



PLANNING COMMISSION AGENDA

January 4, 2016

7:00 pm

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
 - Barbara Ronningen (Chair)
 - Sally Doherty
 - Kitty Kilmer
 - Kris Kopitzke
 - Mark Nelson
 - Judy Seeberger
 - Lucia Wroblewski
 - Scott Patten
 - Jim Langan
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
 - a. December 7, 2015 Meeting Minutes
- 6. REPORTS AND PRESENTATIONS**
 - a. Solar Power Hour [Information session for the public regarding solar PV (photovoltaic) systems]
- 7. PUBLIC HEARINGS**
 - a. Nature's Trees, dba St. Croix SavATree, Variance Application at Hudson Road Property with PID# 06.028.20.24.0002
- 8. NEW BUSINESS**
 - a. Washington County Updated Septic Ordinance
- 9. OLD BUSINESS**
 - a. Ordinance Amendment Prohibiting the Land Application of Septage (See item 8.A.)
 - b. Draft City Council Minutes - Update on City Council Actions
- 10. ADJOURN**

This agenda is not exclusive. Other business may be discussed as deemed necessary.

A quorum of the City Council or Other Commissions may be present to receive information.

CITY OF AFTON
DRAFT PLANNING COMMISSION MINUTES
December 7, 2015, 7:00 PM

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5 1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 p.m.

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7 2. **PLEDGE OF ALLEGIANCE** – was recited.

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9 3. **ROLL CALL** – Present: Langan, Wroblewski, Chair Ronningen, Kopitzke, Kilmer, Patten and Nelson.
10 Excused Absences: Seeberger and Doherty. **Quorum present.**

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12 **ALSO IN ATTENDANCE** – Council Liaison Stan Ross, City Administrator Ron Moore and Deputy Clerk
13 Kim Swanson Linner.

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15 4. **APPROVAL OF AGENDA** – Item 8a, Solar Power Hour was added.

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17 **Motion/Second: Patten/Wroblewski. To approve the December 7, 2015 Planning Commission agenda as**
18 **amended. Motion carried 7-0-0.**

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20 5. **APPROVAL OF MINUTES** –

21 a. November 2, 2015 Planning Commission Meeting Minutes – Line 52: “Meyer’s nephew” was changed
22 to “Meyer’s son-in-law, Chris Wagner;” Line 49, “Federal” was changed to “federal.”

23
24 **Motion/Second: Patten/Kopitzke. To approve the November 2, 2015 Planning Commission Meeting**
25 **minutes as amended. Motion carried 7-0-0.**

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27 6. **REPORTS AND PRESENTATIONS** –

28 a. Washington County Public Health Presentation Regarding the Land Application of Septage – Chair
29 Ronningen gave the floor to the Department of Public Health and Environment staff from Washington County,
30 Jeff Travis and Girard Goder, who presented the changes in the revised Washington County Septic Ordinance,
31 which was adopted in April, 2014. Cities have one year to adopt or revise the County ordinance. The Planning
32 Commission has been studying the portion of the ordinance dealing with the “land spreading of septage” and
33 was why the County was invited to speak and answer questions.

34 Jeff Travis explained that the federal Environmental Protection Agency (EPA) rules and the Minnesota
35 Pollution Control Agency (MPCA) have allowed the land spreading of septage for years, but the County has
36 now codified it into their ordinance. The County will administer the permitting, inspection, reporting and
37 notification to cities of maintainers who wish to land spread septage according to each municipality’s wishes.
38 Travis showed the aquifer sensitivity, soil survey and agriculture zones which showed the relative suitability of
39 land in Afton for land spreading of septage.

40 Girard Goder presented the three methods of application of septage to limit pathogens and nuisances to the
41 land and neighbors: injection (not seen or smelled); Incorporation (surface applied and must be turned into soil
42 within 6 hours); Pre-treated with Lime (it is pH balanced to kill pathogens prior to application directly onto
43 soil). He reviewed the potential dangers: 1) Chemicals & Metals-are low risk, as septage can only come from
44 residential; 2) Medication Metabolites-animal antibiotics and growth hormones and human antidepressants, etc.;
45 3) Pathogens-the risk is reduced through time and distance; harvesting food crops must be two years after an
46 application.

47 Commissioners asked whether ordinance language that is “silent” is considered “allowed” or “prohibited.”
48 The County views that “silent” means it is allowed; it must be specifically prohibited in the ordinance. For this
49 ordinance, the County allows land spreading of septage, but they will work with whatever the city wants to do.

50 Other questions addressed were about the permit process and timeline, whether the City could be notified of
51 approved permits, and that the City may restrict the type of application of septage on the land.

52 Moore summarized concerns stating that the City is looking to the County to manage the process for the
53 safety of the land and residents.

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7. PUBLIC HEARINGS – none.

8. NEW BUSINESS –

a. Solar Power Hour – Chair Ronningen explained that the City received information from the Midwest Renewable Energy Association offering a communities a free one-hour educational seminar called “Solar Power Hour.” They will present how solar systems work, outline the benefits and incentives, describe the installation process and talk about available financing options. She felt this would be beneficial to offer to Afton residents.

Motion/Second: Wroblewski/Nelson. To schedule a “Solar Power Hour” for the January 4, 2016 Planning Commission meeting for the benefit of Afton residents, to be advertised on the city website and the city newsletter. Motion carried 7-0-0.

9. OLD BUSINESS

a. Ordinance Amendment Prohibiting the Land Application of Septage – Administrator Moose summarized that at its October meeting, the Planning Commission had recommended to City Council that land spreading of septage be prohibited. At the November 2 meeting, the Planning Commission heard a presentation by representatives of Meyer Sewer Service in support of the land application of septage. To be fully informed, the Planning Commission requested that staff from the Washington County Public Health Department be invited to its December 7 meeting to provide information regarding the land application of septage and other tweaks of the revised septic ordinance which the County adopted in April 2015. It was noted that the City must adopt the new ordinance by reference, or adopt changes to the revised ordinance, by April 2016.

The Planning Commission felt they needed to do due diligence in reviewing the entire Washington County revised ordinance for discussion at the January 4 meeting. After the Planning Commission discussion, a Public Hearing can then be scheduled, possibly for the February 2016 meeting.

b. Draft City Council Minutes - Update on City Council Actions – Council Liaison Stan Ross reported that the Council approved the Wilcox after-the-fact variance with conditions for not allowing the accessory building to be used as a second dwelling unit. The Council also approved the VHS brush regulations with the addition of language that the brush must come from on site of the property requesting the permit.

10. ADJOURN –

Motion/Second: Patten/Nelson. To adjourn the meeting at 8:13 p.m. Motion carried 7-0-0.

Respectfully submitted by:

Kim Swanson Linner, Deputy Clerk

To be approved on January 4, 2016 as (check one): Presented: _____ or Amended: _____

6a

City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

Planning Commission Memo

Meeting: January 4, 2016

To: Chair Ronningen and members of the Planning Commission
From: Ron Moorse, City Administrator
Date: December 18, 2015
Re: Solar Power Hour

At its December 7, 2015 meeting, the Planning Commission requested staff to schedule a Solar Power Hour during the January 4, 2016 Planning Commission meeting. A Solar Power Hour is an information session offered to the public to describe how solar PV (photovoltaic) systems work, outline the financial benefits and incentives, describe the solar installation process, and identify available funding options. As its name implies, the Solar Power Hour is a one hour seminar.

Planning Commission Direction Requested:
No Direction Required.

AFTON SOLAR POWER HOUR

Solar Power Your Home, Business, or Farm.
JANUARY 4, 2016

SOLAR POWER HOURSM

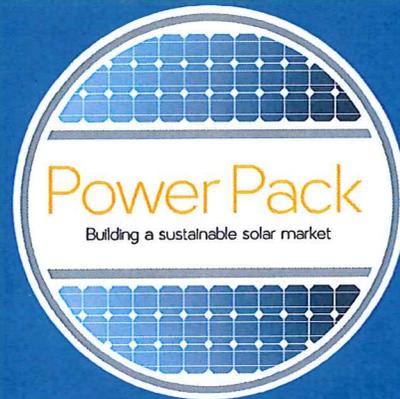
THIS FREE ONE-HOUR SEMINAR WILL EDUCATE, HOMEOWNERS, SMALL BUSINESS OWNERS, AND FARMERS ON THE BENEFITS OF SOLAR ENERGY. SOLAR POWER HAS NEVER BEEN MORE AFFORDABLE OR EASIER TO INSTALL. THIS SEMINAR WILL HELP YOU NAVIGATE THE PROCESS OF GOING SOLAR AND HELP YOU UNDERSTAND ALL OPTIONS.

HERE'S WHAT WE'LL COVER:

- Basics of a solar photovoltaic (PV) system
- Market trends
- Step-by-step process to determine if solar is right for you
- Economic benefits
- Meet with the highest quality local solar installers

January 4, 2016
7:00 - 8:00 PM

FREE
&
OPEN
TO THE
PUBLIC!



Afton City Hall | 3033 St. Croix Trail South, Afton, MN 55001
7:00 PM | January 4, 2016

Brought to you by:



7a

City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

Planning Commission Memo

Meeting: January 4, 2016

To: Chair Ronningen and members of the Planning Commission
From: Ron Moore, City Administrator
Date: December 23, 2015
Re: Nature's Trees dba St. Croix SavATree Variance Application for the property on Hudson Road with PID#06.028.20.24.0002

Background

St. Croix SavATree is planning to construct its Minneapolis/St. Paul headquarters facility on a 5.9 acre site in the northeast corner of the property on Hudson Road with PID# 06.028.20.24.0002. Attached is a site plan and photos showing the proposed facility. St. Croix SavATree is requesting two variances for its planned building. One is a variance to Sec. 12-143.(d) to allow steel siding as the main exterior building material. The other is a variance to Sec. 12-143.e.4 to reduce the landscaped buffer zone from 50 feet to 25 feet on the south side of the building and from 100 feet to 25 feet on the east side of the building.

Building Materials Variance

Sec. 12-143.(d) does not include steel siding as an allowed exterior building material. In early planning for the facility, the applicant referenced the zoning code on the City's website for zoning regulations, including exterior materials. The ordinance language on the City's website indicates that wood and steel siding are allowed building materials. Later in the planning it was discovered that, in 2009, an ordinance amendment restricting exterior building materials in the I.1.c zone was adopted, but was not codified into the zoning code. The ordinance amendment eliminated wood and metal siding as allowed exterior building materials. The ordinance amendment is attached.

It is staff's understanding that the purpose of the 2009 ordinance amendment was to establish a higher standard of quality for buildings to be constructed in the I.1.c zone, which extends to Manning Avenue on the west and is the commercial gateway to Afton. While the site for the SavATree building is on the far eastern end of the I.1.c zone, the SavATree building would be the first building to be constructed in the I.1.c zone. As such, it could be seen as setting a standard for other buildings in the I.1.c zone. As part of its consideration of the variance request, it is important that the Planning Commission determine whether there are circumstances unique to the property that make the variance request reasonable for this property and differentiate this property from the remainder of the I.1.c zone.

Landscape Buffer Variance

Sec. 12-143.e.4 requires a 50 foot landscaped buffer zone adjacent to industrial zoned land and a 100 foot landscaped buffer zone adjacent to residential zoned land. The screening required in the buffer yard is to provide 95% opacity year round. The land to the north, south and west is zoned Industrial. The land to the east is zoned Rural Residential. The requested variance is to allow a 25 foot landscaped buffer zone on both the south and east sides of the building. To the northeast of the proposed building is a wooded

wetland area that currently provides significant screening. A wooded area on a high point northwest of the building also currently provides significant screening. As indicated in the variance application, a large power line runs north/south along the eastern boundary of the property. This provides a significant open space buffer for the residential property to the east, but does not provide any screening. As part of its consideration of this variance request, the Planning Commission may want to determine whether it is possible to provide landscape vegetation with 95% opacity in an area 25 feet wide. Again, it is important to determine if there are circumstances unique to the property that make the variance request reasonable for this property and differentiate it from the remainder of the I.1.c zone.

Findings and Conditions

Whether the Planning Commission's recommendation is for approval or denial, the Commission will need to provide the findings that are the basis of its recommendation. The findings should be based on the three-factor test for the determination of "practical difficulties", as set out in Sec. 12-77. A. 2, and on whether the proposal is in harmony with the general purposes and intent of the ordinance and whether the terms of the variance are consistent with the Comprehensive Plan.

If the Commission's recommendation is in support of the variance application, the Commission may want to include conditions that enable the intent of the ordinance to be met to as great an extent as possible regarding appearance and screening. These conditions could include design details related to the appearance of the building such as the number and size of windows provided, the amount of stone, brick or decorative block wainscoting on the building, the design and color of the garage doors, etc. The conditions could also include a specific landscape plan to provide adequate and attractive screening.

