There is a monthly in-person meeting with representatives of the impacted communities that they would like Lakeland to attend if possible. This is typically been held on the 3rd Wednesday of every month. The next one is on March 18th from 9:00 am - 12:00 pm at the Cottage Grove City Hall.

3. There are periodic "Listening Sessions" held on the project, where people can come and listen to the progress being made on the project, and learn more about the study. These are normally held on the first Wednesday of each month. There is a session from 2 pm - 4 pm and another session from 6 pm - 8 pm. They are typically held at the Prestwick Golf Club in Woodbury, or at other nearby locations. If there are new representatives from the City who become involved with the process now, this would be an excellent opportunity to learn more about where they are at with the study.

4. They recently sent some information out to all the affected communities, and they are looking for each community to review it and provide comments back to them. I have sent those documents to you under separate cover.

5. They referred the City to the 3M Settlement web page, for a source of information and for a schedule of upcoming meetings. That website is https://3msettlement.state.mn.us/

Let me know if you would like me to attend these meetings or review the materials they have sent on the City's behalf. Let me know if have questions.
Thanks,
Dave

David F. Simons, PE (WI, MN, SD, NC, AR)
Principal, Sr. Project Manager
Regional Practice Center Leader
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PeopleService INC.
Water & Wastewater Professionals

Date: March 11, 2020

To: City of Lakeland

From: Simon Wirth and Paul Simonsen, Operators

O & M Report: February 2020

Water Operation & Maintenance

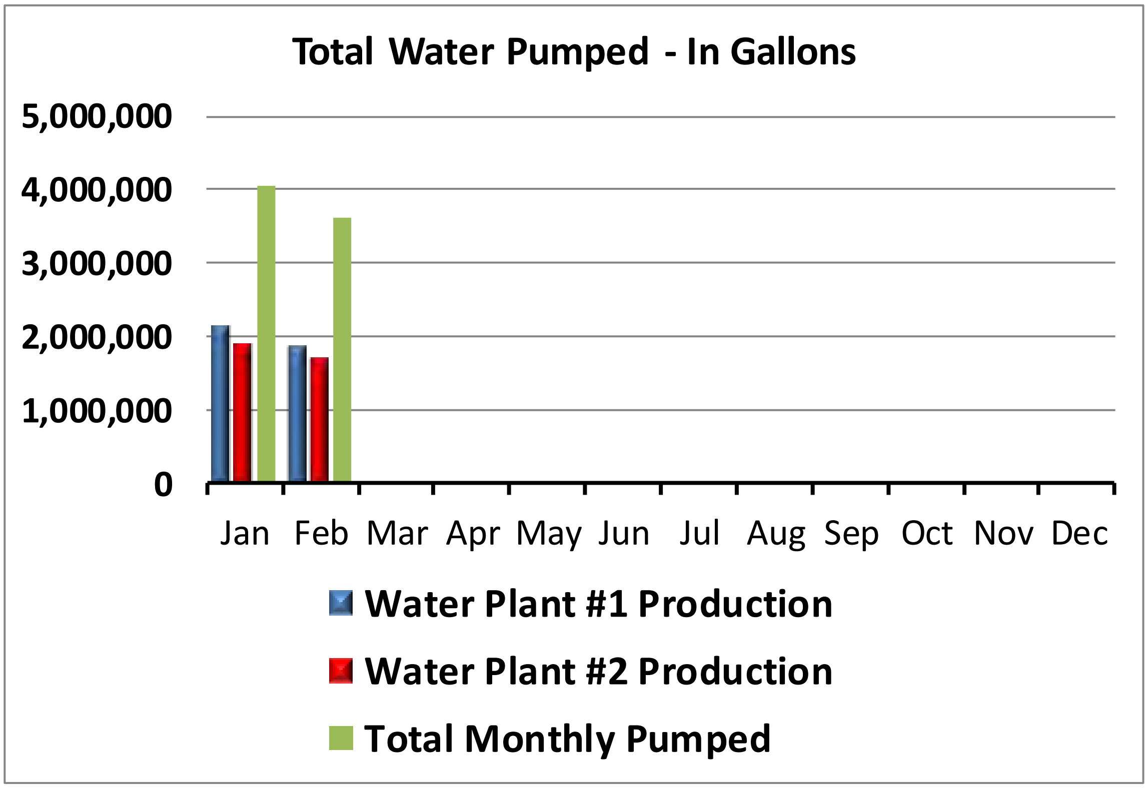
- (5) GopherOne Locate Requests Completed.
- 8x 3/4" Meter/ERT assembly, 2x 1" Meter Assembly.
- Obtained Daily Water Samples.
- Bi-Weekly Recycling/Trash Water Treatment Plant #2.
- Weekly Housekeeping at WTP #1 and WTP #2.
- Completed 1x Final Meter Read for Move-in/Move-out.
- Took Ownership of, and Converted, Lakeland PW Ford Truck to PeopleService.
- Anchored New Eyewash/Shower Stations to Cement Floor, Hung Signs for Identification of Eyewash/Shower and Added Inspection Tags.
- Brought Water Utility Payment Checks to City Hall (As Needed).
- Delivery of 3x Meters to 3x New Water Connections.
- 3x New Water Meter Install Inspections (Tamper Wire Installed and Water turned on at the Street).
- 1x Meter/ERT Removal and Replacement for Existing Customer's Non-Functioning Meter.
- Physically Placed Door Tags on Resident’s Doors Requesting Customers Call Lakeland Water Utility to have Non-Functioning Meters replaced.
- Met with John Thom to Discuss Scope of Painting Project at WTP #1. Walls of Main Plant Area will be painted halfway up (Walls Rest of the Way and Ceilings Okay), Tanks and Pipes will be painted by PeopleService, Floor Paint will be Contracted, Additional Painting as needed.
- Painted South Chemical Room, Janitor Room and Bathroom at WTP #1.

