

# City of Afton

**CITY COUNCIL AGENDA  
AFTON CITY COUNCIL CHAMBERS  
3033 St. Croix Trail South  
TUESDAY, March 17, 2015  
7:00 P.M.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

- 3. ROLL CALL** \_\_\_\_\_ Mayor Bend  
\_\_\_\_\_ Council Member Nelson  
\_\_\_\_\_ Council Member Ross  
\_\_\_\_\_ Council Member Richter  
\_\_\_\_\_ Council Member Palmquist

**4. APPROVAL OF AGENDA**

- A. Approval of the Agenda for the Regular City Council meeting of March 17, 2015.

**5. APPROVAL OF MINUTES**

- A. Minutes of the February 17, 2015 Regular City Council meeting -  
B. Minutes of the February 18, 2015 City Council Work Session -  
C. Minutes of the February 24, 2015 Special City Council meeting -  
D. Minutes of the March 10, 2015 City Council Work Session -

**6. PUBLIC INPUT**

Citizens may share their comments or concerns on any issue that is a responsibility or function of the Afton City Council, whether or not the issue is on the Agenda. Persons who wish to address the Council must fill out a Comment Card before the meeting begins and give it to the City Administrator or Council Chair. The Council Chair will request you to come to the podium, state your full name and address and present your comments. You are encouraged to limit your presentation to no more than 3 minutes. The Council Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of the City of Afton's responsibilities. The Council Chair may also limit the number of individual presentations to accommodate the scheduled agenda items.

**7. REPORTS/PRESENTATIONS**

- A. Sheriff's Monthly Report  
B. Lower St. Croix Fire District  
C. Jim Bougie, Finance Committee Report  
D. Matt Moore, South Washington Watershed District  
E. Lower St. Croix Community Foundation

**8. CONSENT AGENDA**

All matters listed on the Consent Agenda are considered to be routine by City Council and will be enacted in one motion. If a member wishes to discuss an item, that item will be removed from the Consent Agenda and considered separately. (Roll Call for Consent Agenda approval if Resolutions included):

- A. Just and Correct Claims  
B. 4M Fund Transfer – JANUARY & FEBRUARY 2015 - **Resolution 2015-16**

## 9. CITY COUNCIL BUSINESS

### A. Planning Commission Report – [DRAFT Planning Commission minutes attached]

1. Ordinance Amendment Regarding Accessory Buildings – **Ordinance 01-2015**

### B. Engineering Report -

1. Staff Report/Council Update
2. No Parking on Segments of CR 21– **Resolution 2015-22**
3. Street Width on 35<sup>th</sup> Street – **Resolution 2015-23**
4. Approve Plans and Specifications for 2015 Downtown Improvement Projects – **Resolution 2015-24**
5. Authorize Preliminary Discussions with the Afton House Regarding Issues Related to the Downtown Improvement Projects, Including the Design of 33<sup>rd</sup> Street.

### C. Administration –

1. Lakeview Investment #1 for:
  - a. Final Plat at 14833 50th Street – **Resolution 2015-25**
  - b. Lakeview Investment #1 Development Agreement – **Resolution 2015-26**
  - c. Lakeview Investment #1 Right-of-Way Vacation on Osgood Avenue S. – **Resolution 2015-27**
2. Regulations Regarding Contiguous Non-conforming Parcels under Common Ownership
3. Support for Lower St. Croix Community Foundation Efforts to Renovate the Lower St. Croix Trail – **Resolution 2015-28**
4. Order Downtown Improvement Projects – **Resolution 2015-21**
5. 2015 Pay Adjustments
6. Advertise for Internship
7. Temporary Liquor License Request for Afton Museum for Afton Fest, August 1, 2015
8. March 25 Special City Council meeting
9. City Laptop Replacement

### D. Committee Reports

1. Public Works
2. Personnel
3. Parks
4. HPC/DR

## 10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES

- A. Ward 1 Council Member Palmquist
- B. Ward 2 Council Member Richter
- C. Ward 3 Council Member Ross
- D. Ward 4 Council Member Nelson
- E. Mayor Bend
- F. City Attorney Knaak
- G. City Administrator Moorse

## 11. 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 Historic Preservation Commission; Lower St. Croix Cable Commission; LSCWMO; MSCWMO; I-94 Corridor Coalition and the 5-City Mayor's Alliance.