Planning Commission Direction Requested:

Motion regarding a recommendation concerning Nature's Trees dba St. Croix SavATree variance application for the property on Hudson Road with PID#06.028.20.24.0002

RECEIVED

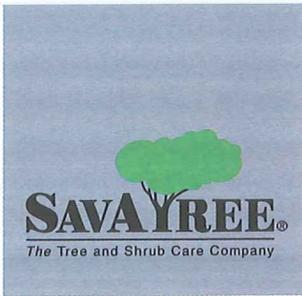
Z-44-15

DEC 15

CITY OF AFTON
VARIANCE APPLICATION

(Reference Sections: 12-55, 12-77, 12-328 12-835, 12-1020, 12-1266, 12-1955, 12-2228)

Owner	Address	City	State	Zip	Phone
LOC, LLC	1807 Market Boulevard	PMB 335, Hastings	MN	55033	
Applicant (if different than owner)	Address	City	State	Zip	Phone
Nature's Trees Inc. 46 St. Croix Sew/Tree	550 Bedford Road	Bedford Hills	NY	10507	914-241-4999
Project Address					
XXX Hudson Road	AFTON	MN	55001		
Zoning Classification	Existing Use of Property	PID# or Legal Description			
I.1.C	Agriculture	TBD			
Please list the section(s) of the code from which the variance(s) are requested.					
12-143 E.4 ; 12-143 D.5					
Description of Request	100' for				
1) To utilize a 25 ft (instead of 50ft) landscaped buffer zone on the east and south sides of the property.					
2) To construct the facility with an exterior principally finished with painted metal siding.					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant	annenberg, president				Date
					12/11/15
Make checks payable to: City of Afton					
If multiple variances are necessary from the applicant only <u>one</u> fee is required. However, the deposit fee must be multiplied by the number of variances sought.					
FEES:	ESCROWS:				
Variance	\$250	\$600	TOTAL:	\$850	
Renewal/Extension	\$250	\$350	DATE PAID:	12/11/15	
			CHECK #:	3975	
			RECVD BY:	RJM/KKL	



550 Bedford Road, Bedford Hills, NY 10507
phone: (914) 241-4999 • fax: (914) 244-9375
email: experts@savatree.com

savatree.com

December 4, 2015

City of Afton, MN
3033 St. Croix Tr. S.
Afton, MN 55001

RE: SavATree Variance Application

To Whom It May Concern,

It is with great excitement and anticipation that SavATree considers relocating its Minneapolis/St. Paul headquarters facility to the City of Afton. For over 40 years operating from our current location in Roberts, WI we have served the landscape care needs of St. Croix River Valley residents, businesses, and municipalities. Afton is a beautiful community which we have a strong connection to, and with this relocation we hope to benefit the community aesthetically, environmentally, and economically.

Given the rural and natural character of Afton which makes it so attractive to so many, we are motivated jointly with the City to preserve this natural beauty with our facility in its new location. The preservation of this beauty and the ordinances associated do present some practical difficulties with the construction of our facility, which we hope to address satisfactorily with this variance application. We are challenged currently in maintaining the economic viability of this project, as there were several ordinances pertaining to this parcel that were not published on the City's website when we initially assessed viability and entered into a purchase agreement on the parcel in question. We were not made aware that there were unpublished ordinances until Sept. 10, 2015 at a meeting when we presented building and site plans to the City Administrator and building inspector based upon published ordinances. We were not made aware of the specifics of the modified ordinances until email communication from the City on October 20, 2015.

- We are requesting a variance to utilize a 25 ft. (instead of 50 ft.) landscaped buffer zone on the east and south sides of the property. This is necessary to allow situation of the building in a location which allows retention of the large wooded rise at the west side of the property per the included site plan. This wooded area is important to the natural character of the landscape and provides attractive natural visual screening and topography from future development areas to the west. This situation of the building also allows for a beautiful natural prairie area to the west of the facility which will consist of wildflowers and prairie grasses in harmony with the natural setting. To the east of our parcel lies a power utility right-of-way, and we believe the landscape is best served to reduce the width of the buffer on the east in order to enlarge the buffer on the west where it is much more valuable aesthetically. This buffer area will be

attractively landscaped as indicated in the plans. To the south, there is another commercial property slated for development. Given the fact that this property will also have a 25 ft. buffer, a 50 ft. buffer will effectively be created which can be landscaped to provide optimum aesthetics.

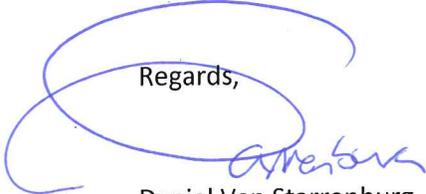
- We are requesting a variance to construct the facility with an exterior principally finished with painted metal siding. That being said, the facility will be aesthetically pleasing with architectural details and color schemes in harmony with the surroundings.

We understand that there are three factors required to allow the granting of a variance. These factors are addressed below.

- **Reasonableness:** SavATree proposes to use the property in a reasonable manner for the operation of our business. As a service business serving local residents, we are committed to being positive contributing members of the community and constructing/maintaining a facility which is in harmony with the natural surroundings and the community. As proposed, our facility will reflect positively on the City and on our clients who reside in and around the City.
- **Uniqueness:** This variance request is necessary to allow the project to be (1) optimally harmonious with the surrounding environment, and (2) economically viable due to the size parcel purchase necessary to construct our facility while meeting impervious surface requirements of the ordinances governing this parcel.
- **Essential character:** The variances requested will not alter the essential character of the locality, and as evidenced by the included plans will arguably enhance it given the landscaping plans we have for the site.

In conclusion, SavATree desires to use the parcel in question in a manner which optimizes the aesthetic and economic value we bring to the community. The variances requested will allow this to be achieved while maintaining the economic viability of the project. We appreciate your consideration of our request and look forward to having a new home in Afton.

Regards,



Daniel Van Starrenburg
President/CEO



Christopher Muehleck
Minneapolis/St. Paul District Manager

Applicant(s): Nature's Trees, Inc. dba St. Croix SavATree
Phone: (914) 864-3110
Mailing Address: 550 Bedford Road, Bedford Hills, NY 10507
Afton Property or P.I.D. this variance request is for: XXX Hudson Road, Afton, MN 55001

Background:

This questionnaire is designed to help you and the City of Afton determine whether a variance should be granted. Please consult with the City Administrator who can help you with your variance application and explain the Variance Ordinance to you. The City Administrator will work with you to ensure that the variance you request is the minimum variance required to provide the same rights commonly enjoyed by other properties in the same zoning district. Because of special provisions for certain types of construction, the City Administrator will also determine whether the property is in the Flood Plain District or has Shoreland Management requirements. There are also special provisions for earth-sheltered construction.

Applicant:

Please answer the following questions to the best of your ability, based on the criteria found in **Chapter 12, Land Use; Section 12-77, Appeals and Variances** of Afton's City Code. Other sections of the code may also apply, particularly the Flood Plain and Shoreland Management Districts. Completing this questionnaire will help the Planning Commission and the City of Afton evaluate your application in light of the requirements of Afton's Variance Ordinance. It does not guarantee that your variance request will be approved.

Variance request description: 1) To utilize a 25 ft (instead of ^{100ft} 50ft) landscaped buffer zone on the east and south sides of the property. 2) To construct the facility with an exterior principally finished with painted metal siding.

City Ordinance Section number(s) that variance is requested for: 12-143.4 ; 12-143D.5

Criteria 1a: *The property in question cannot be put to a reasonable use if used under the conditions allowed by this Ordinance.*

Applicant: Can the property in question be used in a reasonable manner if used under the conditions allowed by the Afton Use Code? Explain: Yes, the building situation and associated landscape will be negatively impacted if used according to code. Economic viability of project will likely fail if used according to code.

Criteria 1b: *The requested use must be a reasonable use in order to receive a variance.*

Applicant: Please explain why the proposed use, which requires a variance, is a reasonable use for this property? Please see attached narrative.

Criteria 2: *Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size, shape, topography, or other circumstances over which the property owner, since enactment of this Ordinance, has had no control.*

Applicant: What exceptional or extraordinary circumstances related to the property do not apply generally to other properties in the same zone or vicinity? Extraordinary circumstances would include lot size,

ADDITIONAL CRITERIA CONSIDERED BY THE PLANNING COMMISSION (PC) AND/OR CITY COUNCIL (CC).

Applicant:

Please respond to the following criteria as best you can. The city review and hearings by the Planning Commission and City Council will determine Findings of Fact and Conditions to be placed on the variance.

Criteria 9: The variance would not have a negative impact to the purposes of this Ordinance, or to property in the same zone.

Applicant: Will the variance have a negative impact to the purposes of this Ordinance, or to property in the same zone? How would the use of the property, if allowed by the variance, affect other properties in the vicinity? Explain: On the contrary, this variance will allow the use of the property in a way best suited to the intent of the ordinances.

City review:

Criteria 10: In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.

Applicant: Is the property in a Flood Plain District? [] Yes [x] No

City review: Is the property in a Flood Plain District? [] Yes [] No

Criteria 11: Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance.

Applicant: Is the requested variance in harmony with the Afton ordinances and code? How will this variance if granted (and the proposed use of the property allowed) affect the essential character of the area? Explain: Please see attached narrative.

City review:

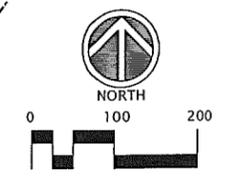
Criteria 12: Variances shall only be permitted when they are in harmony with the general purposes and intent of the Afton Comprehensive Plan.

Applicant: Is the requested variance in harmony with the Afton comprehensive plan? Explain: Yes, the IIC is to create a development in harmony with the natural surroundings. This plan maximizes our ability to maintain as much as the natural topography as possible, minimize the amount of impervious surface, and preserve as much as the vegetation as we are able to. Additions to the landscape will include: prairie grasses, and native and domesticated plants.

City review:

CONTACT:
 FOC, LLC
 C/O GARY MAAS
 1807 MARKET BLVD.
 PBM 335
 HASTINGS, MN 55033

COUNTY/CITY:
 WASHINGTON COUNTY
 CITY OF AFTON



CALL BEFORE YOU DIG!
 Gopher State One Call
 TWIN CITY AREA: 651-454-5092
 TOLL FREE: 1-800-252-1166

REVISIONS:

DATE	REVISION
4-27-15	PRELIMINARY ISSUE

CERTIFICATION:
 I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.
Daniel L. Thurmes
 Daniel L. Thurmes Registration Number: 25718
 Date: 4-27-15

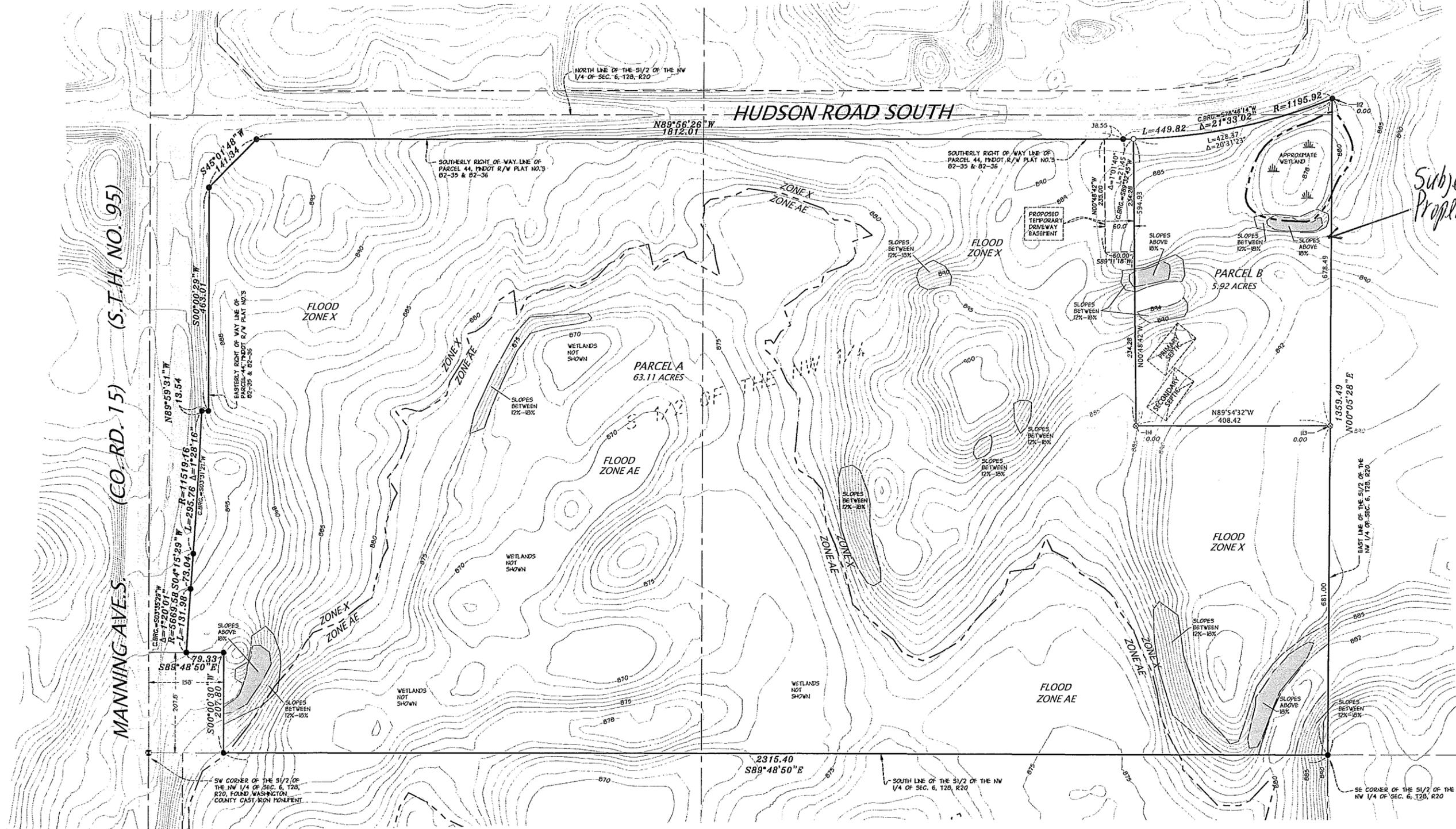
PROJECT LOCATION:
 XXXXX
 HUDSON ROAD S.
 PID#0602820240002

Suite #1
 6750 Stillwater Blvd. N.
 Stillwater, MN 55082
 Phone 651.275.8969
 Fax 651.275.8976
 dan@
 ccssurvey.net

CORNERSTONE
 LAND SURVEYING, INC.