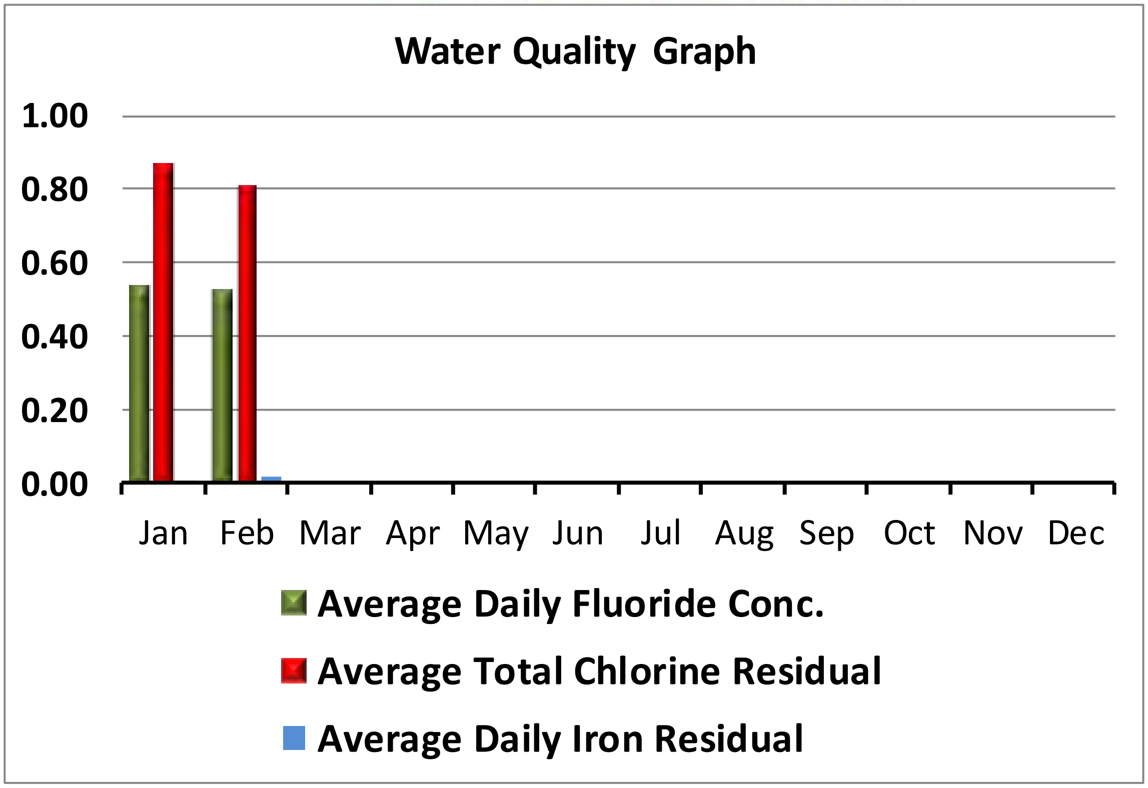
- Replaced burned out Fluorescent Bulbs at WTP #1 (10x).
- Constructed Cement Apron to Slope between base of Well Casing and Cement Slab for moisture runoff at WTP #1, recommended per John Thom, previously did not exist.
- Discussed Exercising Gate Valves Along Quality Avenue Construction Project with SEH to Coincide Possible Replacement of Inoperable Valves with Construction of New Road.

Public Works

- Snow Removal (2/18)
- Spring Flood Potential Meeting with Washington County Emergency Management at Washington County Government Center (2/18).
- Meeting at City Hall with SEH, Paul Christiansen and Ed Shukle to discuss 2020 Public Works Projects, Scope of Work Ahead, and the Involvement of Lakeland Public Works and Water Utility (3/6).
- Installed Per Axle Weight Limit Spring Road Restriction Signs (3/5) on All Applicable Lakeland Roads. **Restrictions Go into Effect 3/6 at 12:01am and in Effect for Approximately 8 Weeks**
- Assisted Andy in Locating CPU's and Old City Council Meeting Minutes.
- Contracted Low-Voltage Electrician for Install of Working Phone Line (Required Per Wash. County Electoral Judge) in Council Chambers at City Hall, assisted Contactor with Install.
- Cleared Iced Over Storm Drain on Division Street to Aide in Proper Water Runoff.
- Assisted in Setup and Teardown of Voter Booths at City Hall.

		February-20	January-20	February-19
Water	**Units**			
Average Daily Pumped	gallons	124,345	130,387	123,000
Maximum Daily Pumped	gallons	189,000	152,000	144,000
Total Monthly Pumped	gallons	3,606,000	4,042,000	3,471,000
Water Plant #1 Production	gallons	1,889,000	2,140,000	1,723,000
Water Plant #2 Production	gallons	1,717,000	1,902,000	1,748,000
Average Daily Iron Residual	mg/L	0.02	0.01	0.01
Average Daily Fluoride Conc.	mg/L	0.53	0.54	0.54
Total Monthly Fluoride Used	gallons	11.50	11.70	7.50
Average Total Chlorine Residual	mg/L	0.81	0.87	0.88
Total Monthly Chlorine used	gallons	83.70	132.50	89.00
Total Monthly Caustic Used	gallons	44.00	45.00	51.00





Water Quality Graph
1.00
0.80
0.60
0.40
0.20
0.00
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Average Daily Fluoride Conc.
Average Total Chlorine Residual
Average Daily Iron Residual

Agenda Item 5G

STAFF REPORT

TO: Mayor and City Council
Ed Shukle, City Administrator
Dave Snyder, City Attorney

From: Julia Paulsen Mullin
Consulting City Planner/Zoning Administrator

Date: March 13, 2020

RE: Zoning Report

Zoning Report

This is a summary of our activity from February 18 – March 13, 2019.

1. 1699 Rivercrest Rd. N. – working with applicant to finalize Certificate of Compliance permit application for Guest House; communicating with applicant and city staff about contents of COC permit, steps to complete it, and required escrow payments.

