



COUNCIL WORK SESSION AGENDA

AFTON CITY COUNCIL CHAMBERS

3033 St. Croix Trail South

Wednesday, February 18, 2015

At 1:00 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – February 18, 2015 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
 - a. Establish and Prioritize 2015 Goals
 - b. Downtown Improvement Projects
- 5. ADJOURN**

A quorum of the City Council or Other Commissions may be present to receive information at, but not limited to, any of the following meetings: Planning Commission; the Public Works Committee; Parks Committee; Design Review and Heritage Preservation Commission; Lower St. Croix Cable Commission; LSCWMO; MSCWMO; I-94 Corridor Coalition and the 5-City Mayor's Alliance.

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

Meeting Date Feb. 18, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: February 10, 2015
Re: Establishing and Prioritizing Goals for 2015

Attached is a draft listing of goals for 2015. This listing can serve as a starting point for the Council's identification of goals for 2015. It is important that all goal statements are specific about the desired result. The final goals statements need to be specific enough about the expected result that it will be clear when they are achieved, and specific enough about the expected completion date to enable clear prioritization and accountability. A commonly used acronym regarding goals is S.M.A.R.T.

Specific
Measurable
Attainable
Results Oriented
Time Framed

The first step in the goal setting process is to brainstorm a list of goals. Once a list of goals is developed, the goals can be prioritized. Once the goals are prioritized, timelines can be placed on them.

Please bring a list of your priority goals for 2015 to the work session.

City of Afton

Goals for 2015

Downtown Improvement Projects

- Provide all information, coordination and communication necessary to obtain the MPCA permit for the Wastewater Collection and Treatment System by May 31, 2015
- Coordinate the information and efforts of the consultant engineers and the financial consultant to complete the development of a detailed funding plan for the downtown improvement projects prior to finalizing the special assessments for the projects.
- Obtain temporary financing for the interim period prior to a long term bond issue
- Make final decisions about streetscaping and other design elements to ensure the design meets the City's needs and budget
- Finalize construction plans for the portion of the downtown improvement projects to be completed in 2015.
- Advertise for bids for the portion of the downtown improvement projects to be completed in 2015
- Finalize the special assessments for the downtown improvement projects and schedule and hold an assessment hearing
- Be prepared to award the bid for the Wastewater Treatment System upon obtaining the MPCA permit
- Award the bid for the downtown improvement projects
- Finalize a sewer project assessment policy
- Finalize a sewer policy that outlines the standards for the connection of properties to the sewer system and outlines the funding source(s) for the operation of the sewer system
- Manage construction of the downtown improvement projects in 2015 in a way that minimizes impacts to businesses and residents and ensures the project costs remain within the budgeted amount
- Conduct a Request for Proposals and select a firm to operate and maintain the Wastewater Collection and Treatment System

Nonconforming parcels in the Old Village

Determine a consistent policy regarding the buildability of nonconforming parcels in the Old Village to guide the Council's decisions regarding buildability, sewer units and special assessments related to these parcels

Impervious Coverage Regulations

The zoning code allows different levels of flexibility regarding impervious coverage in different zones and regarding different uses. Develop a clear policy regarding impervious coverage flexibility.

Groundwater Management: Ensure Afton has an effective voice in decisions regarding the volume of area groundwater pumping and its impacts on groundwater in Afton.

Promote membership on the Natural Resources and Groundwater Committee to obtain a sufficient number of members to enable the Committee to become active.

Ensure effective involvement with local and regional groundwater organizations, i.e. Washington County Groundwater Consortium, Washington County Municipal Water Coalition, DNR, Met Council to ensure Afton's interests regarding the protection of groundwater are represented and protected.

Land Use Planning

Manning Avenue Corridor: Work through the Planning Commission to develop a plan for managing development along the Manning Avenue Corridor to best protect and preserve the rural character of Afton

Planning commission meet with Woodbury planning Staff regarding Woodbury's land use plans, and particularly as they relate to the Manning Avenue corridor.

Planning Commission hold a meeting with the owners of properties that directly abut Manning Avenue to obtain their input regarding future land use along Manning Avenue.

Natural Resources Inventory: Update the City's Natural Resources Inventory to ensure it is useful for planning activities related to land use and the protection of natural resources.

High Speed Internet Access: Expand high speed internet access to a broader portion or all of the rural area. (Refer to the Scope of Work for the Technology and High Speed internet Access Committee)

Gateway Corridor: Provide effective input regarding the Gateway Corridor design options, including the location of the route, the location of the easternmost park and ride facility and the design of the easternmost transit station.