FILE NAME: SURVC540B.DWG
 PROJECT NO.: G514040B

MINOR
 SUBDIVISION



EXISTING OVERALL LEGAL DESCRIPTION:
 All that part of the East 700.00 feet of the Northeast Quarter of the Northwest Quarter of Section 6, Township 28, Range 20, lying southerly of a line which is 50.00 feet southerly and parallel with the following described line:
 Beginning at the southwest corner of said Northeast Quarter of the Northwest Quarter; thence North 89 degrees 14 minutes 36 seconds East along the south line of said Northeast Quarter of the Northwest Quarter a distance of 884.44 feet; thence easterly along a tangential curve to the left having a radius of 1145.916 feet and a central angle of 22 degrees 33 minutes 39 seconds a distance of 451.21 feet to the east line of said Northeast Quarter of the Northwest Quarter and said line there terminating.
 and
 The South Half of the Northwest Quarter of Section 6, Township 28, Range 20, EXCEPT the following two described parcels:
EXCEPTION PARCEL ONE:
 The south 207.8 feet of the West 158.00 feet of the Southwest Quarter of the Northwest Quarter of Section 6, Township 28, Range 20:
EXCEPTION PARCEL TWO:
 That part of the South Half of the Northwest Quarter of Section 6, Township 28, Range 20, shown as Parcel 44 in the plats designated as MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NUMBERED 82-55 AND 82-36 on file and of record in the Office of the County Recorder in and for Washington County, Minnesota.

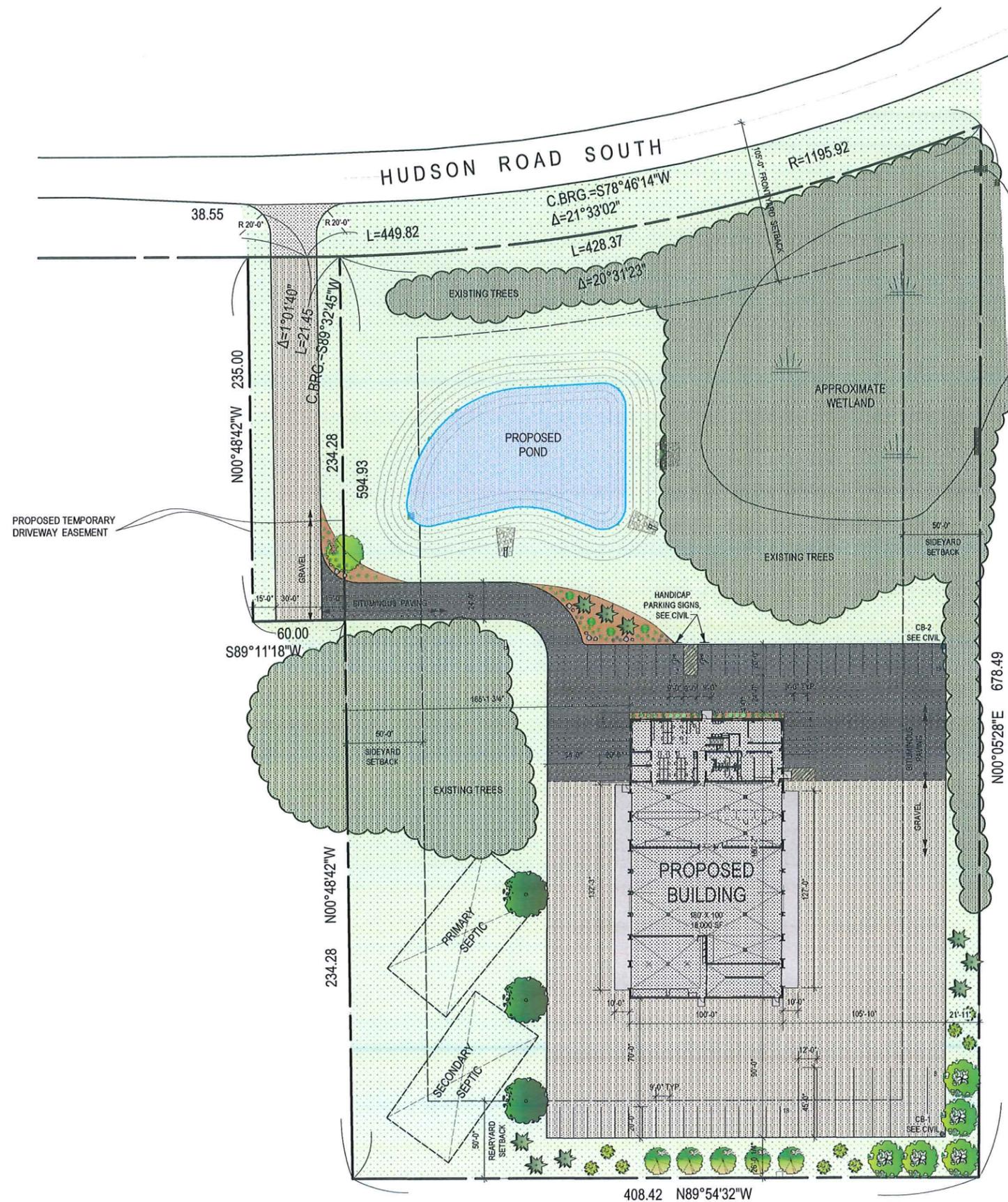
PROPOSED LEGAL DESCRIPTION PARCEL A:
 That part of the South Half of the Northwest Quarter of Section 6, Township 28, Range 20, described as follows:
BEGINNING at the southeast corner of said Northwest Quarter; thence on an assumed bearing of North 00 degrees 05 minutes 28 seconds East along the east line of said Northwest Quarter a distance of 681.00 feet; thence North 89 degrees 54 minutes 32 seconds West a distance of 408.42 feet; thence North 00 degrees 48 minutes 42 seconds West a distance of 594.93 feet to the southerly right of way line of Parcel 44 in the plats designated as MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NUMBERED 82-35 AND 82-36 on file and of record in the Office of the County Recorder in and for Washington County, Minnesota; thence westerly 21.45 feet along said southerly right of way line being a non-tangential curve concave to the north having a radius of 1,195.92 feet a central angle of 01 degrees 01 minutes 40 seconds and a chord which bears South 89 degrees 32 minutes 45 seconds West; thence North 89 degrees 56 minutes 26 seconds West along said southerly right of way line a distance of 1,812.01 feet; thence South 45 degrees 01 minutes 48 seconds West along said southerly right of way line a distance of 141.34 feet; thence South 00 degrees 00 minutes 29 seconds West along the easterly right of way line a distance of 463.01 feet; thence North 89 degrees 59 minutes 31 seconds West along said easterly right of way line a distance of 13.54 feet; thence southerly 295.76 feet along said easterly right of way line being a non-tangential curve concave to the west having a radius of 11,519.57 feet a central angle of 01 degrees 28 minutes 16 seconds and a chord which bears South 03 degrees 31 minutes 21 seconds West; thence South 04 degrees 15 minutes 29 seconds West along said easterly right of way line a distance of 73.04 feet; thence southerly 131.98 feet along said easterly right of way line being a tangential curve concave to the east having a radius of 5,669.58 feet and a central angle of 01 degrees 20 minutes 01 seconds to the north line of the south 207.80 feet of said Northwest Quarter; thence South 89 degrees 48 minutes 50 seconds East along said north line of the south 207.80 a distance of 79.33 feet to the east line of the west 158.00 feet of said Northwest Quarter; thence South 00 degrees 00 minutes 30 seconds West along said east line of the west 158.00 feet a distance of 207.80 feet to the south line of said Northwest Quarter; thence South 89 degrees 48 minutes 50 seconds East a distance of 2,315.40 feet to the POINT OF BEGINNING.

PROPOSED LEGAL DESCRIPTION PARCEL B:
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 LAND BETWEEN 13% & 18% GRADE = 1.52 ACRES
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1 SITE PLAN
Scale: 1" = 40'-0"

PARKING REQUIRED
 1 SPACE PER 2 EMPLOYEES MAX. SHIFT
 60 EMPLOYEES / 2 = 30 PARKING SPACES

OR 1 SPACE PER 2000 SF FLOOR AREA
 18,000 MAIN FLOOR + 4000 SF 2ND FLOOR = 22,000 SF
 22,000 SF / 2000 SF = 11 PARKING SPACES REQUIRED

PARKING PROVIDED
 52 CARS
 8 TRUCKS
 60 TOTAL SPACES PROVIDED

Linner-Morschen Architects
 14180 Highway 101 S.
 Bloomington, MN 55431
 PHONE: (652) 864-6455



North Dakota Office
 120 N. 3rd Street, Suite 215
 Bismarck, ND 58101
 Phone: 701.214.5893
 Fax: 701.214.6403

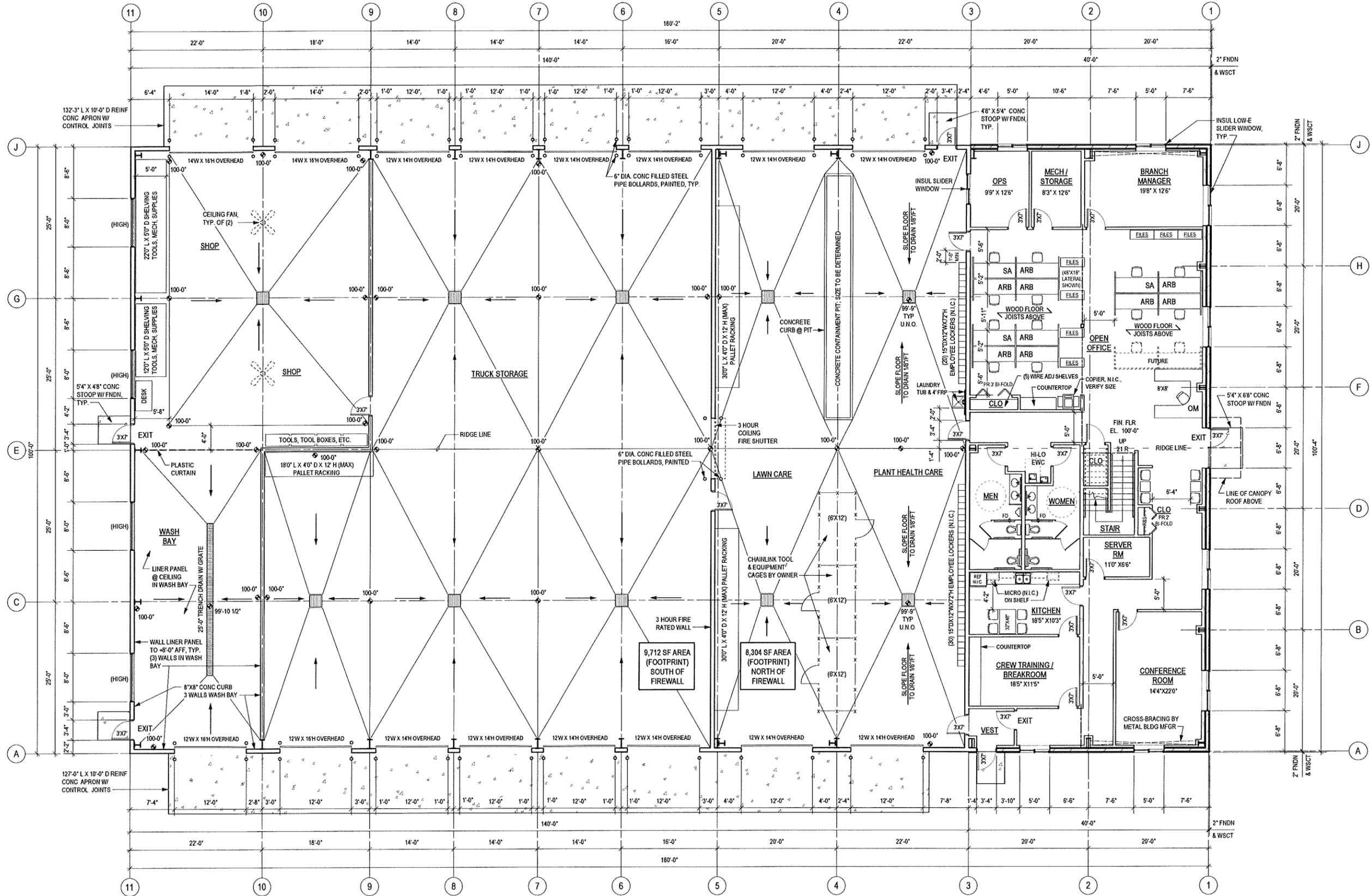
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A New Facility for:
SavATree
 Atton, Minnesota

Revisions	
Drawn	C.A.W.
Checked	L.M.
Date	12-2-15
Job Number	1547
Sheet	P1



1 FLOOR PLAN
Scale: 1/8" = 1'-0"

Linner-Morschen Architects
1000 Morgan Avenue S.
Minneapolis, MN 55404
PHONE: (652) 884-6455



North Dakota Office
1201 3rd Street, Suite 215
Bismarck, ND 58501
Phone: 701.244.5893
Fax: 701.244.6483