2. 402 Quinnell Ave. N. – talked with applicant and realtor about strategy for moving forward with the Planned Unit Development (PUD) and Conditional Use Permit (CUP) applications for conversion to a duplex; applicant chose to withdraw applications; working with city staff on question of fee and escrow paid; the property was sold; working with new owner's realtor about how to re-apply

3. Responded to call from lender who wants a "Rebuild Letter" for a property in Lakeland

4. 110 St. Croix Trail S. – communicated with property owner about how to apply for a CUP amendment and the zoning ordinance standards pertinent to his property

5. FEMA – resolving discrepancy about the fee each homeowner paid to the City of Lakeland for the grant application process

6. backyard chickens – responded to inquiry from resident

7. 2040 Comprehensive Plan – scheduled two work sessions with the City Council (April 15 and May 13); sent out background materials to Council Members and created agendas for work sessions so that we can complete the plan in an efficient way and also make process useful to Council Members

Agenda Item 7A

TO: Mayor and City Council

FROM: Ed Shukle, Interim City Administrator

RE: Proposed City's Response to the Office of the State Auditor (OSA) Petitioners' Engagement Report

DATE: March 17, 2020

Background

The Office of the State Auditor (OSA) was petitioned by registered voters of the City of Lakeland to examine the books, records, accounts and affairs of the City in accordance with Minnesota Statutes 6.54. On January 21, 2020, the OSA presented a Petition Engagement Report for the period January 1, 2017 through December 31, 2018. Following the presentation, city staff was asked to prepare a written response to the report for presentation to the City Council prior to submittal to the OSA.

Discussion

I worked with Roger Schanus, Carlson SV and Dave Snyder, City Attorney to prepare this response which is attached for your review and consideration.

Recommendation

Staff welcomes City Council feedback on this response. Staff further recommends that upon agreement on any suggested revisions, that this response be submitted to the OSA indicating the city of Lakeland's commitment to coming into compliance with the issues raised by the OSA. In addition, we want to assure the OSA and the residents of the city of Lakeland that the city is serious about operating and managing itself in a legal, ethical, transparent and professional manner.

CITY OF LAKELAND, MINNESOTA

RESPONSE TO OFFICE OF THE STATE AUDITOR'S PETITION ENGAGEMENT REPORT FOR THE PERIOD JANUARY 1, 2017 THROUGH DECEMBER 31, 2018

The City of Lakeland was presented with a petition engagement report at the City Council meeting of January 21, 2020. After hearing the presentation made by staff members within the Office of the State Auditor (OSA), the City Council directed the Interim City Administrator and City Attorney to draft a response to the report for review by the City Council at an upcoming city council meeting. The draft response is itemized corresponding to the OSA's report. Roger Schanus, Carlson SV, also assisted in the development of this response.

1. **City Equipment Auction:**

   It is the policy of the newly appointed City Treasurer, Carlson SV, to report items at gross less costs of the sale deducted to get to the net income on any transaction. Thus, this should be handled per the OSA recommendation. The City of Lakeland agrees with this recommendation.

2. **Fire Claim Settlement:**

   No response required – OSA provided this item for informational purposes only.

3. **City Hall Remodel:**

   Some of the bids on the project were not in compliance with State Statute. The new City Treasurer, Carlson SV, has provided the new City Clerk with a copy of this statute and the City Clerk will make sure the City is in compliance with State Statute going forward and also will maintain files on all projects going forward.

4. **Water Utility Fund:**

   The City of Lakeland is well aware of this issue and has taken measures to address the matter. A rate increase was approved at the January 21, 2020. The City Council has also approved an annual water fund budget for 2020, reduced costs and adjusted rates as needed to get the fund in a better financial position. Monthly budget versus actual will be presented to the City Council each month going forward so the City Council can provide proper governance over this fund.

5. **Payments to Mr. Stanton:**

   Documentation of payments made to Mr. Stanton were not properly supported. In addition, written contracts needed to be specific in nature particularly as they relate to the services that are going to be provided. In addition, written contracts should be specific in defining the services that are to be provided. Mr. Stanton is no longer an independent contractor under contract to the city of Lakeland. Also, Mr. Stanton is no longer a city councilmember for the city of Lakeland. The current City Clerk and City Treasurer will not approve payments to anyone without proper documentation. In addition, the City Attorney will also review all contracts prior to approvals to ensure they are in compliance with State Statute.

6. **Vehicle and Equipment Usage:**

The City of Lakeland no longer is in need of possessing city-owned vehicles. The City has sold one vehicle and is in the process of selling another. Both are being sold per State Statute. The Interim City Administrator is in the process of reviewing the city's current Employee Handbook in consultation with the City Attorney. Sections of the Handbook dealing with vehicle and equipment usage will be specifically reviewed to ensure that any and all vehicles and/or equipment used is in compliance with State Statute and proper rules of governance for the City of Lakeland.

7. **Credit Card Usage:**

The City's credit card and account have been cancelled. The Employee Handbook does address credit card procedures. Actions will be taken to ensure that all credit card procedures are following proper internal control procedures. In light of the fact that many purchases for goods and services are done online, the City may want to consider opening a debit card account to pay for things needed immediately. A dollar limit would be placed on the account and the debit card would be subject to all other procedures in the Employee Handbook.

8. **Check Writing Policy and Procedures:**

The requirement of 3 signatures on checks is appropriate. There are instances, however, where the City Clerk has immediate needs that require a check to be issued from the City Clerk account. At times, it can be impractical to obtain 3 signatures in a short period of time for this particular account. The city could use a debit card and/or Imprest Fund as described in Minnesota Statutes 412.271, Subdivision 5, for these more timely needs. The City Council would have to approve the establishment of a debit card account or Imprest Fund.

9. **City Laptops, iPads and Cell Phones:**

The City Clerk currently has an inventory of all city laptops, iPads and cell phones. The Interim City Administrator, in consultation with the City Attorney, is addressing this issue within the Employee Handbook to ensure that any and all of these items are properly stored, their authorized use is approved, they are only used for their intended purposes and that items no longer used or needed in the foreseeable future be disposed of pursuant to State Statute.

10. **Quality Avenue/3rd Street Reconstruction Project:**

OSA presented this issue as information only. No further action is required.

11. City Staffing:

A. City Clerk and City Treasurer as Independent Contractors

OSA concluded that a city is not authorized to fill the city clerk and city treasurer positions using independent contractor contracts and must fill these positions with City employees. Under this issue, the OSA referred to a League of Minnesota Cities (LMC) Information Memo entitled "Employee or Independent Contractor: Legal Implications and Ramifications." This memo mentions that LMC, from time to time, is asked whether the entire positions of city clerk and city treasurer can be classified as an independent contractor? LMC has indicated that "No," neither of these positions, based upon Internal Revenue Service (IRS) and Social Security regulations allows a public official, whose position is established by statute, to be classified as an independent contractor.