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

DRAFT Regular City Council Meeting Minutes  
February 17, 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 Bend.

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

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

**OTHERS PRESENT:** City Attorney Fritz Knaak, City Engineer Diane Hankee, Planning Commission Chair Barbara Ronningen, City Administrator Ron Moorse and Deputy Clerk Kim Swanson Linner.

4. **APPROVAL OF AGENDA**

A. Approval of the Agenda for the Regular City Council meeting of February 17, 2015 – Item 8D, Lower St. Croix Valley Community Foundation was removed; Items 8B, Lower St. Croix Fire District and 8C, Yellow Ribbon Alliance St. Croix Valley were delayed until the presenters arrived after a Fire District training session.

**Motion/Second: Richter/Nelson. To approve the February 17, 2015 Regular City Council Meeting agenda as amended. Motion carried 5-0-0.**

It was noted that the Sheriff's Deputy was in attendance; Council decided to move the Sheriff's Report on the Agenda to Item 5. **The amendment was accepted by Richter and Nelson.**

5. Sheriff's Report (from Item 8A) – Deputy Nick Sullivan reminded residents to make clear the address to their property, especially on long driveways, so that emergency services aren't slowed down by trying to find an address.

6. **APPROVAL OF MINUTES**

A. Minutes of the January 20, 2015 Regular City Council meeting – A minor typo to change 2014 to 2015 on the front page was noted.

**Motion/Second: Richter/Palmquist. To approve the minutes of the January 20, 2015 Regular City Council Meeting as presented. Motion carried 5-0-0.**

7. **PUBLIC INPUT –**

David Eastwood, 16033 Putnam Blvd, Afton, felt the slopes and drainage shown on drawings from the Minnesota Pollution Control Agency (MPCA) are problematic.

8. **REPORTS/PRESENTATIONS**

A. Sheriff's Monthly Report – [was moved to Item 5]

B. Lower St. Croix Fire District – will give report when they arrive after their training.

C. Yellow Robbon Alliance St. Croix Valley – no report from Judy Seeberger; not in attendance.

D. Lower St. Croix Valley Community Foundation – [was removed from the agenda]

E. Jim Bougie, Finance Committee Report – reported that he will need to wait for the 2014 Year End Financials and the 2014 Audit Report to make a year end report. He has compared the refinancing amortization schedule with the original and it appears the city has saved \$110,000 due to refinancing the 2005 Road Bonds. It was noted that Mr. Bougie should be sent agendas and invited to all city meetings involving finances.

56 F. Natural Resource and Groundwater Committee Applicant Introductions – Committee applicant Keith  
57 Hoffmann was unable to attend the meeting; applicant Jack Kollmer spoke about his longevity in Afton, his past  
58 service on the Planning Commission and the original Natural Resources and Groundwater Commission, and his  
59 continued passion for assisting the city in its environmental stewardship through this committee.  
60

61 **9. CONSENT AGENDA –**

62 A. Just and Correct Claims

63 B. There was no 4M Fund Transfer; a transfer for January and February will be made in March.  
64

65 **Motion/Second: Richter/Palmquist. To approve the consent agenda as presented. Motion carried 5-0-0.**  
66

67 **10. CITY COUNCIL BUSINESS**

68 A. Planning Commission Report –

69 1. David Herreid Withdrawal of Variance Application at 16530 Swede Hill Drive – Chair Ronningen  
70 reported that Dave Herreid withdrew his application for a variance to enable the construction of a garage on the  
71 property at 16530 Swede Hill Drive due to an issue raised by Molly Shodeen of the DNR regarding the removal  
72 of the existing deck. Mr. Herreid indicated to the Planning Commission he needs additional time to address the  
73 deck issue, and requested the Planning Commission’s action regarding the application be tabled for an indefinite  
74 time. Staff indicated it is not workable to table the application for an indefinite time because of the 60-day  
75 review period requirement, and suggested he withdraw the application with a request that the initial variance fee  
76 be allowed to be applied to a new variance application to be submitted by December 31, 2015.  
77