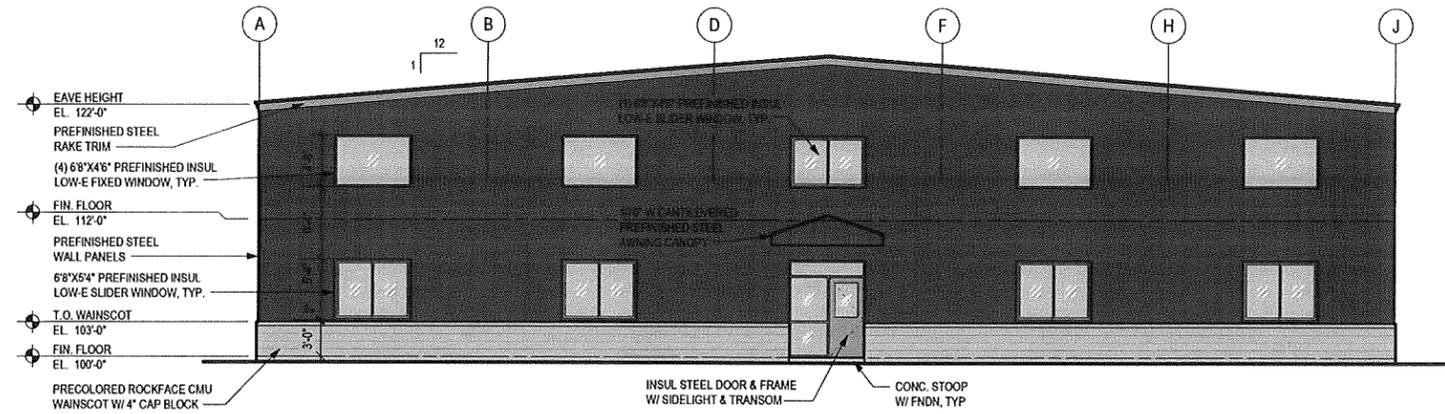
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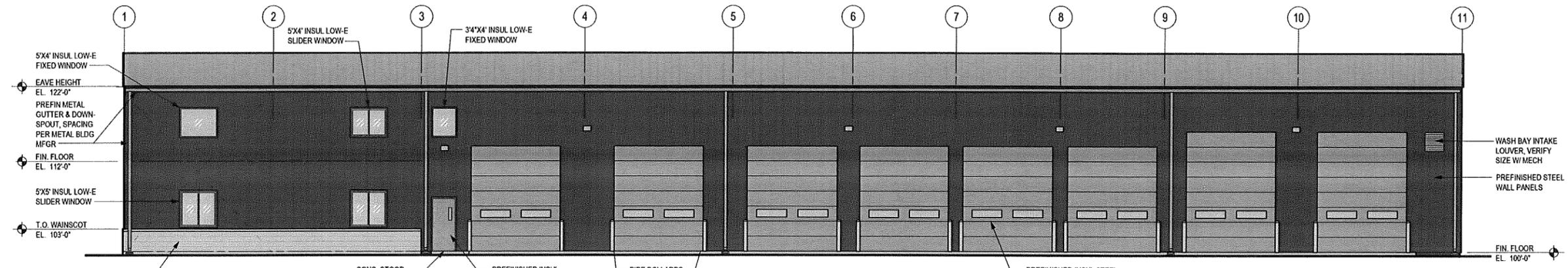
GREYSTONE CONSTRUCTION

A New Facility for:
SavATree
Afton, Minnesota

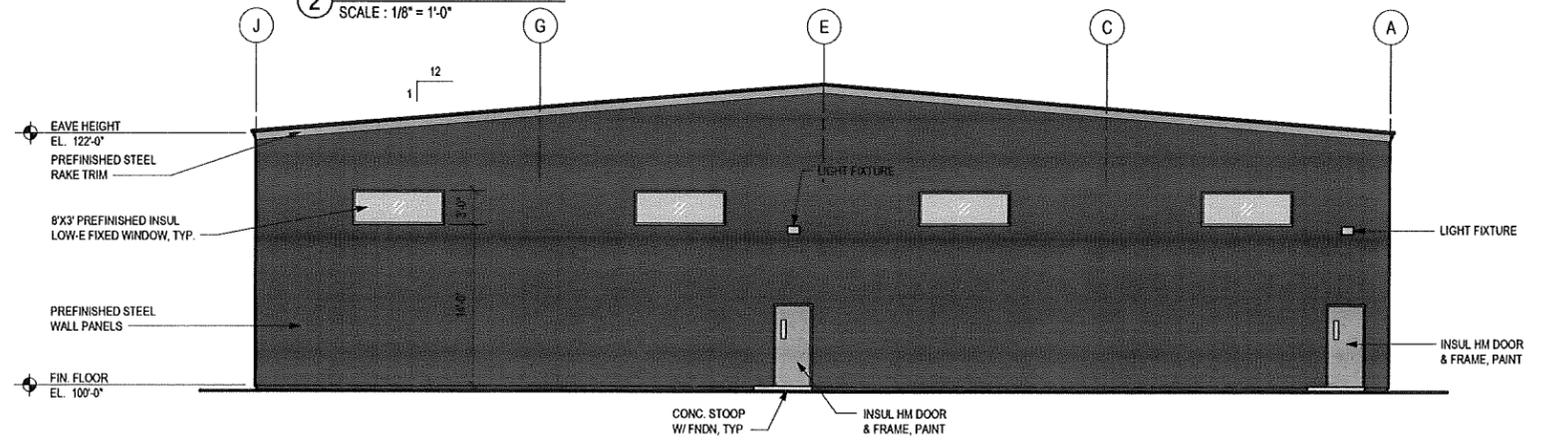
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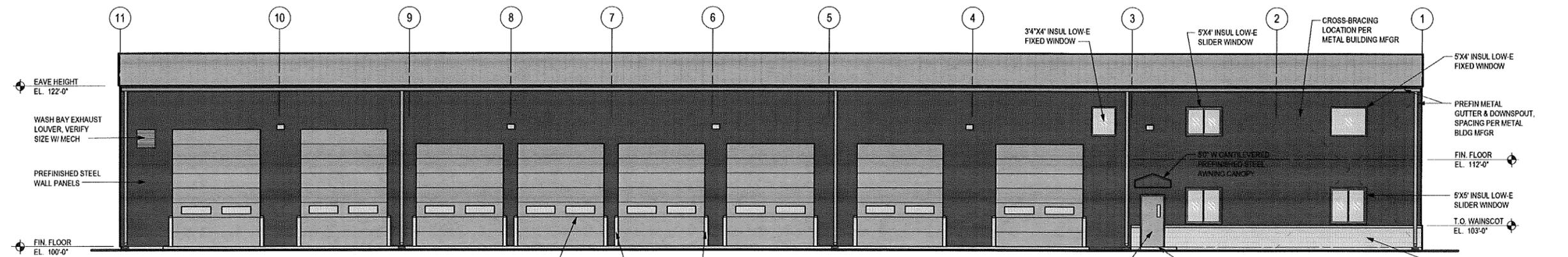
1 NORTH (FRONT) ELEVATION
SCALE: 1/8" = 1'-0"



2 WEST ELEVATION
SCALE: 1/8" = 1'-0"



3 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



4 EAST ELEVATION
SCALE: 1/8" = 1'-0"

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GREYSTONE CONSTRUCTION

A New Facility for:
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Atton, Minnesota

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P3	

Exhibit "A"

Sav-A-Tree Application

Property Ownership Exhibit

**SECOND ADDENDUM (the "SECOND ADDENDUM") TO PURCHASE
AGREEMENT LAND (NON-RESIDENTIAL) DATED SEPTEMBER 10, 2015
AMENDING THE CLOSING DATE**

FOC, LLC, a Minnesota limited liability company, having an address at 1807 Market Boulevard, PMB 335, Hastings, MN 55033, herein referred to as "Seller" and Nature's Trees, Inc., d/b/a St. Croix SavATree, having an address at 575 Bedford Road, Bedford Hills, NY 10507 and its successors and/or assigns, herein referred to as "Purchaser", entered into a purchase agreement as of April 20, 2015 by exchanging valuable consideration and executing documents comprised of a Purchase Agreement Land (Non-Residential) Form Contract [Form MN:PA:L-1(8/14) © Minnesota Association of REALTORS®], prepared based upon Minnesota forms MSBA Real Property Form No. 17 (2005), an Addendum to Purchase Agreement: Survey, Appraisal, Development Evaluation, and Archeological / Historical Survey, and Addendum to Commercial Purchase Agreement MN-ACPA (8/13), and an Addendum to Purchase Agreement Land (Non-Residential), together being herein referred to as the "Purchase Agreement".

As stated in Paragraph 6, 'BUYER'S APPLICATION FOR PROJECT APPROVAL' of the Purchase Agreement ADDENDUM TO PURCHASE AGREEMENT LAND (NON-RESIDENTIAL) "This Purchase Agreement is contingent upon Buyer receiving all necessary City approvals for the construction of a light industrial building with sufficient parking, ingress and egress for its business operations, on or before September 30, 2015. Buyer may cancel this agreement for any reason prior to 5:00 pm, September 30, 2015.

The last sentence of Paragraph 6 further states "Closing shall take place no later than thirty (30) days after Buyer has received the City's approvals for the project or September 30, 2015, whichever occurs first."

The Parties acknowledge and agree that the above sentence is inconsistent with the intentions of the parties and other provisions of the Purchase Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, and in consideration of the mutual covenants set forth in the Purchase Agreement, Seller and Purchaser agree that Paragraph 6 'BUYER'S APPLICATION FOR PROJECT APPROVAL' of the Purchase Agreement ADDENDUM TO PURCHASE AGREEMENT LAND (NON-RESIDENTIAL), will be changed as follows:

The first sentence of the second paragraph of this contract section will read as follows:

"If Buyer has not received City approvals prior to 5:00 pm, September 30, 2015, Buyer may elect to deposit an additional \$5,000 earnest money in exchange for an extension of the due diligence period until April 30, 2016."

Last sentence of the fourth paragraph of this contract section will read as follows:

"Closing shall take place no later than thirty (30) days after Purchaser has received the City's approvals for the project, or April 30, 2016, whichever occurs first."

Exhibit "A"

Washington County

Sav-A-Tree Application

Washington County Department of
Property Records and Taxpayer Services
14949 62nd Street North
Stillwater, MN 55082

Property Ownership Exhibit

Washington County Parcel Information		
Parcel Number 06.028.20.24.0002	Status Active	Last Update 12/11/2015 12:55:58 AM
Current Owner: FOC LLC 1807 MARKET BLVD # 335 HASTINGS, MN 55033	Property Address: 0	
Taxing District 1005 AFTON-834-VBWS		
Tax Description Section 06 Township 028 Range 020		

Select a Tax Year for Payment History and Tax Detail Information.

Tax Bill Totals					
Tax Year	Net Tax	Total Paid	Penalty/Fees	Interest	Amount Due
2015	\$17,526.00	\$17,526.00	\$0.00	\$0.00	\$0.00
2014	\$19,100.00	\$19,100.00	\$0.00	\$0.00	\$0.00
2013	\$19,208.00	\$19,208.00	\$0.00	\$0.00	\$0.00
2012	\$18,684.00	\$18,684.00	\$0.00	\$0.00	\$0.00
2011	\$17,048.00	\$17,048.00	\$0.00	\$0.00	\$0.00
2010	\$6,696.00	\$6,696.00	\$0.00	\$0.00	\$0.00
	\$15,774.00	\$15,774.00	\$0.00	\$0.00	\$0.00
2009					
2008	\$14,388.00	\$14,388.00	\$0.00	\$0.00	\$0.00
2007	\$8,932.00	\$8,932.00	\$0.00	\$0.00	\$0.00
Total					\$0.00

Information & Links

APPRAISAL & VALUE INFORMATION with GIS MAP

IS YOUR PROPERTY ABSTRACT OR TORRENS?

PROPOSED 2016 TAX INFORMATION

2016 PROPOSED TAX NOTICE

2015 TAX STATEMENT

2014 TAX STATEMENT

2013 TAX STATEMENT

BACK OF TAX STATEMENT WITH LATE PAYMENT PENALTY SCHEDULE

2015 VALUATION NOTICE

BACK OF VALUATION NOTICE WITH

APPEAL INFORMATION

MINNESOTA REVENUE PROPERTY TAX REFUND

Pay Your Property Tax by Credit Card or eCheck

Cart: \$0.00

Online Payment Fees

Convenience Fees are charged for online property tax payments.

eCheck fee is \$1.00 per transaction. Be sure to use the 9 digit bank routing number from your checking account, not the internal bank number from a savings or deposit slip. Pay multiple parcels in one transaction with the payment cart.

Credit Card fee is 2.39%

of amount paid. American Express, Discover, MasterCard and Visa are accepted.

Fees are paid directly to a payment services provider to cover the costs of the online payment services and charges from the credit card companies.

GOEBEL ALVIN F & JOAN M
or Current Resident
12060 110TH ST S
HASTINGS MN 55033

MN DEPT OF TRANSPORTATION
or Current Resident
395 JOHN IRELAND BLVD
ST PAUL MN 55155

STATE OF MN-DOT
or Current Resident
1500 COUNTY ROAD B2 W
ROSEVILLE MN 55113

DRISCOLL MICHAEL L & BRENDA NELSON
or Current Resident
501 MANNING AVE S
AFTON MN 55001

FOC LLC
or Current Resident
1807 MARKET BLVD # 335
HASTINGS MN 55033

ALBRECHT LAURETTA O TRS
or Current Resident
1911 NOBLE RD
ARDEN HILLS MN 55112-7832

RDM II CO LLC
or Current Resident
12225 HUDSON RD S
AFTON MN 55001

HUDSON ROAD LLC
or Current Resident
7571 9TH ST N
OAKDALE MN 55128

ISLAMIC SOCIETY WOODBURY/EAST METRO
or Current Resident
680 COMMERCE DR # 130
WOODBURY MN 55125

BERT MARY L TRS
or Current Resident
5829 WOODLANE BAY
WOODBURY MN 55129

BEHEL BRADLEY J & ANGELA G
or Current Resident
12350 8TH ST CT
AFTON MN 55001

BROCKMAN THOMAS J ETAL
or Current Resident
12175 HUDSON BLVD
AFTON MN 55001

CRAIG ANDREW A & MELISSA J
or Current Resident
510 MANNING AVE S
WOODBURY MN 55129

CITY OF WOODBURY
or Current Resident
8301 VALLEY CREEK RD
WOODBURY MN 55125

BENNETT CHARLES J
or Current Resident
12340 8TH STREET CT S
AFTON MN 55001

HOELDERLE CLARE A & PAUL T JR
or Current Resident
589 MANNING AVE S
AFTON MN 55001

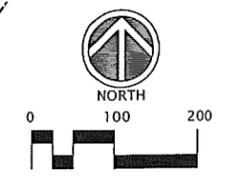
LAMB DOUGLAS K
or Current Resident
15 POINT RD
BAYPORT MN 55003

XCEL ENERGY
or Current Resident
414 NICOLLET MALL
MINNEAPOLIS MN 55401

DPS-WOODDALE LLC
or Current Resident
6007 CULLIGAN WAY
MINNETONKA MN 55345

CONTACT:
 FOC, LLC
 C/O GARY MAAS
 1807 MARKET BLVD.
 PBM 335
 HASTINGS, MN 55033

COUNTY/CITY:
 WASHINGTON COUNTY
 CITY OF AFTON



CALL BEFORE YOU DIG!
 Gopher State One Call
 TWIN CITY AREA: 651-454-5002
 TOLL FREE: 1-800-252-1166