The issue with the city clerk as an independent contractor can be resolved with the title of the position being changed from City Clerk to City Clerk-Treasurer. Although Carlson SV has been performing the duties of Treasurer, the City Clerk does handle some financial transactions involving building permits, mechanical permits, escrow accounts, etc. That position is receiving cash, checks, money orders and initially processes those documents with final review and processing by Carlson SV. Thus, changing the title to City Clerk-Treasurer is warranted. Carlson SV would now be considered a "financial consultant" to the city and would continue to perform financial duties as they have been doing since hired in 2019.

B. Oath of Office

The City Clerk-Treasurer can take an oath of office at the first meeting in January. For 2020, this can be done at any time or at a city council meeting. The League of Minnesota Cities Insurance Trust (LMCIT) does provide sufficient coverage and bonding for these positions. This has been verified with the LMCIT agent for the City of Lakeland.

C. Other City Staff and Contractors

The City Clerk does have a written employment agreement with the City of Lakeland. That agreement specifies the general nature of the Clerk's duties. Other services provided to the city are performed by independent contractors. These contractors have signed and executed contracts with the City outlining their duties and responsibilities. The City Council must be assured that all independent contractors have a written contract and an understanding of their duties and responsibilities. All contracts need to be in possession of the City Clerk at City Hall and available for review and reference as needed by interested or concerned parties.

12. **<u>City Newsletter:</u>**

This question dealt with the costs associated with the city newsletter and staff who were responsible for preparing the newsletter. The City Clerk is responsible for preparation of the newsletter. The City Clerk may request assistance from volunteers or others in order to prepare and produce the newsletter on a timely basis. The City Council needs to continue to monitor these costs and must always consider the cost/benefit to the citizens of the city of Lakeland.

13. **<u>City Website:</u>**

This was a detail that has now been changed. The city of Lakeland has only one website. No additional action is necessary.

14. **<u>City Contracting:</u>**

This issue has been addressed. The city will remain diligent in monitoring the work performed per the existing contracts. The city council and city staff have the necessary tools to monitor all contracts to assure compliance with State Statutes.

15. **<u>City Council Meetings:</u>**

This item pertained to understanding the dates of the City Council meetings during the time period in question were held or canceled. It also dealt with the compensation paid to the city council members who attended these meetings and the costs associated with recording the meetings and where the equipment was stored. There were no recommendations made by the OSA on these policies and procedures.

16. **<u>Data Requests:</u>**

This question dealt with the city's policy on data requests. OSA recommended that the city request further information on its data practices policies and procedures from the Data Practices Office (DPO) of the Minnesota Department of Administration. City staff will follow through with this recommendation. The city will also be revising its data request form to communicate that staff time to make copies of data is applied to requests over 100 pages.

17. **<u>Bulk Water Sales:</u>**

This question dealt with the possible misuse of water and/or water sales to those individuals or companies wishing to obtain water from a city hydrant or dispensing facility. The city needs to have stronger oversight and monitoring of such water sales to make sure that when water is drawn in bulk form, that proper procedures are in place to measure the amount of water being purchased and the correct rate per gallon is being charged.

SUMMARY:

The purpose of this response was to adequately address recommendations and information presented by OSA in their Petition Engagement Report. Some of these recommendations have already been addressed while others are still being processed.

The City of Lakeland takes each of these issues raised by petitioners as serious and is working diligently to comply with the recommendations made by the State Auditor's Office. The City of Lakeland did make a data practices request with the OSA regarding issues that were raised by petitioners but that the OSA determined were not within the scope of the petitioners' engagement report. The response to the data request from Mark Kerr, Special Investigations Director, Office of the State Auditor, was: "Although the OSA did not prepare a list of issues we did not address, we do have the original issues brought to us so you can see how they compare to the petition engagement report." I reviewed the original issues that Mr. Kerr refers to and compared them to those in the petition engagement report and found that most, if not all the issues raised had been addressed in the petition engagement report.

Agenda Item 7B

TO: Mayor and City Council

FROM: Ed Shukle, Interim City Administrator

RE: Discussion and Possible Action on the Creation of a Part-Time Deputy City Clerk Position

DATE: March 17, 2020

Background

The City of Lakeland has undergone a significant turnover in staff since early to mid-2019. As a result, many tasks, duties and responsibilities of the City Clerk, now City Clerk-Treasurer's Office, have been absorbed by the City Clerk-Treasurer. Andy Erickson, City Clerk-Treasurer has had many things "on his plate." As a result, he has had to prioritize what needs to be done now with other tasks being delayed or not getting addressed. He definitely needs assistance and I've been trying to help him as much as possible during the 2 days I'm in Lakeland.

Discussion

In order to address this situation, I am recommending that the City Council agree to create a deputy city clerk position and begin a recruitment/selection process as soon as possible. I'm willing to take the lead in coordinating and facilitating this process. Attached is a possible job description for the position. Also attached is a possible job posting to be placed on the League of Minnesota Cities (LMC) website, legal newspaper and other job recruiting websites being utilized by cities who are recruiting for similar municipal positions.

Recommendation

Staff recommends the hiring of a deputy city clerk and moving forward with a recruitment and selection process utilizing the attached job description and job posting.

CITY OF LAKELAND, MINNESOTA
WASHINGTON COUNTY, MINNESOTA

JOB DESCRIPTION

DEPUTY CITY CLERK

MARCH 2020

POSITION TITLE: Deputy City Clerk – PT – 20 - 30 hours per week
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt

Primary Objective of Position:

Provides administrative support to the City Clerk-Treasurer, 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-Treasurer with preparation and distribution of City Council agendas and carrying out all other duties and responsibilities in the absence of the City Clerk-Treasurer; performs tasks requiring a high level of professionalism, attention to detail and customer service.