78 **Motion/Second: Palmquist/Nelson. To apply Dave Herreid’s fee from the withdrawn variance to a new  
79 variance application if it is submitted in the next twelve months.**  
80

81 Council Discussion:

82 Several council members felt that twelve months would be too long to apply the fee. And that the city does  
83 not normally refund the fee as work has already been done on the application.  
84

85 **The motion was amended by Nelson and accepted by Palmquist. To apply the fee to a new variance  
86 application if it is submitted in the next six months [before August 17, 2015].**  
87

88 2. Regulations Regarding Contiguous Non-conforming Parcels under Common Ownership – Chair  
89 Ronningen reported that the Planning Commission reviewed the current code language and, after much  
90 consideration, determined that this language treats contiguous non-conforming parcels under common  
91 ownership differently than other non-conforming parcels in some instances. Non-conforming parcels in the Ag  
92 or RR zoning districts are considered buildable if they have 2.5 acres of buildable land and meet 60% of the  
93 required frontage on a public road. However, if a non-conforming parcel is contiguous to another parcel under  
94 common ownership, the parcel needs to meet 100% of the lot area and lot width requirements in order to be  
95 considered as a separately buildable lot. Planning Commissioners agreed that the more restrictive requirements  
96 for contiguous non-conforming parcels under common ownership are not needed, because the general  
97 requirements for the buildability of non-conforming parcels adequately controls the use of all non-conforming  
98 parcels. Therefore, the Planning Commission recommended eliminating the language in Section 12-132.B.  
99 regarding contiguous non-conforming parcels under common ownership.

100 Moose indicated there is similar language regarding contiguous substandard parcels under common  
101 ownership in the Lower St. Croix River Bluffland and Shoreland Management ordinance. He spoke with Molly  
102 Shodeen, of the DNR, who indicated that language that allows a lot with 2.5 acres of buildable area to be  
103 considered buildable would meet the State’s lot size standard. However, language that allows a lot width less  
104 than 200 feet would not meet the State’s standard. By the language in Sec. 12-132.B. a non-conforming parcel  
105 meeting 60% of the required 300 foot frontage on a public road would be 180 feet. Moose noted, in order to  
106 meet the State’s 200 foot width standard for the St. Croix Bluffland area, any amended ordinance language  
107 would need to include the 200 foot minimum width standard.  
108

109 Moore also noted that Section 12-132.B. does not clearly address the buildability of non-conforming lots in  
110 the VHS-C and VHS-R zoning districts. However, Section 12-581 of the Lower St. Croix Bluffland and  
111 Shoreland Management ordinance does clearly address the requirements for buildability through the following  
112 language: "...in the VHS District, the preexisting single parcel shall meet or exceed 22,500 square feet in area  
113 and shall meet or exceed all other dimensional requirements for a new lot in the VHS district." He noted that  
114 this language should be added to Section 12-132.B.

115 Moore indicated that much of the City's zoning code was taken from the Washington County development  
116 code and, in fact, the Washington County development code has similar language regarding contiguous non-  
117 conforming lots under common ownership. Moore talked with Dennis O'Donnell, Washington County Senior  
118 Planner, who indicated this language is commonly used in shoreland areas along streams, lakes and rivers,  
119 where substandard parcels under common ownership are required to be combined.

120  
121 Council Discussion:

122 Council members felt that if a conforming lot was next to a non-conforming lot and the non-conforming lot  
123 meets 60% of the required public road frontage and the 2-1/2 acres of buildable land, then both would be  
124 buildable. If both are below the 60% frontage and 2-1/2 acres of buildable land, then the lots would need to be  
125 combined.