Zoning Code: Complete a comprehensive review and update of Chapter 12 of the City Code

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

Meeting Date Feb. 18, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: February 11, 2015
Re: Downtown Improvement Projects

The following is an outline of the topics to be addressed at the work session. Attached is a memo from Diane Hankee, City Engineer, related to the downtown improvement projects. Diane will bring large scale maps/plans to the work session.

1. Update on the Work of the Downtown Improvement Projects Design Committee
2. Prepare for February 24 Improvement Hearing and Special Council meeting



Memorandum

To: *Honorable Mayor and City Council, City of Afton*

From: *Diane Hanke, PE, City Engineer*

Date: *February 12, 2015*

Re: *Work Session Report
WSB Project No. 1856-450*

Downtown Village Project

Downtown Improvement Project Design Committee: Staff will review the proposed design for various roadways within the Village that the committee has been working on and the process for making these determinations. We will also discuss Windmill Marina site access, 33rd Street and the Afton House CUP, Pike Street post construction and “Carver” Park. We will also go through the DRC streetscape priorities and group coordination. Additional topics to be discussed, pending time, include signing and ADA updates.

February 24 Public Hearing: Meeting format and presentation.

If you have any questions, please contact me at 651-286-8479 or dhanke@wsbeng.com.

SUPPLEMENTAL PACKET

For

February 18 Work Session

2014 Council Goals

Priority

1

Flood Hazard Mitigation Project

- Complete a Feasibility Study/Report regarding the sewer project to address septic issues in the Old Village
- Complete the design of the levee, including the Kelle's Creek relocation
- Pursue additional funding for the sewer project, as well as for other elements of the flood hazard mitigation project, such as stormwater management/water quality improvements
- Finalize a sewer project assessment policy
- Conduct a public input process regarding assessments, including an assessment hearing
- Confirm the grants and loans the City will receive for the Old Village improvements
- Develop a detailed funding plan for the Old Village improvements, including the timing of specific funding sources and expenditures
- Complete the design of the cluster septic sanitary sewer treatment system
- Complete the design of the sanitary sewer collection system
- Complete and submit final materials for PFA funding, including the design of the sewer collection and treatment system
- Advertise for bids for the cluster septic system
- Award bids for the cluster septic system
- Develop a staging plan for the various improvements planned for the Old Village area to obtain cost efficiencies and minimize disruption/impacts to the local businesses
- Prepare a plan to address deficiencies in the levee as required by the Corps of Engineers
- Prepare a policy that outlines how the sanitary sewer system is to be maintained and managed
- Finalize a sewer policy that outlines the standards for the connection of properties to the sewer system and outlines the funding source(s) for the operation of the sewer system

1

Effectively participate in the design process for the CR-21 reconstruction project to ensure the design meets the City's needs

- Determine priority City needs
- Provide sufficient feedback during the preliminary design process so that the design meets the City's needs and can be approved by the Council

1 Northeast Metro Groundwater Management Plan and the Woodbury East Well Field - Ensure Afton has an effective voice in decisions regarding the volume of pumping and its impacts on groundwater in Afton

- Establish a regular dialogue with the DNR
- Establish a dialogue with the City's legislative delegation

1 Manning Avenue Corridor: Work through the Planning Commission to develop a plan for managing development along the Manning Avenue Corridor to best protect and preserve the rural character of Afton

- Update Build Out Study
- Review regulatory options for subdivisions that preserve large areas of open space

1 Gateway Corridor: Effectively comment regarding the Gateway Corridor design options during the public comment portion of the scoping process

- Comments regarding the impact on traffic levels and patterns at the Manning Avenue/ I-94 interchange and the Manning Avenue/Hudson Road intersection – particularly related to the transit station proposed to be located on Hudson Road west of Manning Avenue

1 Complete a comprehensive review and update of Chapter 12 of the City Code

1 Ensure an accurate and comprehensive review of all relevant code requirements is provided for all zoning applications

3 Fire Services - Ensure Afton has an effective voice in ensuring high quality, cost-effective services

- Begin to have more frequent communication with the Fire Department and the other participating cities regarding the Fire Department's short term and long term plans and finances
- Begin a dialogue among the cities and the Fire Department regarding the Joint Powers Agreement

3 Review opportunities for the use of technology to improve effectiveness, including paperless office/document imaging

2 Complete an update of the Personnel Policies

2 Develop a clear definition of a detached structure, as opposed to a structure considered to be attached to a principal structure