Essential Functions of the Position:

- Provides office and administrative support to the City Clerk-Treasurer 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 the point of contact for the public for the City Clerk-Treasurer'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-Treasurer's office is maintained in an up-to-date manner to facilitate the prompt filing and retrieval of materials and documents
- Assists the City Clerk-Treasurer with the agenda process of the City Council through

the coordination of items, ensuring that items submitted are placed on the agenda, that packets are prepared completely, accurately, distributed and posted in a timely manner; maintains up-to-date records of policies; prepares resolutions, ordinances, proclamations and other official documents as requested; performs other Clerk-Treasurer duties as requested

- Works with City Clerk-Treasurer and Washington County to ensure the successful coordination of the election process
- Assist in the implementation of a city-wide records management system including electronic document imaging of city records (M-Files); maintains record retention schedule and prepares and archives records according to schedule
- Responsible for issuing various licenses and permits issued by the city in a timely and effective manner
- Coordinates the recycling program; preparing grant applications and county reporting requirements
- Assists the City Clerk-Treasurer with city communications, newsletter, website and public notices
- Responsible for ordering office supplies, opening and distributing mail for all departments
- Back-up for City Clerk-Treasurer performing necessary tasks as required
- Maintains effective communication with the City Clerk-Treasurer and City Council; maintains the public trust through confidentiality as required
- Prepares monthly reports as assigned
- Handles receptionist duties answering phone calls, directing those calls to the appropriate staff person or department
- Assumes additional responsibilities as assigned

Examples of Performance Criteria

- Excellent computer, grammar and editing skills
- Demonstrates a positive attitude toward job assignments and tasks to be performed; is friendly and personable to customers, 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
- Ability to maintain calm, professional demeanor under pressure
- Ability to conduct research, analyze data and interpret policy

Minimum Qualifications

- High School diploma or equivalent
- 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 (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat Pro
- Positive track record with experience handling questions, requests and complaints from customers or citizens, both in person and via the telephone with a high degree of professionalism
- Valid, unrestricted Minnesota Driver's License
- Ability to pass background check

Desirable Qualifications

- Proven analytical and problem solving skills
- Experience in clerical or administrative support, financial transactions, or high-volume customer service
- Knowledge and work experience in local government

Equipment/Job Location

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job; duties performed are indoors in an office environment.

Conditions of Employment

- Must comply with organizational and department policies

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Lakeland is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF LAKELAND, MINNESOTA

JOB ADVERTISMENT

DEPUTY CITY CLERK – PART-TIME

The city of Lakeland is seeking an outstanding candidate for a deputy city clerk. This positon is part-time (20 -30 hours/week) and will perform office, clerical and other administrative support functions assisting the City Clerk-Treasurer.

Minimum Requirements: High School Education or GED; Class C Driver's License; work experience in an office setting using Microsoft Office products such as Outlook, Word, Excel, Publisher and PowerPoint

Desired Qualifications: Two years of post-secondary education; work experience in a business or local government setting

Starting Salary: $18.00/hour

All candidates must complete a City of Lakeland employment application. Application and job description are available on the city's website at www.cityoflakeland.us or by calling the City Clerk-Treasurer at 651-436-4430. Applications are due on or before Friday, April 3, 2020, 5 p.m.

AA/EEO EMPLOYER

Agenda Item
7C

TO:	Mayor and City Council
FROM:	Ed Shukle, Interim City Administrator
RE:	Discussion and Possible Action on a Request for Proposal (RFP) for a Building Official
DATE:	March 17, 2020

Background
In the process of approving a contract for building official services with Duane Stensland, the City Council directed me to draft a Request for Proposal (RFP) for building official services. A proposed RFP is attached for your review and consideration. Dave Snyder, City Attorney, has reviewed the document and has given his approval.

Discussion
Upon approval of the RFP, it will be posted on the LMC website, the legal newspaper, and other websites where such services would be advertised. The RFP would also be sent to prospective companies and/or individuals who may be interested in submitting a response to the RFP. Upon receipt of responses, those will be reviewed and a recommendation will be provided for the City Council to consider.

Recommendation
I would recommend that the City Council review the proposed RFP for building official services, make any suggested changes and then direct me to move forward with the RFP process.

CITY OF LAKELAND, MINNESOTA

REQUEST FOR PROPOSALS

BUILDING INSPECTION SERVICES

MARCH 2020

INTRODUCTION

The City of Lakeland, Minnesota, is a city located on the western shore of the St. Croix River in Washington County, Minnesota and what is known as the Lower St. Croix River Valley. The population is just under 1800 residents.

Currently, the City is under contract with an Interim Building Inspector for providing building inspection services. The city is interested in exploring its options for long-term inspection services. Firm or individual would be considered an Independent Contractor.

SCOPE OF SERVICES

- Building Official (Firm or Individual), hereto referred to as "Building Official," agrees to provide building inspection services for the city of Lakeland. Except as otherwise specifically set forth herein, building inspection services shall only include those types of duties and functions customarily rendered by building inspectors under law and shall not include services which are normally provided by the State of Minnesota such as electrical inspections and issuances of electrical permits nor shall it include such services that are normally provided by the Washington County Department of Public Health and Environment including, but not limited to, hazardous property inspection or permit issuance therefore. In addition, it shall not provide for septic system inspection or permit issuance therefore. Services shall include meetings, by appointment, at City of Lakeland offices, plan review, preparation of documentation required for the filing of state surcharge reports and fee calculations. The standards of performance, method of providing building inspection services and other matters incident to the performance of services including personnel to be employed, shall be those established by the Department of Administration, State of Minnesota.

- Building Official will receive all applications for building permits for all projects with the city of Lakeland as required by existing laws, codes and ordinances. In most cases, applications for permits, whether or not they require variances, conditional use permits or other special permits under existing ordinances of the city of Lakeland, shall first be approved by the city of Lakeland prior to submission of applications for building permits to the Building Official. Occasionally, these matters will, at times, be identified when the Building Official examines such applications to determine compliance with the existing building code. It is important to understand that the planning/zoning administrator works closely with the Building Official on these matters to minimize or eliminate any confusion to the applicant and the proposed project(s).

- Building Official shall provide and issue all building permits as required by the existing building codes and shall maintain a duplicate record of all such permits and inspections related thereto. Building Official, shall, on a monthly basis, submit a report to the city of Lakeland as to individual building permits issued. Building Official shall provide necessary plan check services as required by laws, regulations and ordinances.