126 Bend thought that the ordinance language should only include the width and area requirements; and that the  
127 factor of ownership seems unfair.

128 Palmquist felt this was a difficult issue, because those who would like less dense parcels would like to make  
129 the non-conforming lots combined. He felt the more troublesome issue was residents not knowing the  
130 requirements to combine non-conforming parcels.

131 Ronningen reiterated that the ordinances seem to take care of other reasons for lots being non-buildable, but  
132 "ownership" didn't seem to be a fair condition.

133 Richter felt he needed more time to analyze the conditions.

134 Bend commended the Planning Commission for their careful review and recommendation.

135  
136 **Motion/Second: Richter/Palmquist. To table the regulations concerning contiguous non-conforming**  
137 **parcels under common ownership to the next Council meeting, in order to give more time for analysis.**  
138 **Motion carried 5-0-0.**

139  
140 **B. Engineering Report**

141 1. Staff Report/Council Update – City Engineer Diane Hankee reported:

- 142 a. **Washington County has split out the 2015 County Road 21 (CR21) construction projects:**  
143 Due to the City Engineer's request that the County do the rehab work before the Village section  
144 of CR 21, the sections north and south of the Village, involving full depth reclamation and  
145 culvert replacement, will be a separate project from the Village section of CR 21.

146 Palmquist wondered if Council wanted to weigh-in on the Downtown Improvement Projects Design  
147 Committee (DIPDC) request for 11-foot wide lanes with a one foot shoulder for bicycles along County Road 21.

148 Ross asked if the County is aware of the speeding and motorcycle traffic that currently makes CR 21 a  
149 dangerous place to ride a bicycle.

150  
151 **It was suggested that a letter "on behalf of the City Council" be sent by the mayor to the County**  
152 **requesting consideration of the design elements that would make bicycling safer on County Road 21.**

- 153  
154 b. **Downtown Village Project:** The Agency review timeline and project bidding timeline was  
155 updated. Engineers will go into more depth at tomorrow's City Council Work Session.  
156 c. **The Downtown Improvement Projects Design Committee's** latest agenda and meeting  
157 summary was provided to Council.  
158 d. **The easement acquisition process** has resulted in 4 of the 14 offers signed. These easements  
159 are required as part of the levee project in order to remain in the Corps of Engineers Levee

Program. WSB continues to answer questions and provide details to the property owners. For parcels that are unsettled, eminent domain would be filed on March 30, 2015.

- e. **At the MPCA meeting** on Jan. 27, 2015, the city was informed that the 30-day comment period for the EAW and MPCA permit will commence on March 2 or 16, 2015. The project will likely go to the Board at their May 19, 2015 meeting where the City will have the opportunity to present the alternative analysis and environmental data.
- f. **The following Downtown Village Project meetings were attended or scheduled:**
  - 1. VBWD Board meeting – Feb. 12, 2015; Hankee provided a project update to the Board.
  - 2. County Road Design Review Committee (DRC) – Feb. 17, 2015 at 3:00 pm.
  - 3. Downtown Improvement Projects Design Committee (DIPDC) - Feb. 17, 2015 at 5:00 pm.
  - 4. DIP Public Hearing - Feb. 24, 2015 at 6:30 pm at Memorial Lutheran Church.
  - 5. Washington County Project Management Team – March 11, 2015 at 2:00 pm.

C. Administration –

1. Interim Financing for Downtown Improvement Projects – Administrator Moore reviewed that Council had directed staff and Springsted to move forward with a limited competitive bond sale Request for Proposals (RFP) and to schedule an improvement hearing regarding the Downtown Improvement Projects, subject to determining that the City is able to order the improvements while the MPCA permit review process is on-going. Staff reviewed the issue with MPCA staff, who indicated that the City is able to move forward to order the improvements and obtain temporary financing while the MPCA permit review process is on-going.