3 Complete the update of ordinance language related to accessory buildings

- 3 Ensure the Monopine site is well-managed by Washington County to be compatible with the surrounding residential neighborhood**
- 3 Complete the process for the adoption of the 2012 Park Plan**
- 3 Facilitate, promote, manage and evaluate the second year of the Community Gardens at Rinta Park**
- 2 Continue to address road improvement needs, while reserving funding for improvements to roads in the Old Village**
- 2 Work with the DR/HPC and the Old Village businesses to develop more consistent and attractive business signage along St. Croix Trail**
- 3 Address Mt. Hope Cemetery Road maintenance issues**
 - Designate the road as a minimum maintenance road**
- 3 Resolve outstanding issues regarding the Cedar Bluff Trail Plan**
- 3 Develop a multi-year maintenance/improvement plan for the City facilities**

2015 Goals – Downtown Improvement Projects

Downtown Improvement Projects

- Provide all information, coordination and communication necessary to obtain the MPCA permit for the Wastewater Collection and Treatment System by May 31, 2015
- Coordinate the information and efforts of the consultant engineers and the financial consultant to complete the development of a detailed funding plan for the downtown improvement projects prior to finalizing the special assessments for the projects.
- Obtain temporary financing for the interim period prior to a long term bond issue
- Complete acquisition of all required easements through negotiation by March 30. If any easements remain unresolved by March 10, bring those to the March 17 Council meeting for authorization of initiating the eminent domain process.
- Make final decisions about streetscaping and other design elements to ensure the design meets the City's needs and budget
- Finalize construction plans for the portion of the downtown improvement projects to be completed in 2015.
- Advertise for bids for the portion of the downtown improvement projects to be completed in 2015
- Complete the acquisition of all required easements
- Finalize the special assessments for the downtown improvement projects and schedule and hold an assessment hearing
- Be prepared to award the bid for the Wastewater Treatment System upon obtaining the MPCA permit
- Award the bid for the downtown improvement projects
- Finalize a sewer project assessment policy
- Finalize a sewer policy that outlines the standards for the connection of properties to the sewer system and outlines the funding source(s) for the operation of the sewer system
- Manage construction of the downtown improvement projects in 2015 in a way that minimizes impacts to businesses and residents and ensures the project costs remain within the budgeted amount
- Conduct a Request for Proposals and select a firm to operate and maintain the Wastewater Collection and Treatment System

	A	B	C	D	E	F
1	W1	W2	W3	W4	MYR	2015 Goals Prioritization
2						
3						Land Use Planning:
4						<u>Zoning Code</u>
5						Determine whether to change policy to allow parcels in the Old Village to be buildable if they are made up of two 50' x 150' lots (15,000 square feet) vs. the required three 50' x 150' lots (22,500 square feet).
6						Develop a clear policy regarding impervious coverage flexibility across zoning districts and uses.
7						Integrate Minimal Impact Design Standards (MIDS) into the City's land use/ surface water management ordinances as appropriate
8						Complete the recodification of Chapter 12 of the City Code
9						
10						<u>Manning Avenue Corridor:</u>
11						Planning Commission meet with Woodbury planning staff regarding Woodbury's land use plans, and particularly as they relate to the Manning Avenue corridor.
12						Planning Commission hold a meeting with the owners of properties that directly about Manning Avenue to obtain their input regarding future land use along Manning Avenue.
13						Planning Commission review and revise land use options for the Manning Avenue Corridor based on public input received
14						Planning Commission develop a preliminary draft report regarding land use options along Manning Avenue
15						
16						<u>Other Long Term Planning</u>
17						Begin the process of identifying a consultant to assist with the upcoming Comprehensive Plan update
18						Identify other areas of the City in addition to the Manning Avenue Corridor for which it would be advantageous to conduct long term planning
19						
20						<u>Natural Resources Inventory:</u>
21						Update the City's Natural Resources Inventory to ensure it is practical and useful for planning activities related to land use and the protection of natural resources.
22						

	A	B	C	D	E	F
1	W1	W2	W3	W4	MYR	2015 Goals Prioritization
23						Groundwater Management:
24						Appoint a minimum of five members to the Natural Resources and Groundwater Committee
25						Ensure effective involvement with local and regional groundwater organizations to ensure Afton's interests regarding the protection of groundwater are represented and protected.
26						1. Washington County Groundwater Consortium
27						2. Washington County Municipal Water Coalition
28						3. DNR
29						4. Met Council
30						
31						High Speed Internet Access:
32						Expand high speed internet access to a broader portion or all of the rural area.
33						
34						Gateway Corridor:
35						Effectively impact decisions regarding the location of the easternmost park and ride facility and the design of the easternmost transit station.
36						
37						Administrative:
38						Prepare a plan and proposal for the use of paperless office/document management technology
39						Complete the process for the adoption of the 2012 Park Plan
40						Designate Mt. Hope Cemetery Road as a minimum maintenance road
41						Develop a multi-year maintenance/improvement plan for the City facilities