- Building Official shall provide all job site inspections on project under permit as is required by existing building codes and city ordinances and such other reasonable inspections as may be deemed necessary by him/her in order to ensure compliance with the building code and upon completion of each project shall issue a certificate of occupancy for said project. No certificate of occupancy shall be issued until any and all fees and charges due to the city of Lakeland have been paid in full.

- City of Lakeland shall collect all building surcharge fees and city fees as may be required by Minnesota Statutes, regulation or ordinance incident to the administration of building inspection services according to the schedule of fees and charges agreed to by the Building Official and the City of Lakeland.

- Building Official shall not be required to routinely attend the city of Lakeland's city council meetings unless upon specific request by the city council. Building Official may be required to attend pre-construction meetings on special projects if called upon to do so. The City of Lakeland shall provide input from their the Lower St. Croix Valley Fire District (LSCVFD), Washington County Sheriff's Office, planning and zoning administrator Swanson Haskamp Consulting (SHC) LLC and other staff members appropriate to each building permit application to the Building Official as may be reasonably required.

- Building Official shall have exclusive authority to determine interpretations and applications of the building code to projects within the city of Lakeland. Notwithstanding the forgoing, the Building Official shall confer with planning and zoning staff of the city of Lakeland before issuing any such interpretations and applications of the building code on projects within the city of Lakeland. Building Official has the authority to issue stop work orders on any project determined not to be in compliance with the terms and provisions of the building code.

- Building inspection services shall include heating, ventilation, air conditioning inspections as well as plumbing inspections associated with building permits to be issued on residential or commercial projects.

- Upon completion of any project, the Building Official shall issue a certificate of occupancy and forward a copy to the City Clerk of the City of Lakeland.

PROPOSAL DOCUMENTS REQUIRED:

Responses to the RFP must include the following information:

1. Cover letter indicating level of interest and availability to provide building inspection services to the city of Lakeland. If a firm, include who the specific inspector(s) that will be assigned to the City of Lakeland.
2. Resume indicating education, work experience and references from other cities where the firm or individual has worked or is currently working under contract. Inspector(s) assigned by a firm or an individual submitting a proposal should have an Associate/Technical degree with coursework in building inspection technology or related field and moderate experience or equivalent combination of education and experience; construction trade experience is preferred. In addition, commercial plan review and inspection experience is preferred. Firm or individual must provide verification that the inspector(s) or individual respectively are/is a Certified Building Official in the state of Minnesota. Valid driver's license is also required.
3. Document indicating cost of services to the city of Lakeland which would include fees calculated as a percentage of permit(s), plan review fees and costs for other related services. Also, please indicate if there is a minimum charge per permit.
4. Evidence of insurance coverage for auto, professional liability, general liability and workers' compensation.
5. Contract for Building Inspection Services pursuant to the Scope of Services listed above should include the following a) Level of inspection services; b) Administrative Procedures i.e., responsibility of city, responsibility of building official, etc.; c) Procedure for Building Code Administration; d) Building Official to be Officer of City as it relates to administration and enforcement of building code e) Costs to city; f) Building inspection process clearly stating residential buildings and commercial buildings; g) Any additional services and related fees; h) Standards of service i.e., phones and scheduling, code enforcement, inspections, logistics/work flow, etc.

GENERAL INFORMATION

Proposals should be sent, via email, to Ed Shukle, Interim City Administrator, City of Lakeland at eshukle@cityoflakeland.us on or before Friday, April 3, 2020, 5:00 p.m. Interviews will be conducted prior to selection and appointment. Questions about the RFP can be directed to Ed Shukle, Interim City Administrator, City of Lakeland at eshukle@cityoflakeland.us or calling 651-436-4430.

CITY OF LAKELAND, MINNESOTA

WASHINGTON COUNTY, MINNESOTA

REQUEST FOR PROPOSALS

BUILDING INSPECTION SERVICES

MARCH 2020

Agenda Item 7D

TO: Mayor and City Council

FROM: Ed Shukle, Interim City Administrator

RE: Discussion Regarding Personnel Committee Ordinance (See Section 31.01, Subdivision D (1) and (2)

DATE: March 17, 2020

Background

In the process of reviewing staff needs, I was informed that the City Code has a provision for a Personnel Committee. See attached copy of Section 31.01, Subdivision D (1) and (2).

It is my understanding that this committee has functioned in the past with city councilmembers and citizens who have taken an interest in this topic. The section mentions that members of the Planning Commission can serve on this committee and I'm guessing that is what happened in the past and, perhaps, evolved into adding other citizens to the committee.

Discussion

In my opinion, the committee, personnel or human resources, should only be comprised of city councilmembers. Councilmembers have direct oversight of staff and the staff is accountable to their respective supervisor(s), which in Lakeland as it is currently staffed, is the City Council.

Recommendation

I would recommend that this section of the City Code be repealed or amended to include only members of the city council who are appointed by the City Council to serve on this committee. The City Attorney should be directed to prepare a repeal of this section or offer an amendment to the ordinance which can formally be approved at the April 21 City Council meeting.

GENERAL PROVISIONS

§ 31.01 COUNCIL COMMISSIONS.

The following Commissions shall be established as Standing Committees, with obligations and responsibilities to include:

(A) *Emergency Response, Public Health and Safety.*

(1) Coordinate and serve as liaison with local, county, state, and federal agencies regarding civil defense and homeland security issues;

(2) Liaison for law enforcement and Fire Department services; and

(3) Provide oversight of complaints and safety issues as required.

(B) *Parks, Playgrounds, Bike Trail, and Beaches.* Oversee parks/playgrounds/bike trail/beach (including maintenance, improvements, scheduling, and the like).

(C) *Public Buildings, Building and Planning.* Work with city staff on oversight of public buildings and property and planning for general city improvements (including streets, Building Department and Public Works Department). The granting of building permits and the function of inspection may be assigned by the Council to an appointive officer or regulatory body who shall have authority to issue permits subject to Council approval and ratification.

(D) *Staff/Personnel.*

(1) Chair of the Personnel Committee, made up of representatives of the Planning Commission and a member or members of the City Council as determined by the Council.