Doug Green, of Springsted, Inc., has been working with WSB on the interim financing and presented additional information and options regarding the temporary financing. The options were broken down into:

Option 1: Temporary financing of a portion of the total financing required, an amount of \$2.5 million, which would get the City through 2016; additional financing would then need to be put in place for completion of construction and permanent financing.

Option 2: Temporary financing for the entire cost of \$3.7 million through construction; the permanent financing would be put in place as long-term financing at the end of construction.

Council Discussion:

Palmquist preferred to finance once for the \$3.7 million.

Richter asked if there is a real threat that all the proposed projects would not go forward?

Bend said all indications are that all the proposed projects will be going forward; that attempts to derail some parts of the project by uninformed residents may delay construction, but will not cause the projects to be cancelled.

Ross was concerned about the timeline, noting that several of the critical path elements seem to be contingent on the MPCA permit approvals.

Green indicated that the financing would be firmed up in the next few months, either by the bank loan with a higher interest rate but shorter timeline for cash in hand versus an underwriter for the sale of bonds with a lower interest rate but a lengthier process for cash in hand. However, the financing would not be final until the Council approved the sale of bonds or a bank loan.

**Motion/Second: Palmquist/Nelson. To authorize Springsted, Inc. to move forward with temporary financing of Option 2 for the total of \$3.7 million. Motion carried 5-0-0.**

2. Animal Control Service Agreement Renewal-Kathi Pelnar – Resolution 2015-13 – Administrator Moore indicated that the City currently has a two-year contract with Kathi Pelnar for animal control services, with a term ending on February 15, 2015. The City had League of Minnesota Cities' contract attorney review the contract and he recommended the contract be updated to include required insurance coverage amounts. The contract has been updated to include minimum coverage of \$500,000 for both commercial general liability coverage and vehicle liability coverage. Ms. Pelnar currently has these coverage amounts in place. The new two-year contract also retains the same fee schedule as the current contract.

212 **Motion/Second: Palmquist/Richter. To adopt Resolution 2015-13 renewing the Animal Control Services**  
213 **contract with Kathi Pelnar for a two-year period with a term ending in February 2017. ROLL CALL: All**  
214 **Ayes. Motion carried 5-0-0.**  
215

216 3. Lower St. Croix Valley Fire Relief Association Pension Benefit Increase Request – Resolution  
217 **2015-18** – [This item was moved up to accommodate LSCV Firefighters in attendance.] Jim Stanley, Chief Kris  
218 Peterson and Kevin Wall, of the Lower St. Croix Valley Fire Department (LSCVFD), arrived after their training  
219 to give their report regarding the pension benefit request. Jim Stanley explained that the Lower St. Croix Valley  
220 Firefighters Relief Association approved an increase in its maximum pension benefit from \$3,100 per year of  
221 service to \$3,250 per year of service. The Association is now requesting the member cities of the Lower St.  
222 Croix Valley Fire Department Joint Powers Agreement to approve the pension increase. He explained there is  
223 no cost to the member cities related to the pension benefit increase, unless the pension fund experiences a  
224 funding deficit. While the Relief Association has only had one funding deficit in its history, which occurred  
225 during the recent economic downturn, there is always the possibility of a similar occurrence. When there is a  
226 funding deficit, the member cities are required to provide sufficient funding to eliminate the deficit over a ten  
227 year period. The recent funding deficit was eliminated in four years through city funding and improved  
228 investment earnings. The cost to Afton was \$30,398 over four years.  
229

230 Council Discussion:

231 Council asked for additional information related to the pension benefit increase request. The Fire District  
232 representatives provided the following details:

- 233 • The calculation of the 24% surplus in the pension fund is based on the \$3,250 pension benefit and the 2013  
234 audited financial results for the pension fund.
- 235 • The State Auditor uses a 5% rate of return when determining whether a pension fund is fully funded. The  
236 LSCVFD pension fund was targeted for a 10.5% rate of return in 2013, and had a 13.3% actual rate of return.
- 237 • The calculation of full funding of the pension fund is based on paying every firefighter 100% of the maximum  
238 benefit amount for their years of service, regardless of when members may retire, and including those who are  
239 not yet vested.