REVISIONS:

DATE	REVISION
4-27-15	PRELIMINARY ISSUE

CERTIFICATION:
 I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.
Daniel L. Thurmes
 Daniel L. Thurmes Registration Number: 25718
 Date: 4-27-15

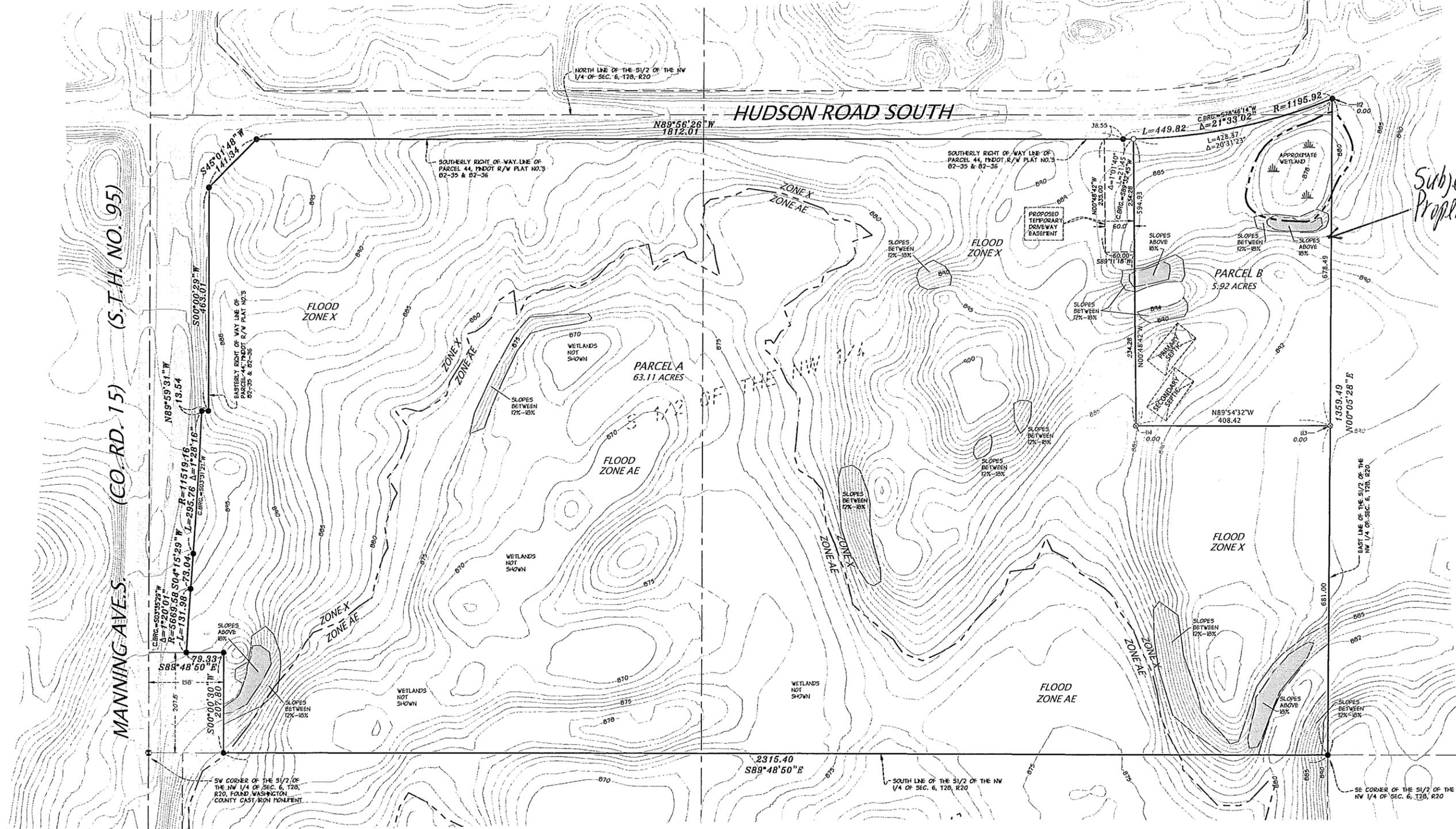
PROJECT LOCATION:
 XXXXX
 HUDSON ROAD S.
 PID#0602820240002

Suite #1
 6750 Stillwater Blvd. N.
 Stillwater, MN 55082
 Phone 651.275.8969
 Fax 651.275.8976
 dan@cssurvey.net

CORNERSTONE
 LAND SURVEYING, INC.

FILE NAME: SURVC540B.DWG
 PROJECT NO.: G514040B

MINOR SUBDIVISION



EXISTING OVERALL LEGAL DESCRIPTION:
 All that part of the East 700.00 feet of the Northeast Quarter of the Northwest Quarter of Section 6, Township 28, Range 20, lying southerly of a line which is 50.00 feet southerly and parallel with the following described line:
 Beginning at the southwest corner of said Northeast Quarter of the Northwest Quarter; thence North 89 degrees 14 minutes 36 seconds East along the south line of said Northeast Quarter of the Northwest Quarter a distance of 884.44 feet; thence easterly along a tangential curve to the left having a radius of 1145.916 feet and a central angle of 22 degrees 33 minutes 39 seconds a distance of 451.21 feet to the east line of said Northeast Quarter of the Northwest Quarter and said line there terminating.
 and
 The South Half of the Northwest Quarter of Section 6, Township 28, Range 20, EXCEPT the following two described parcels:
EXCEPTION PARCEL ONE:
 The south 207.8 feet of the West 158.00 feet of the Southwest Quarter of the Northwest Quarter of Section 6, Township 28, Range 20:
EXCEPTION PARCEL TWO:
 That part of the South Half of the Northwest Quarter of Section 6, Township 28, Range 20, shown as Parcel 44 in the plats designated as MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NUMBERED 82-55 AND 82-36 on file and of record in the Office of the County Recorder in and for Washington County, Minnesota.

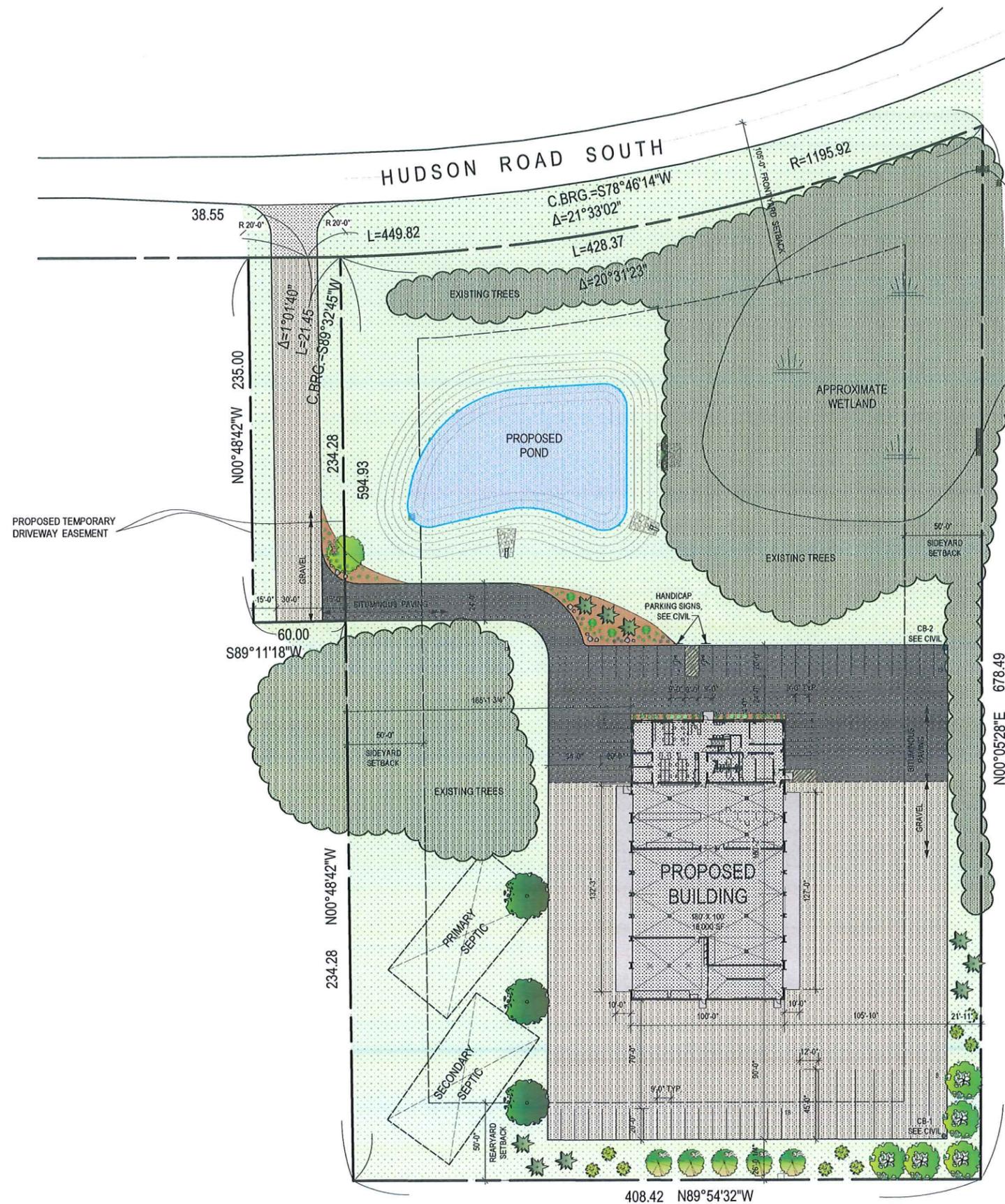
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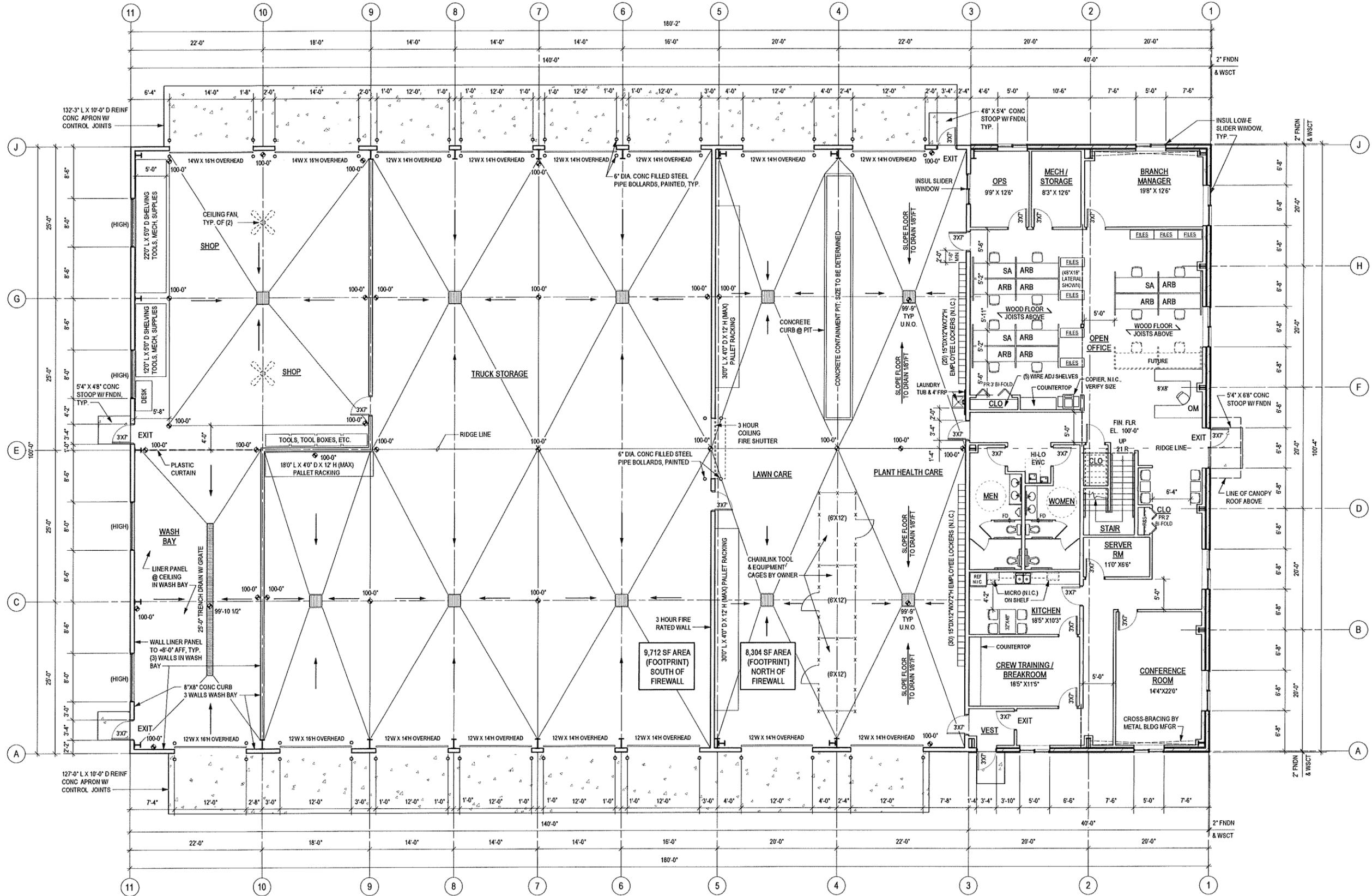
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Minneapolis, MN 55414
PHONE: (652) 884-6455