(2) Address matters, establish policies and make recommendations regarding personnel issues (including salaries, position descriptions, hiring/dismissal, and the like) as directed by the City Council.
(Prior Code, § 205.03) (Am. Ord. 7508, passed 12-19-2006; Am. Ord. 7522, passed 7-20-2010)

§ 31.02 VACANCIES.

Should a vacancy occur during a term of office, the new Council member shall, for the unexpired part of the year, assume the duties of the Council member being replaced. When deemed necessary by the City Council, the Council shall appoint Special Committees to assist the Mayor or Council on special tasks.
(Prior Code, § 205.03) (Am. Ord. 7508, passed 12-19-2006)

Agenda Item
7E

TO: Mayor and City Council

FROM: Ed Shukle, Interim City Administrator

RE: Discussion Regarding City of Lakeland Representation in Water Study – MPCA/3M Settlement Fund

DATE: March 17, 2020

Background
Dave Simons, City Engineer, discussed in Attachment 2 of his monthly report for February, he has been following the 3M Settlement Fund and a water study that is being conducted by the MPCA's consultant and how it might affect Lakeland.

Discussion
Dave indicates that the MPCA is looking for one or more representatives from the City of Lakeland to become more involved in the study at this stage of the work. They are looking for more community input and response. They would like several representatives from the city to put on their list for providing updates on the study progress, notices of upcoming meetings and requested reviews by Lakeland of their draft documents. There is a monthly in-person meeting with representatives of the impacted communities that they would like Lakeland to attend, if possible. This is typically been held on the 3rd Wednesday of every month. The next one is on March 18 from 9 a.m. to 12 p.m. at the Cottage Grove City Hall.

There are also "listening sessions" held on the project where people can come and listen to the progress being made on the project and learn more about the study. These are normally held the first Wednesday of each month. There are sessions held from 2 p.m. to 4 p.m. and from 6 p.m. to 8 p.m. They are typically held at Prestwick Golf Club in Woodbury or at other nearby locations. Now would be a good time to have persons from Lakeland start attending these meetings to learn more about where they are at with the study.

I was informed that a resident of Lakeland and former mayor, may be interested in attending these various meetings as a representative of Lakeland. His name is Craig Morris. I called Craig to ask him of his interest and he indicated that he would be interested

It's fine to continue to have Dave Simons involved but he is the City Engineer and isn't willing to attend and participate without being compensated per his city engineer's contract.

Recommendation
Staff recommends that you discuss Lakeland's willingness to become involved and who should be at the table representing the city on this very important topic.

Agenda Item 7G

city of LAKELAND ON THE ST. CROIX

TO: Mayor and City Council

FROM: Andy Erickson, City Clerk

RE: Discussion Regarding Possible Change To City Hall Office Hours

DATE: March 17, 2020

Background

Currently the Lakeland City Hall office hours are as follows:

Monday 8:30 am to 4:00 pm
Tuesday 8:30 am to 5:00 pm
Wednesday 8:30 am to 4:00 pm
Thursday Closed
Friday 8:30 am to 4:00 pm

These hours were chosen to accommodate the City Administrator's availability and to allow time for the City Clerk to focus on the Water Department. Prior to 2018 the City Hall offices were open Monday – Thursday 8:00 am to 4:30 pm.

Discussion

The current City Administrator's contract ends on 5/1/20 and if the City or Ed Shukle chooses to not renew this agreement it will be an opportune time to consider changing the hours back to the 4 days a week schedule they had been prior to 2018. The City Clerk would still work 40 hours a week, being scheduled to work 7:00 am to 5:00 pm Monday – Thursday. This would allow for an hour before the office opens to do tasks like get the mail from the post office and have uninterrupted office time to do tasks before the City Clerk opens the office.

I have heard interest in having office hours later in the day to give residents and vendors more opportunity to seek City services. This could be accomplished by opening/closing later one day of the week and if I could pick that would be Wednesday 11:00 am to 7:00 pm. This would mean that I would be scheduled 10:00 am to 7:30 pm on Wednesday. That said, I think that this would be better accomplished by hiring another staff member and have them close along the same 7:00 pm timeframe on days that they are scheduled. Another possibility would be for another staff member to have one 7:00 pm closing shift on Fridays so that the City can be open five days a week and give more time after traditional working hours to get City services.

Recommendation

Staff respectfully requests the City Council review the possible office hours for City Hall and discuss its priorities for hours that the City will provide services.

INTERIM CITY ADMINISTRATOR'S REPORT
DATE: March 17, 2020

General

I continue to spend my time answering questions raised by the city clerk and providing advice to him on how I believe administrative and policy matters should be handled. I have been assisting him with agenda preparation including background for items, taking citizen complaints, answering phone calls, providing responses to citizen inquiries. I also have directed water billing questions/inquiries to the City Clerk or to public works and referring pothole complaints to public works.

I have been reviewing the current personnel manual and working on a revised manual incorporating provisions from the League of Minnesota Cities (LMC) model, looking at future staffing needs and discussing issues with the mayor and city councilmembers. I believe the City Clerk is very motivated to do his job well and he appreciates guidance and advice on a regular basis. I enjoy working with him as I'm very willing to share past experiences that are relevant and helpful.

I requested that the custodial service that the city of Landfall uses consider submitting a proposal for cleaning Lakeland City Hall. They did so and the proposal is on the March 17 agenda for approval. The proposal is to clean the building twice a month, which is all that is really necessary.

Major Issues

Per the City Council discussion of the February 18, 2020 City Council meeting, regarding city records, I scheduled a meeting with former Records Retention Clerk P.J. Kinde. The purpose of the meeting was to have city files/records identified and filed correctly for easier storage and retrieval by current and future city employees. The meeting was informative and helpful in terms of understanding better what is located in city hall.

We received the renewal package from the League of Minnesota Cities Insurance Trust (LMCIT). The policy period is May 1 to April 30. I'm working with the city's insurance agent to renew the program effective May 1. I'll be meeting with a Loss Control/Risk Management representative from LMCIT in early April to go over measures in place to prevent losses from occurring. The city clerk and public works maintenance personnel will be attending the seminars involving administration and public works in the middle of April. The seminars are inexpensive and are very worthwhile.