240  
241 **MotionSecond: Richter/Palmquist. To adopt Resolution 2015-18 approving a pension benefit increase**  
242 **from \$3,100 to \$3,250 per year of service for the Lower St. Croix Valley Fire Relief Association. ROLL**  
243 **CALL: All Ayes. Motion carried 5-0-0.**  
244

245 4. Support for CLG grant application – Resolution 2015-17 – Administrator Moose reported that the  
246 Afton Heritage Preservation Commission (HPC) has identified thirteen properties as meriting local designation  
247 as historic landmarks. The list of the properties was provided to Council in the packet. Moose explained the  
248 local designation process involves the nomination of properties for review by the State Historic Preservation  
249 Office. The nomination will require considerable historic research to enable the completion of a nomination  
250 form for each property. He explained that the HPC would like to hire a consultant to conduct the historic  
251 research and complete the nomination forms. The cost of the consultant work for thirteen properties is estimated  
252 at \$20,000. The HPC has applied for a Legacy Grant in the amount of \$10,000, and has also applied for a  
253 Certified Local Government (CLG) Grant in the amount of \$10,000 to provide the remainder of the required  
254 funding and to provide the required cash match for the Legacy Grant. The historic research work is contingent  
255 on obtaining the grant funding. The consultant would be selected through an RFP process, and the Council  
256 would need to approve the hiring. He informed that the CLG grant application requires an indication of the  
257 Council's support of the grant application.  
258

259 **Motion/Second: Palmquist/Nelson. To adopt Resolution 2015-17 indicating the Council's support of an**  
260 **application for a Certified Local Government Grant to fund the local historic designation process for**  
261 **thirteen Afton properties. ROLL CALL: All Ayes. Motion carried 5-0-0.**  
262

263 5. MIDS Grant Application – Resolution 2015-19 – Administrator Moore indicated the Middle St.  
264 Croix Watershed Management Organization (MSCWMO) has secured a Clean Water Fund Grant to assist  
265 communities in integrating Minimal Impact Design Standards (MIDS) into their local ordinances. The purpose  
266 of MIDS is to better protect local water resources. MIDS is a set of performance goals, design standards, and  
267 policy development guidance provisions developed by the MPCA. City Council needs to indicate whether Afton  
268 will participate in the grant that will assist the City in integrating the MIDS standards into its policies and  
269 ordinances.

270  
271 Council Discussion:

272 It was noted that the grant will fund a review of our ordinances to make sure they are in support of the  
273 MIDS and to make sure nothing is inconsistent with MIDS.

274 Moore indicated that the attorney who reviews the City’s ordinances is provided by the watershed and is  
275 paid by a grant from the MN Pollution Control Agency (MPCA).

276 Bend indicated that even if the review finds that some of the City’s ordinances conflict, the city has the right  
277 to consider making any changes, as the City may have more reasons to have particular ordinance language other  
278 than just supporting MIDS; in other words, the City may have added constraints in ordinance language that it  
279 wishes to keep.

280 Council amended the second “whereas” statement in the resolution to add “proposed” to the following:  
281 “Whereas, The City of Afton will follow the MIDS standards and provisions in the development of proposed  
282 policy or ordinance changes...”

283  
284 **Motion/Second: Palmquist/Richter. To adopt Resolution 2015-19 as amended indicating the Council’s**  
285 **support of participating in the Clean Water Fund Grant that will assist the City in integrating the MIDS**  
286 **standards into its policies and ordinances. ROLL CALL: All Ayes. Motion carried 5-0-0.**

287  
288 6. Technology and High Speed Internet Access Committee – Administrator Moore reviewed that  
289 Council, at its January 20, 2015 meeting, approved the creation of a Technology and High Speed Internet  
290 Access Committee, and directed staff to prepare a description of the Committee, including the purpose,  
291 membership, meeting schedule, etc. Council Member Ross provided a draft scope of work to the description  
292 and staff added the operating language for the committee.