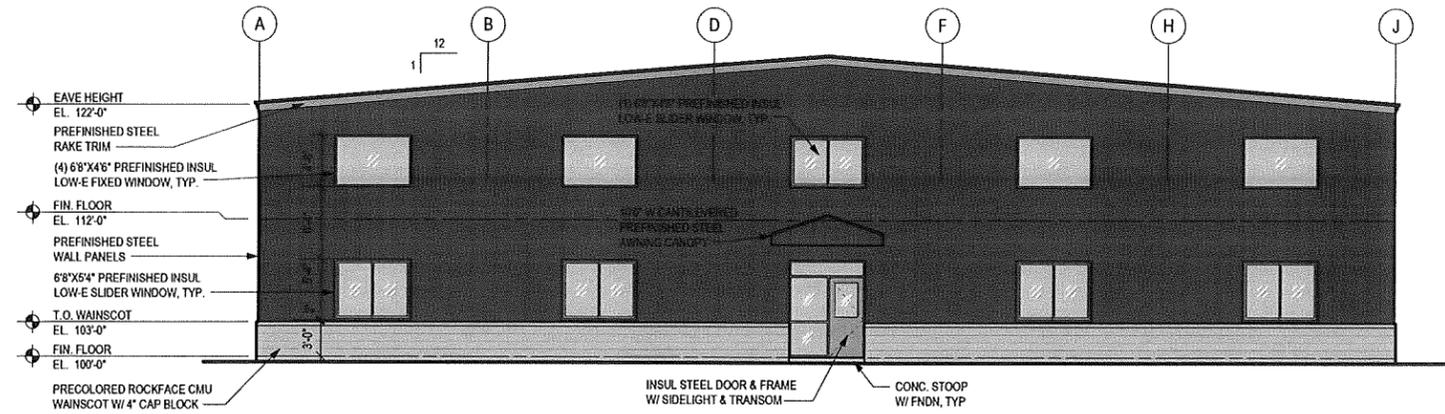
North Dakota Office
1201 3rd Street, Suite 215
Bismarck, ND 58501
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Corporate Headquarters
5000 W. 13th Street, Suite 300
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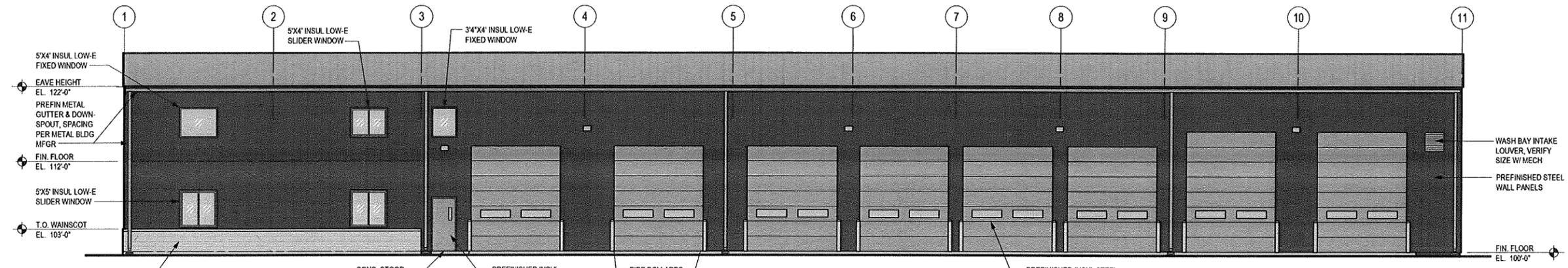
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A New Facility for:
SavATree
Afton, Minnesota

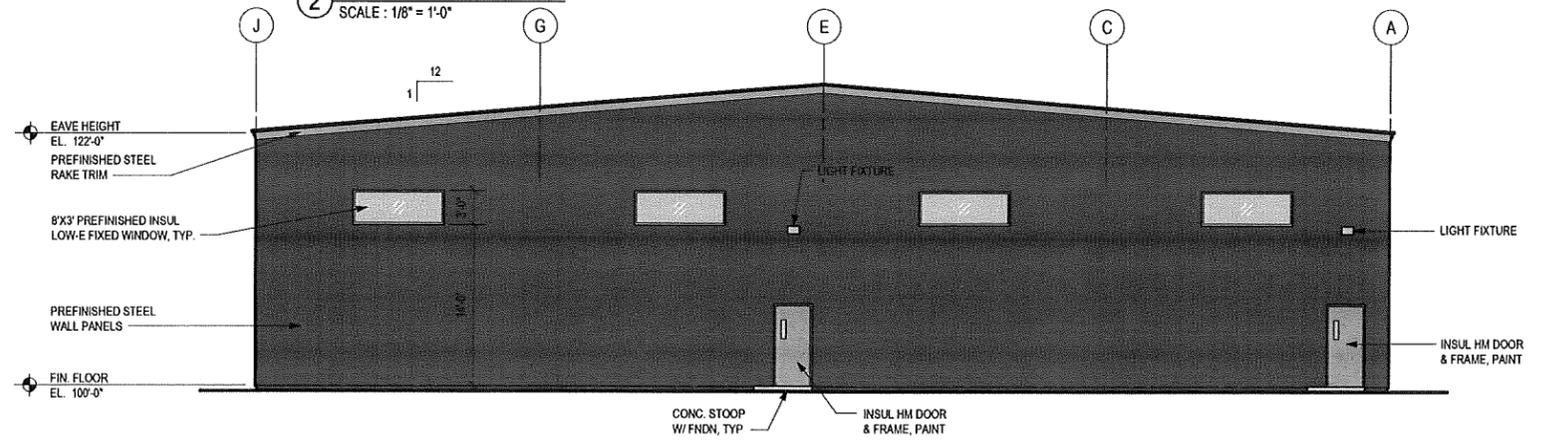
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Date	9-9-15
Job Number	1547
Sheet	P1



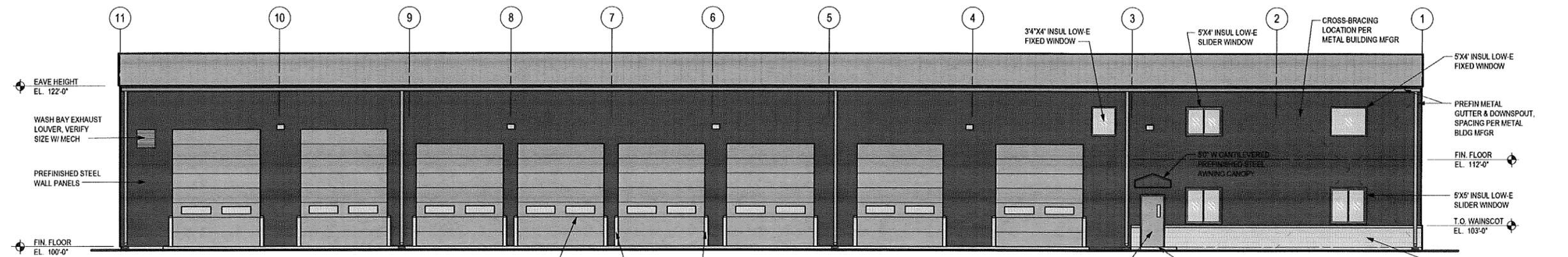
1 NORTH (FRONT) ELEVATION
SCALE: 1/8" = 1'-0"



2 WEST ELEVATION
SCALE: 1/8" = 1'-0"



3 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



4 EAST ELEVATION
SCALE: 1/8" = 1'-0"

Linner-Morschen Architects
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Revisions

Drawn	C.A.W.
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Date	9-9-15
Job Number	1547
Sheet	

P3

8a

City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

Planning Commission Memo

Meeting: January 4, 2016

To: Chair Ronningen and members of the Planning Commission
From: Ron Moore, City Administrator
Date: December 18, 2015
Re: Washington County Updated Subsurface Sewage Treatment Systems (SSTS) Ordinance

Washington County adopted an updated SSTS ordinance in April of 2015. A memo from Jeff Travis of Washington County Public Health outlining the significant changes to the ordinance, and the updated ordinance language regarding the land spreading of septage, are attached. Because the full updated SSTS ordinance is 98 pages, the full ordinance is available on the website under "Planning Commission", then "Reference Materials", rather than being provided as a hardcopy.

When the County adopts an updated SSTS ordinance, the City has one year to adopt the new ordinance, adopt its own ordinance, or default to the County's ordinance. The City commonly adopts the County's ordinance. As part of its discussion of the land application of septage at its December 7, 2015 meeting, the Planning Commission directed staff to bring the full County SSTS ordinance to the January 4, 2016 Planning Commission meeting for the Commission's review, with the next step being a public hearing regarding the ordinance in February or March.

Land Application of Septage

In its presentation regarding the land application of septage, Washington County Public Health staff indicated there are three acceptable methods of land application of septage to provide treatment of pathogens such as bacteria and viruses. These are:

1. Surface application with incorporation into the soil within six hours of application
2. Mixing of lime with the septage prior to land application
3. Injection of the septage into the soil

The regulations also provide that, prior to the issuance of a permit for land application of septage, documentation of City approval is required. The Planning Commission may want to discuss whether City approval of land application of septage should limit the options for land application, particularly surface application without lime.

Planning Commission Direction Requested:

Motion regarding scheduling a public hearing concerning Washington County's updated SSTS ordinance.

MEMORANDUM

Date: July 16, 2015
To: Ron Morse, Afton City Administrator
From: Jeff Travis, Senior Program Manager
Re: Changes in Washington County SSTS Ordinance #196

In March 2011 and January 2014, the Minnesota Pollution Control Agency (MPCA) published revisions to Minnesota Rules, Chapter 7080 through 7083, governing Subsurface Sewage Treatment Systems (SSTS). Washington County is required to revise and implement an SSTS Ordinance in compliance with Chapter 7080, 7081, 7082, and 7083. The Washington County Development Code, Chapter Four, Individual Sewage Treatment System Regulations (Washington County Ordinance #179) was recently updated on April 28, 2015. Municipalities within Washington County with SSTS programs must adopt SSTS ordinances as strict as Washington County Ordinance #196 by April 28, 2016.

Below is a listing of the major changes to the SSTS Ordinance incorporated in the April 28, 2015 revision.

Administrative Changes

1. Compliance criteria.
 - Systems deemed as *Imminent Public Health Threats* have been redefined to match State Rules. As such, cesspools have been reclassified as *Failing to Protect Groundwater*.
 - Replacement timeframes for noncompliant systems have been changed to allow homeowners and installers a more reasonable amount of time to carry out the replacement.
 1. Systems that are *Imminent Public Health Threats*, for example seepage onto the ground or back up into a dwelling, must be mitigated or taken out of service as soon as possible but no longer than 10 days. The required timeline for replacing such systems once the imminent threat has been resolved has been changed from 30 days to 90 days.
 2. Systems that are *Failing to Protect Groundwater*, for example a cesspool or a system that is too close to groundwater level but which are not imminent health threats, are a lower risk. The required timeframe for replacing this type of system has been changed

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Phone: 651-430-6655 • Fax: 651-430-6730 • TTY: 651-430-6246

Service Centers also located in Cottage Grove and Forest Lake

www.co.washington.mn.us

from 90 days to 6 months, with the possibility of a one-time six month extension on a case-by-case basis due to extenuating circumstances. Homeowners must demonstrate that reasonable efforts were expended to resolve non-compliance to be eligible for an extension.

- Requires a Management Plan to accompany a Compliance Inspection Report.
2. Dispute resolution for systems found to be non-compliant
 - If documentation exists that a system was compliant at time of installation, the system will be allowed to remain in place as long as it does not pose an imminent threat to public health and the environment, or is a cesspool, leaching pit or drywell.
 3. Maintenance (Pumper) Reporting Criteria
 - Reporting time is reduced from 12 months to 90 days.
 - Also requires maintainers to pay for compliance reports prior to tank maintenance thereby streamlining the reporting process.
 - Will reduce confusion for homeowners and improve data management.
 4. Operating Permits
 - Repeal the requirement to obtain an operating permit for Type III Systems (non-standard systems on sites with poor soil conditions), holding tanks and hazardous waste generators on SSTs.

New Requirements

Changes that are stricter than state rules and are new to the county SSTs Program in this revision.

5. Land Application of Domestic Septage
 - The ordinance will incorporate oversight of land spreading activities in compliance with federal regulations and state guidelines.
 - Allows Department to assess site suitability and monitor application.
 - Requires department approval prior to land spreading of septage.
 - Implements policy outlined in the Groundwater Plan and protects water resources.
 - Requires that prospective septage land applicators receive approval from the local municipality. The Department will not issue permits for land application of domestic septage without documentation of city/township approval.

SECTION 23 LAND APPLICATION OF SEPTAGE

23.1 Allowed Septage Application

This section applies to land application domestic septage only.

23.2 Permits and Licenses Required

- (1) A Permit from this Department is required for each parcel of land to which septage is applied.
- (2) Land spreading must be conducted by a licensed maintainer business.

23.3 Permit Application

- (1) An application for a Permit to land apply septage on a specific parcel of land shall made to the Department on forms provided by the Department. At a minimum the application must contain the following information: The geocode for the proposed receiving site;
- (2) The name and address of the landowner;
- (3) A signed copy of the agreement with the landowner for land application on the specified parcel of land;
- (4) A map to scale of the parcel showing the exact location within the parcel where land application is being proposed;
- (5) Soils information at each land application site. Soil information shall include soil observation logs and a soil survey map of each site;
- (6) Information regarding the nutrient suitability for land application of the proposed site, including current soil nutrient levels and proposed nutrient loading rates;
- (7) Information regarding the drainage, slope, absorption rates, and separation distance from saturated soil conditions, bedrock, or other restrictive layer of the proposed site.
- (8) The proposed application rates, volumes of septage to be applied, method of application, incorporation, date(s) of application and limiting conditions to application;
- (9) The cover crop and/or proposed cropping information;
- (10) A description of the pathogen and vector control methods to be used;
- (11) A description of how public access to the site will be controlled;
- (12) Documentation from the local unit of government indicating that the proposed activity is allowed.

23.4 Duration of Permit

A Permit shall be valid for a period of no longer than two years from the date of issuance.

23.5 Maximum Volume

The maximum volume of septage that can be applied to each acre of land in each land application site must be determined using the following equation:

$$AAR = N / 0.0026$$

Where:

AAR = Annual Application Rate in gallons per acre per 365 days

N = amount of Nitrogen in pounds per acre per 365 days needed by the crop or vegetation to be grown on the land

The maximum allowable volume of domestic septage shall also take into account any nitrogen fertilizer applied in association with the septage.