I completed a proposed Request for Proposal (RFP) which the City Council will be reviewing at the March 17 meeting. The RFP is designed to provide any qualified building official in the state of Minnesota the opportunity to respond to our building inspection needs. Once the city council approves the RFP for distribution, it will be sent out for posting and to building inspection firms and/or individuals for responses.

I also drafted a proposed job description and job posting for the position of Deputy City Clerk. The city needs to hire additional staff to handle administrative duties that are not getting addressed with only one full-time person in the office. The City Council will be reviewing this item at the March 17 meeting

I completed a response to the Office of the State Auditor's Petition Engagement Report. It's an opportunity to let the OSA know that the city is following through with their recommendations and is seriously committed in doing what is right. The response to the OSA report is on the March 17 agenda for review and comment by the Council prior to submittal.

The Minnesota Presidential Primary held for Lakeland at City Hall, seemed to run smoothly. Washington County does the city's elections now and I think they handled it well for the city.

I'm working with the City Clerk and possibly a community volunteer on preparing and producing a monthly newsletter that will meet the needs of the City Council and the residents. Unfortunately, we were going to meet with the community volunteer this week to get this project moving but with the City Clerk out of work with an illness for most of the week and other schedule conflicts, we didn't get the opportunity to meet. This is a priority, I know, for the City Council and we will work hard to get this matter moving forward.

Summary

I continue to enjoy my work and being a resource for the city council, city clerk and other contracted staff. I appreciate your patience, cooperation, confidence and support as we move forward.

I'm available at any time by text, email, phone or in person. Please do not hesitate to contact me with any questions or concerns.

Thank you.

Ed Shukle, Interim City Administrator

CLERK'S REPORT

CITY CLERK'S REPORT
DATE: March 17, 2020

Presidential Primary Election

The City of Lakeland approved an agreement with Washington County to manage our elections this year and I can say that I am pleased with the services the county provided. My need to manage the election was minimal and Washington County was able to quickly find another experienced Head Judge after our previously appointed Head Judge Chris White had to recuse herself for medical reasons. I was required to have a landline installed as the county will not accept submissions from other sources, I had our phone provider Comcast install this land line only to find that they wouldn't install a wall outlet for it. Thankfully I was able to find a local low voltage electrician to assist with this for a reasonable rate.

Water Billing Update

People Service has made their conversions and say that they are prepared to assume billing services for the City starting at the end of the 1st Quarter of 2020. They will be testing their meter reading files with the equipment the City uses to read meters during the week of 3/16/20 and provided there are no issues with this process, People Service will be sending out bills during the first week of April.

City Council Meeting Videos

After speaking videographer Dietrich, he contracted former City Clerk Kate Piscitello regarding the hard drive that was missing off of her desk in the City Hall office. She told him that she had hid it in a file cabinet next to her desk when the security of her office was being questioned. He described to me where it was according to Kate and using this information I am pleased to say that I was able to locate the hard drive in question. That said this hard drive doesn't contain all City Council meeting videos, I will inventory them below:

October 16th, 2018 Meeting
November 20th, 2018 Meeting
January 15th, 2019 Meeting
March 19th, 2019 Meeting
May 2nd, 2019 Meeting
May 21st, 2019 Meeting
May 31st, 2019 Meeting
June 18th, 2019 Meeting
July 16th, 2019 Meeting
July 25th, 2019 Meeting
August 20th, 2019 Meeting

This covers a lot of what we are missing however not everything. I will detail the still unaccounted for videos below:

March 20th, 2018 Meeting
April 17th, 2018 Meeting
May 15th, 2018 Meeting
June 19th, 2018 Meeting
July 16th, 2018 Meeting
August 21st, 2018 Meeting
September 18th, 2018 Meeting
December 18th, 2018 Meeting
February 22nd, 2019 Meeting

I'll be starting the process of uploading these videos to the City's Vimeo account and adding links to the website. I will continue to update as I find more information.

2005 Ford Lariat Sale

Paul Christensen of People Service presented a check for the agreed upon amount of $8,500 and the title transfer was completed. The 2005 Ford Lariat is now the property of People Service Inc. and the City bears no responsibility for its use or location.

City Files

I worked with councilmember Lisa Williams to focus our search for the missing City Council meeting packets, New City Hall files, and other miscellaneous financial records. Our search at 690 Quinnell Ave N yielded several financial records that Lisa had been searching for as well as a whole box of New City Hall documentation. However we were unable to located the missing City Council packet binders, so it was decided to follow the Mayor's suggestion that we search for them at 1190 St. Croix Trail South.

We investigated a storage section located inside the actual water plant that I had not looked through before due to it being an "attic" of sorts and not the most accessible location for me to access. Up there we found many boxes of various files, some with folder annotations indicating that they had been scanned. One again though, the Council Packet binders were not located in this location either. After this Lisa needed to leave for other business so I took the opportunity to speak with Simon Wirth about some water related issues. While I spoke to him he asked me if I had checked a particular set of file cabinets located in the building, I told him that I couldn't remember if I had checked them and that I would be negligent to not check them. Sure enough Simon's suggestion paid off and I found the Council Packet binders I had spoken of at the meeting this week, there were labels indicating that at least some of these documents have been scanned to the M-Files server. Simon also found a box in that "attic" section of the plant that seems to contain the CUP files that I had been unable to locate.

Also of note I have found a folder with notes from PJ Kinde that seem to be a log of what she has scanned, as well as a binder labeled "General Records Retention Schedule". I would assume that this would have been her guide for classifying and cataloging records. Upon reviewing the binder it appears to be an annotated copy of the Minnesota Historical Society General Records Retention Schedule which is the legal model we would need to follow as a City.

At this point I can't say that we've found everything that should be on file with the City, however we have located many of the important files that had been thought missing. I will update the Council as progress continues.

2018 Chevrolet Colorado Auction

The vehicle was placed on auction online with minnbid.org, the same service that the state of Minnesota uses to auction its surplus equipment. The reserve price for the vehicle was set at $24,000 on 2/24/20 with the auction closing on 3/4/20. This auction ended with the bids only coming to $20,500.00, after discussing our options with the City Administrator staff choose to reject that bid and repost the auction. The reserve was lowered to $23,000.00.