293  
294 Council Discussion:

295 Council deleted #10 from the scope of work, to eliminate the formality of reporting findings to the City  
296 Council every three months.

297 Council added the underlined portion to the following: “Regular Meetings” (a) ...Committee shall  
298 determine a regular monthly meeting schedule or as otherwise scheduled and/or as determined by the committee  
299 members.”

300 Ross stated he prefers the committee volunteers be able to work in a creative environment, able to achieve  
301 the desired goals or determine that they are not attainable, and to disband when the objectives of the committee  
302 are met.

303  
304 **Motion/Second: Palmquist/Richter. To adopt the organizing and operating language for the Technology**  
305 **and High Speed Internet Access Committee as amended. Motion carried 5-0-0.**

306  
307 7. 4<sup>th</sup> of July Parade Committee Agreement – Resolution 2015-20 – Administrator Moore reviewed  
308 that the Afton Parade Committee (APC) cooperative agreement between the city and the APC had been revised  
309 for the January 20 Council meeting; it was noted that another revision to the agreement was included in this  
310 meeting’s (February 17) Council Supplemental Packet. The new revisions regarded how the City will pay the  
311 APC in two equal installments in the amount of \$1,750 on March 1<sup>st</sup> (in 2015) and on February 1<sup>st</sup> and May 1<sup>st</sup>  
312 in years thereafter. An additional restriction was placed on any balance of cash or cash equivalent. The APC  
313 may have one Dedicated Account, the “Street Banner Fund,” in which it may accumulate up to \$4,000 in funds  
314 for the periodic replacement of equipment and supplies, funds which may only be used for their dedicated  
315 purpose.

316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366

**Motion/Second: Nelson/Richter. To adopt Resolution 2015-20 approving a Cooperative Agreement with the Afton Parade Committee (APF), a non-profit organization, and the City of Afton which sets out the responsibilities of the Committee and the City related to the 4<sup>th</sup> of July's parade and celebration events. ROLL CALL: Ayes - Nelson, Richter, Bend. Abstain - Palmquist, Ross. Motion carried 3-0-2.**

8. Schedule Special City Council meeting – Administrator Moose explained that there are three requirements to be met in order to obtain temporary financing for the downtown improvement projects. One is the completion of a feasibility report. That has been done. The second is the holding of an improvement hearing. That will be completed on February 24. The third is the ordering of the improvements. This can be done on February 24 upon the completion of the improvement hearing. To enable the Council to take this action, the meeting needs to be noticed as a Special Council meeting. On the agenda will be a presentation by Doug Green, of Springsted, Inc. regarding moving forward with temporary financing. If the proposals for a limited competitive RFP for bond sales can be obtained in time for Council action at the February 24 Special Council meeting, the Council could award the sale of the bonds at that meeting. If the proposals cannot be obtained by then, a Special Council meeting could be scheduled for early March to award the sale of the bonds.

**Motion/Second: Palmquist/Nelson. To schedule a Special City Council meeting to be held at 6:30 p.m. on Tuesday, February 24, 2015 at Memorial Lutheran Church for the purpose of ordering the improvements and the possible award of the sale of bonds for temporary financing of the improvements. Motion carried 5-0-0.**

9. Planning Commission Reappointments – Administrator Moose indicated that the Planning Commission terms of Barbara Ronningen and Judy Seeberger are expiring this month. Both have applied for reappointment to an additional three year term. The new terms will expire on February 15, 2018.

Council Discussion:

Bend commended the work of both Ronningen and Seeberger. Ronningen for her ability to give all members on the Commission a chance to speak their opinions, without the rancor of some past commissions. Seeberger for her ability to take in the discussions and to add her succinct and wise comments.