23.6 Requirements for Land Application Sites

To be approved as a site for land application of domestic septage, the following minimum requirements must be met:

- (1) The site shall:
 - (A) Be a non-public site;
 - (B) Not be in a shoreland area;
 - (C) Be located in an Agricultural Zoning District. No land application is allowed in residential, institutional or commercial/industrial zones;
 - (D) Contain soils that are not rapidly permeable at the application depth;
 - (E) Not be located in a floodway or floodplain;
 - (F) Not contain slopes greater than 12 percent; and
 - (G) Not be classified as Very High Sensitivity or High Sensitivity of groundwater pollution according to the "Prairie du-Chien-Jordan Aquifer" map (Plate 6) of the Geologic Atlas of Washington County (1990), developed by the Minnesota Geologic Survey of the University of Minnesota. The Geologic Atlas of Washington County (1990) is incorporated by reference, and is not subject to frequent change.
- (2) Unless limed, septage shall either be injected or incorporated within six hours of surface application to a minimum depth of six inches. No significant amount of septage shall be present at the land surface after septage is injected or incorporated.
- (3) Be protected from unauthorized access.
- (4) Septage shall not be applied such that ponding or runoff occurs.
- (5) Septage must not be applied unless the soil has dried adequately from previous applications or rainfall so that ponding does not occur.
- (6) Septage shall not be applied by spray irrigation or other methods that will cause aerosols to drift from the application site.

23.7 Soil Suitability

For the land application site to be suitable, the soil on the site must meet the following requirements:

- (1) Have medium or fine surface textures with a soil hydraulic loading rate less than or equal to 0.78 gpd/ft² (percolation rate slower than 5 minutes per inch). Land application must not be performed on sand or peat surface textures;
- (2) Have a three foot vertical separation from the application depth to saturated soil conditions or bedrock;
- (3) Have six inches of available water holding capacity between the application depth and saturated soil conditions or bedrock;
- (4) Have at least one horizon in the upper five feet that has a soil hydraulic loading rate less than 0.6 or fine sand (percolation rate slower than 10 minutes per inch).

Table X

Daily surface application rates of domestic septage on non-frozen, non-snow covered sites	
Soil Texture	Maximum Daily Application Rates – Gallons/Acre/Day
Coarse Sand, Sand, Loamy Coarse Sand	0
Fine Sand, Very Fine Sand, Loamy Sand, Loamy Fine Sand, Loamy Very Fine Sand	10,000
Sandy Loam, Coarse Sandy Loam, Fine Sandy Loam, Very Fine Sandy Loam, Loam, Silt Loam, Silt	10,000
Sandy Clay Loam, Clay Loam, Silty Clay Loam, Sandy Clay,	10,000
Silty Clay, Clay	0

23.8 Required Application Methods

- (1) Land application methods must comply with Code of Federal Regulations (CFR) 40, Part 503 for pathogen reduction, vector attraction, and for maximum volume of septage that may be applied to any site during a 365 day period.
- (2) When soils are snow covered or frozen, the application rate is limited to 10,000 gallons per acre or less, and application is only allowed on slopes of 2 percent or less. Each area of the site may only be covered once.
- (3) Septage must not be applied on areas with ponding water.
- (4) Land application sites shall not be used for crops for direct human consumption unless the waiting periods on Table XI below are followed:

Table XI

Restricted Activity	Waiting Period
Food crops whose harvested part may touch the soil/septage (melons, squash, tomatoes, etc.)	14 months
Food crops with harvested parts below the surface (potatoes, carrots, etc.)	38 months
Feed, food, or fiber crops that do not touch the soil surface (field corn, sweet corn, hay, flax, etc.)	30 days
Turf harvest	1 year
Grazing of animals	30 days
Public access to land	
High potential for exposure	1 year
Low potential for exposure	30 days

23.9 Slope Restrictions

Slope	Surface Application	Incorporated within 48 hours	Frozen Soil	Injected
<2%	Allowed	Allowed	Allowed	Allowed
2-6%	Allowed	Allowed	Not Allowed	Allowed
6-12%	Not Allowed	Allowed	Not Allowed	Allowed
>12%	Not Allowed	Not Allowed	Not Allowed	Conditionally Allowed*

*The Department may approve land application of domestic septage through injection on sites previously used for crop production with slopes exceeding twelve percent (12%) on a case-by case basis. The Department may impose any conditions necessary to protect public health, public safety and the environment.

6 hours?

23.10 Setback Requirements

Table XII

Setbacks to Physical Features				
		Setback Distances in Feet		
		Surface Application	Incorporated within 48 hours	Injected
Private drinking water well		200		
Public drinking water well*		1000		
Irrigation well		50	25	25
Occupied building (residences)		200	200	100
Residential developments		600	600	300
Commercial subdivision		600	600	300
Recreation area		600	600	300
Public contact sites		600	600	300
Property line		50	50	50
Road right-of-way		50	50	50
Down gradient lakes, rivers, streams, wetlands, intermittent streams, or tile inlets connected to these surface water features**, and sinkholes.	Slope 0 % to 6 %	200	50	50
	Slope 6 % to 12 %	Not Allowed	100	100
	Winter (0 % to 2 %)	600	Not Applicable	Not Applicable
Grassed Water Ways***	Slope 0 % to 6 %	100	33	33
	Slope 6 % to 12 %	Not Allowed	33	33
Shoreland Area		Not Allowed	Not Allowed	Not Allowed

*There may be special requirements if the land application site is within a wellhead protection area.

**Intermittent stream means a drainage channel with definable banks that provides for runoff flow to any of the surface waters listed in the above table during snow melt or rainfall events.

***Grassed waterways are natural or constructed and seeded to grass as protection against erosion. Separation distances are from the centerline of grassed waterways. For a grassed waterway which is wider than the separation distances required, application is allowed to the edge of the grass strip.

23.11 Reporting Requirements

The permittee must submit to the Department an annual report. The reporting year will run from September 1 of each year through August 31 of the following year. Such report shall be submitted to the Department no later than November 1 of each year. The following information is required to be included in the report:

- (1) Daily land application activities, including, but not limited to:
 - (A) Each site where septage was applied, the date of application, permit number for the site, and Geocode of the site;
 - (B) The exact location on the site septage was applied, and the number of acres which received septage;
 - (C) The total volume of septage applied to each land application site;
 - (D) The method of application used for each land application site;
 - (E) Vector attraction reduction and pathogen reduction method used. If lime stabilization is used, records must indicate the pH of each load;
 - (F) A description of any additional management practices and site restrictions that were used.
- (2) Any other analysis of information as required by the Department in the Permit.

96

PROCEEDINGS OF THE AFTON CITY COUNCIL
CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

DRAFT City Council Regular Meeting Minutes
December 15, 2015
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

1. THE MEETING WAS CALLED TO ORDER at 7:00 P.M. by Mayor Pro Tem Joe Richter.

2. THE PLEDGE OF ALLEGIANCE – was recited.

3. ROLL CALL: Council Members Nelson, Ross, Palmquist, Richter and Mayor Bend. Quorum Present.

ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Diane Hankee, City Administrator Ron Moorse and Deputy Clerk Kim Swanson Linner. City Accountant Tom Niedzwiecki and Financial Accountant Doug Green joined the meeting in progress. Peter Miller and Eric Blasing were in attendance from Wenck.

4. APPROVAL OF AGENDA –

A. Agenda for the Regular City Council Meeting of December 15, 2015 –

Motion/Second: Palmquist/Richter. To approve the agenda of the December 15, 2015 Regular City Council Meeting as presented. Motion carried 5-0-0.

5. APPROVAL OF MINUTES -

A. Minutes of the November 12, 2015 City Council Work Session –

Motion/Second: Richter/Palmquist. To approve the minutes of the November 12, 2015 City Council Work Session as presented. Motion carried 5-0-0.

B. Minutes of the November 17, 2015 Regular City Council Meeting –

Motion/Second: Palmquist/Richter. To approve the minutes of the November 17, 2015 Regular City Council Meeting as presented. Motion carried 4-0-1 (Abstain: Bend).

C. Minutes of the December 8, 2015 Special City Council Meeting –

Motion/Second: Palmquist/Ross. To approve the minutes of the December 8, 2015 Special City Council Meeting as presented. Motion carried 5-0-0.

D. Minutes of the December 8, 2015 City Council Work Session –

Motion/Second: Palmquist/Richter. To approve the minutes of the December 8, 2015 City Council Work Session as presented. Motion carried 5-0-0.

6. PUBLIC INPUT –

Steve Steury, 2529 Trading Post Trail S, spoke of the devaluing of property values due to the lack of access to utilities and internet service, yet the County assessments on property are not considering the detriments to the value of the property. He called for the County to consider dropping a percentage of assessment for home value due to this lack of utilities.

Grant Gugisberg, 14141 44th Street S, indicated that medical technology is advancing rapidly and using medical treatments that need to go through the internet. He spoke of a pill that dogs can be given to inspect the GI tract, with results traveling over the internet to the Vet.

53 Liz Johnson, 3415 Trading Post Trail S, felt that residents are willing to pay more through the city levy for
54 internet access for the future of Afton, especially for the school children who are asked do their homework using
55 the internet.

56 Jerry Beutel, 3485 Trading Post Trail S, gave kudos to the High Speed Internet Committee for moving
57 ahead with the city getting appropriate internet access. He felt \$125,000 for the city (or \$125 per year per
58 household) is work getting internet service now, rather than waiting a year or two and possibly pay more.

59 Mark Berger, 2447 Trading Post Trail S, stated he has been waiting a long time for internet access. He is
60 now selling his home and reported that showings or offers on the house dropped after learning that internet
61 access was problematic.

62 August LaRenzie, 2696 Stagecoach Trail S, spoke about the piles of gravel and snow being placed on
63 Putnam to block the road. He indicated he and others use Putnam as a walking, biking and skiing trail and would
64 like the city to have the person stop blocking the road. He also thought Comcast should build out all of Afton to
65 offer cable.

66 Sally Doherty, 13575 40th St S, owner of Little Foot Farm, wanted the city to consider, not just the internet
67 access contribution for 2016, but to provide a permanent line item for such upgrades in the future as a long-term,
68 ongoing strategy.

70 **7. REPORTS/PRESENTATIONS -**

71 **A. Sheriff's Monthly Report** – [No deputy in attendance; monthly reports on file].

72 **B. Jim Bougie, Finance Committee Report** – Bougie indicated their was no cash flow report due to the
73 retirement of Pat Joyce. He hoped that the new staff will be able to continue the cash flow chart to show the
74 "cash in the bank." [Council was in agreement that the report by Bougie is beneficial to the city.]

75 **C. Tom Niedzwiecki Budget Report** – [This item will "float" until Mr. Niedzwiecki arrives from another
76 meeting.]

77 **D. Lower St. Croix Fire District Report** – Nelson reported that Bend was appointed as Treasurer.

78
79 **8. 2016 BUDGET AND TAX LEVY HEARING** – Mayor Bend opened the Budget and Tax Levy Hearing at
80 7:26 p.m.

81 Administrator Moose summarized that the Budget and Tax Hearing is an opportunity to provide an overview
82 and to obtain public input regarding the budget and tax levy prior to its adoption. He indicated the proposed 2016
83 budget reflects the effort to expand and upgrade high speed internet access throughout the City, to provide additional
84 funding for roadway maintenance and to fund the planned debt service payments related to the downtown
85 improvement projects. Moose indicated the proposed 2016 budget results in a total tax levy, including the General
86 Fund levy and the debt service and transfer levies, of \$1,908,692; a \$204,509, or 12% increase over the total
87 2015 levy. The three main items causing this increase are a \$125,000 levy for an internet access expansion
88 project, a \$34,000 or 13.4% increase in expenditures for street maintenance, and a \$48,535 or 13.2%, increase in
89 debt service (related to the downtown improvement projects). The City's tax rate would increase from 27.716%
90 in 2015 to 30.166% in 2016. The tax impact on a home valued at \$200,000 would be \$565.03, an increase of
91 \$63.93 or 12.76% over 2015; a home valued at \$500,000 would have a City share of property taxes of
92 \$1,564.94, an increase of \$179.13 or 12.93% over 2015; for a commercial property valued at \$500,000, the
93 city's share of property taxes would be \$2,880.98, an increase of \$317.23 or 12.37%. Moose detailed the
94 changes to the final proposed 2016 budget and tax levy:

- 95 • The levy and transfer for the road paving debt service has been reduced by \$50,000, or 16.1% to reflect the
96 reduced debt service obtained by the refunding of the 2005 road paving bonds.
- 97 • A levy and transfer for the interest payments on the temporary bonds for the downtown improvement
98 projects has been added in the amount of \$28,000.
- 99 • A levy and transfer for the debt service on a planned low interest loan from the Public Facilities Authority
100 (PFA) for the wastewater collection and treatment system project has been added in the amount of \$70,000.
- 101 • A levy of \$125,000 has been added to pay the cost of the City-wide expansion and upgrade of high speed
102 internet access.

103 Moose noted that the City is required to submit the final tax levy to the County by December 30, 2015.

104
105 **Motion/Second: Palmquist/Richter. To close the 2016 Budget and Tax Levy Hearing at 7:30 p.m. Motion**
106 **carried 5-0-0.**

107
108 Council Discussion

109 Council reduced the High Speed Internet line item 4818 of \$125,000 by \$50,000 and shifted \$75,000 to the
110 Special Reserve Fund 6928 in order to eliminate the High Speed Internet line item. The Flood Control line item
111 5910 was reduced from \$4,000 to \$1,600 and \$2,400 was added to Cemetery Maintenance line item 6205.

112
113 **Motion/Second: Palmquist/ Richter. To adopt Resolution 2015-77 approving the final 2016 Budget in**
114 **the amount of \$2,032,901. ROLL CALL: All Ayes. Motion carried 5-0-0.**

115
116 **Motion/Second: Palmquist/Nelson. To adopt Resolution 2015-78 approving the final 2016 Tax Levies**
117 **in the amount of \$ 1,858,692. ROLL CALL: All Ayes. Motion carried 5-0-0.**

118
119 **9. CONSENT AGENDA –**

120 **A. Just and Correct Claims**

121 **B. 4M Fund Transfer - NOVEMBER - Resolution 2015-79**

122 **Motion/Second: Richter/Palmquist. To approve the Consent Agenda as presented, including Resolution**
123 **2015-79. ROLL CALL: All Ayes. Motion carried 5-0-0.**

124
125 **10. CITY COUNCIL BUSINESS -**

126 **A. Planning Commission Report –** Council Member Liaison Stan Ross reported for the Planning
127 Commission. He stated that the Washington County staff presentation on the topic about the land spreading of
128 septage was the predominant subject of the meeting.

129 Mayor Bend, who was also in attendance, briefed on some of the pertinent details presented. He indicated
130 that the Planning Commission appears to have a recommendation for Council.

131 Ross indicated the Commission has deferred their final recommendation until after a full review and
132 discussion of the entire revised Washington County Septic Ordinance which was adopted in April 2015.

133 It was noted that cities have a year to adopt and incorporate by reference the revised ordinance or to amend
134 and adopt. Afton needs to accomplish this by April 2016.

135 Moorse also reported that the Planning Commission requested that a “Solar Power Hour” presentation be
136 scheduled for the education and benefit to residents. This one-hour FREE presentation is open to all and will
137 begin at 7:00 p.m. January 4, 2016.

138
139 **B. Engineering Report -**

140 1. Staff Report/Council Update - Downtown Improvement Projects– Engineer Hankee reported that
141 the MPCA Sanitary Permit has been received and engineers are working to get the project certified (plans and
142 specifications approved). Two projects will be bid: 1) Treatment site – Bid opening February 2, 2016; and, 2)
143 Roadways, Levee, Collection System, Lift Stations and Forcemain – Bid Opening March 8, 2016. Project
144 specifications and plans are going from a 90% to a final plan (this includes 33rd Street) and final adjustments to
145 the sanitary sewer depth. Engineers will be working with affected residents regarding the following: 1) Well
146 variance concurrence for the sanitary sewer services. Recommended with our Minnesota Department of Health
147 permit; and, 2) BWSR grant application and low income verification process. People are encouraged to respond
148 as there is a potential financial benefit.

149 2. WSB 2016 Rate Schedule – Hankee reported that the 2016 WSB rate increase is 2.4%.

150 **Motion/Second: Palmquist/Bend. To approve the WSB 2016 Rate Schedule as provided for in the**
151 **annual contract language. Motion carried 5-0-0.**

155 3. Downtown Improvement Projects Cooperative Agreement with Washington County – Resolution
156 **2015-80** – Administrator Moose reported that Council, at its December 8, 2015 work session, reviewed a draft
157 cooperative agreement with Washington County setting out the responsibilities of the City and the County on the
158 downtown improvement projects, the City and County cost participation and estimated costs, and the process
159 and timing of payments from the County to the City during construction. The updated cooperative agreement
160 and the related cost-shares map and spreadsheet were provided to Council just prior to tonight’s meeting.
161 Moose noted that the City Attorney has reviewed and approved the Cooperative Agreement draft.

162
163 **Motion/Second: Bend/Ross. To approve Resolution 2015-80 for a Cooperative Agreement with Washington**
164 **County regarding the Afton Downtown Improvement Projects. ROLL CALL: All Ayes. Motion carried: 5-0-0.**
165

166 4. Contract with Xcel Energy for Upgraded Electrical Service – Engineer Hankee explained that the
167 stormwater and sanitary sewer lift stations require that three phase power be extended into the Downtown
168 Village. The City’s electrical engineer has coordinated with Xcel Energy to provide the enclosed agreement to
169 extend this service. WSB engineers have been working with Xcel to coordinate with the engineers at
170 Washington County as well for this work. Hankee confirmed to Council that the cost of this work has been
171 included in the overall funding for the project.

172
173 **Motion/Second: Richter/Nelson. To approve the contract with Xcel Energy to extend three phase power**
174 **service into the Downtown area, in the amount of \$9,904.28. Motion carried 5-0-0.**
175

176 5. Wenck Proposal for Bidding and Construction Supervision – Administrator Moose explained that
177 Wenck Associates has been providing engineering services to the City related to the design of the wastewater treatment
178 system, as well as the completion of a hydrogeological study and an Environmental Assessment Worksheet. He
179 reported that the next phase of engineering services involves finalizing plans and specs, bidding, construction, and post
180 construction engineering services. Peter Miller and Eric Blasing of Wenck Associates were in attendance to answer
181 any questions about the proposed scope of services and cost for these services. The contract for construction oversight
182 services was presented as \$220,000.

183 Peter Miller clarified that this proposal is for construction oversight; there will be another proposal for post
184 construction services which will take the city into 2017 and will include approximately six site visits and
185 operational support for the system.

186 It was noted that the construction documents include repairs to the existing fence surrounding the 25-acre
187 property; there is also a second fence around just the wastewater treatment portion of the site. Miller informed
188 that the MPCA requires the property to be fenced and posted. Council decided that the exterior perimeter fence
189 should have signs stating, “City of Afton Property NO TRESPASSING” which will be placed every 400 feet.
190 The interior fencing shall be signed, “Wastewater Treatment Site DO NOT ENTER.”

191
192 **Motion/Second: Palmquist/Nelson. To approve the proposal from Wenck Associates for engineering**
193 **services involving finalizing plans and specs, bidding, construction, and post construction engineering**
194 **services, and approving the contract reflecting the proposal with a cost not to exceed \$220,000. Motion**
195 **carried 5-0-0.**
196

197 6. Advertisement for Bids for the Construction of the Wastewater Treatment System – Resolution
198 **2015-81** – Engineer Hankee reported that with the issuance of the permit for the wastewater treatment system by the
199 Minnesota Pollution Control Agency (MPCA), the process of advertising for bids for the construction of the
200 wastewater treatment system can move forward. She reminded that Council previously approved plans and
201 specifications for the treatment system. The most significant change since that time is the reconfiguration of the
202 drainfield. Wenck is currently finalizing the plans and specifications based on comments from the MPCA.

203 Mayor Bend noted that he and Council Member Ross were relatively new comers on the Council with the
204 project in the process. He thanked those members of the Council who were instrumental in getting the city to
205 this point. Bend also thanked Engineer Hankee for all her work and support throughout the process.
206

207 **Motion/Second: Bend/Ross. To adopt Resolution 2015-81 approving Plans and Specifications and**
208 **Authorizing Advertisement for Bids for the Wastewater Treatment System. ROLL CALL: All Ayes.**
209 **Motion carried 5-0-0.**

210

211 **C. Administration** – [Council chose to move up Items 4 and 5, to accommodate Doug Green of Springsted.
212 Items were moved down accordingly.]

213

214 1. Springsted Municipal Advisor Contract - Including Continuing Disclosure Services and Arbitrage
215 Monitoring Services - Resolution 2015-82 – Administrator Moose explained that Springsted, Inc. has been
216 providing municipal advisor services to the city, including financial planning and bond issuance. As municipal
217 financial advisors are now a regulated industry, their work for cities is required to be conducted under a contract.
218 Springsted has provided a proposed contract for three services: 1) Municipal Advisor services (planning and bond
219 issuance); 2) continuing disclosure (CD); and 3) arbitrage compliance. Moose explained the purpose of the contract is
220 to: 1) disclose that Springsted is registered with the SEC as a Municipal Advisor which by definition means they have
221 a fiduciary duty to the City; 2) outline the specific services to be performed; and 3) outline the fees for each of those
222 services. The fees for the Arbitrage Monitoring Service was listed as \$1,500 the first year and \$400 for each additional
223 year up to a five year period. The fee is paid at the end of the five year period. The fee for the Continuing Disclosure
224 Services was the “Limited disclosure” annual fee of \$600 plus \$200 for the City’s one debt obligation. The fee covers
225 an annual required filing and a semi-annual “material events” filing.

226

227 **Motion/Second: Richter/Palmquist. To approve Resolution 2015-82 approving the Municipal Advisors**
228 **Contract with Springsted, Inc. ROLL CALL: All Ayes. Motion carried 5-0-0.**

229

230 2. Springsted Invoice for Financial Consulting Services – Doug Green, from Springsted explained that
231 the invoice is for various dates of providing municipal advisor services to the city for the last half of 2015 and
232 was asking for authorization for payment.

233

234 **Motion/Second: Richter/Palmquist. To authorize payment for the Springsted invoice for municipal**
235 **advisor services from July through October 2015 in the amount of \$1,440. Motion carried 5-0-0.**

236

237 3. Office Assistant Appointment – Administrator Moose reported that he, the Personnel Committee,
238 and the Deputy Clerk interviewed 5 candidates for the position of Office Assistant. It was a unanimous decision
239 in choosing the candidate. She has been offered and accepted the position pending the Council’s approval.

240

241 **Motion/Second: Palmquist/Nelson. To approve the appointment of Deb Meade to the position of Office**
242 **Assistant with a work schedule of 20 hours per week at a starting pay rate of \$14.00 and a start date of**
243 **Monday, December 21, 2015. Motion carried 5-0-0.**

244

245 4. Amendment No. 3 to DNR Flood Hazard Mitigation Grant Agreement – Administrator Moose
246 reported that the current DNR Flood Hazard Mitigation Agreement expires at the end of 2015, therefore, the
247 agreement needs to be extended. Pending a 2016 bond appropriation that includes funding for flood hazard mitigation,
248 the agreement will be amended again mid-2016 to reflect the addition of new money for construction.

249

250 **Motion/Second: Palmquist/Ross. To authorize Amendment No. 3 to the DNR Flood Hazard Mitigation Grant**
251 **Agreement, extending the agreement through 2017. Motion carried 5-0-0.**

252

253 5. Lynn Danz Kaye Application to Serve on the Park Committee – Administrator Moose reported
254 that the Council, at its December 8 work session, had an opportunity to meet Lynn Danz Kaye and ask her questions
255 about her interest in applying to serve on the Park Committee.

256

Council Member Ross felt Ms. Kaye was not an appropriate candidate for the Parks Committee.

7 Council members discussed that they could make phone calls to try fill positions on committees, but felt
258 that if a resident has an interest in serving, the city should encourage that commitment. Several council
259 members had approached multiple residents to fill this opening on the Parks Committee.

260
261 **Motion/Second: Richter/Palmquist. To appoint Lynn Danz Kaye to a three year term on the Park Committee.**
262 **Motion carried 4-1-0 (Ross).**

263
264 6. City Hall Office Replacement of Carpeting, Floor Tile and Toilets – Administrator Moorse
265 explained that City staff had investigated office carpet replacement from two vendors in 2013 for wall to wall
266 carpeting, but put the replacement on hold until additional decisions could be made. Staff recently decided that
267 carpet tiles would be preferable to wall-to-wall carpet. Quotes were obtained from the preferred vendor:
268 Carpet tiles (includes vinyl base and extra tiles) \$ 2,870.95
269 Floor tiles (includes floor seal and skim coat to level & vinyl base) \$ 4,582.12

270
271 Staff are recommending replacing the existing toilets with handicapped accessible compliant toilets at this time,
272 as the toilets will need to be pulled in order to install the floor tiles. Quotes were received as follows:

273 Stillwater Plumbing \$1,500 (Includes flanges, if needed, and new shut off valves)
274 Courteau Plumbing \$1,200 (Repairs to flanges, shut off valves @ \$130/hr for t & m)

275
276 **Motion/Second: Palmquist/Richter. To request staff obtain additional quotes for the removal and**
277 **replacement of carpet tiles for the City Hall office and copier room and sealing and leveling the existing**
278 **floor tile areas and installing new tile flooring for the work room, hallway and restrooms, including new**
279 **vinyl base for all areas, and to approve the work in an amount not to exceed \$7,453.07. Motion carried 5-**
280 **0-0.**

281
282 **Motion/Second: Palmquist/Richter. To approve the removal and hauling away of existing toilets and**
283 **replacing and installing new handicapped accessible toilets in compliance with ADA requirements in both**
284 **restrooms in an amount not to exceed \$1,500. Motion carried 5-0-0.**

285
286 7. Schedule Council Work Session – No dates could be identified that worked for all.

287
288 8. 2012 Park Plan – Administrator Moorse indicated Mayor Bend was to review the 2012 Park Plan Draft
289 and related materials in order to move towards the adoption of the Park Plan.

290 Mayor Bend reported he had not gone through all of the comments, but felt the Council should approve the plan as
291 drafted, as it has been three years since the committee finished their work.

292
293 **Motion/Second: Palmquist/Nelson. To adopt the 2012 Park Plan as drafted. Motion carried 5-0-0.**

294 **D. Committee Reports -**

- 295 1. Public Works – none.
296 2. Personnel – Hiring for the Office Assistant position.
297 3. Parks – none.
298 4. HPC/DR – the HPC would like the City to nominate the Old Town Hall on Stagecoach Trail.
299 5. Natural Resources and Groundwater – none.
300 6. High Speed Internet – none.

301
302 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 303 A. Ward 1 Council Member Palmquist – none.
304 B. Ward 2 Council Member Richter – none.
5 C. Ward 3 Council Member Ross – none.
306 D. Ward 4 Council Member Nelson – none.
307 E. Mayor Bend – will get his expense reimbursements in to the office for payment before end of year.

- F. City Attorney Knaak – quiet month; Prosecution Report on file.
- G. City Administrator Moorese – none.

311 **11. ADJOURN –**

312
313 **Motion/Second: Bend/Palmquist. To adjourn the meeting at 10:27 p.m. Motion carried 5-0-0.**

314
315 Respectfully submitted by:

316
317
318 _____
319 Kim Swanson Linner, Deputy Clerk

320
321 **Approved by Council (on January 19, 2016) as (check one): Presented: _____ Amended: _____**

322
323
324 **Signed by Mayor Richard Bend _____ Date _____**