**Motion/Second: Richter/Bend. To reappoint Barbara Ronningen and Judy Seeberger to additional three year terms on the Planning Commission expiring on February 15, 2018. Motion carried 5-0-0.**

10. Natural Resources and Groundwater Committee Appointments – Administrator Moose indicated that Council will act on the two applications for the Natural Resources and Groundwater Committee, Jack Kollmer, who was introduced earlier in the meeting, and Keith Hoffmann, who was not able to attend tonight's meeting. Moose indicated if the Council decides to appoint one or both, the term would be three-years, expiring on December 31, 2017.

Council Discussion:

Mayor Bend chose to highlight, in Mr. Hoffmann's absence, his strong background in water resources and his interest in serving on the Committee.

It was noted that both of the new Committees are looking to have more volunteers and requested another item be placed into the March newsletter for interested persons.

Nelson reiterated that these committee members be tapped to attend the regional and local watershed and water consortium meetings.

Staff was directed to place these and future appointees on the email lists for the Northeast Goundwater meetings, the Middle St. Croix Watershed Management Organization (MSCWMO) and the Washington County Water Consortium, so that they can begin attending.

367 **Motion/Second: Palmquist/Richter. To appoint Jack Kollmer and Keith Hoffmann to the Natural**  
368 **Resources and Groundwater Committee for three-year terms expiring on December 31, 2017. Motion**  
369 **carried 5-0-0.**

370  
371 **D. Committee Reports –**

- 372 1. Public Works – none.  
373 2. Personnel – none.  
374 3. Parks – none.  
375 4. HPC/DR – meets tomorrow, Wednesday, February 18, at 5:00 p.m.  
376

377 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 378 **A. Ward 1 Council Member Palmquist – wants the ordinance language for the accessory building on larger**  
379 **parcel sizes to have graduated steps.**  
380 **B. Ward 2 Council Member Richter – none.**  
381 **C. Ward 3 Council Member Ross – none.**  
382 **D. Ward 4 Council Member Nelson – none.**  
383 **E. Mayor Richard Bend – attended Gateway Corridor PAC; nothing pertaining to Afton, but he was**  
384 **interested in West Lakeland’s questioning of Met Council’s targeting higher density near transit**  
385 **stations. Met Council replied that they were, but that representatives will work with cities for a**  
386 **collaborative process. He also attended the Fire District Board meeting.**  
387 **F. City Attorney Knaak – noted the prosecution report was not included in the packet, but it is on file. He**  
388 **noted that the uptick in DWI is due to state patrol enforcement along and adjacent to I-94.**  
389 **G. City Administrator Moore – none.**

390  
391 **11. ADJOURN**

392  
393 **Motion/Second: Bend/Palmquist. To adjourn the meeting at 10:20 p.m. Motion carried 5-0-0.**  
394

395 Respectfully submitted by:

396  
397  
398 \_\_\_\_\_  
399 Kim Swanson Linner, Deputy Clerk

400  
401 **Approved by Council (at the 3/17/2015 meeting) as: Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**  
402

403  
404 **Signed by Mayor Richard Bend: \_\_\_\_\_ Date: \_\_\_\_\_**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52

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

5B

DRAFT City Council Work Session Minutes  
February 18, 2015  
Afton City Hall  
3033 St. Croix Trail  
Afton, MN 55001  
1:00 p.m.

1. **THE MEETING WAS CALLED TO ORDER** at 1:00 p.m. by Mayor Bend.

2. **ROLL CALL:** Nelson, Ross, Richter, Palmquist, Bend. **Quorum present.**

**OTHERS PRESENT:** City Engineer Diane Hankee, City Administrator Ron Moose and Deputy Clerk Kim Swanson Linner.

3. **APPROVAL OF AGENDA -**

**Motion/Second: Palmquist/Richter. To approve the February 18, 2015 City Council Work Session agenda as presented. Motion carried 5-0-0.**

4. **CITY COUNCIL BUSINESS -**

A. Establish and Prioritize 2015 Goals – Mayor Bend commended the city staff for their work, noting that “things get done because of staff.”

Mayor Bend summarized that the city’s goal statements need to be specific about the expected result so that it will be clear when they are achieved, and specific enough about the expected completion date to enable clear prioritization and accountability. He explained a commonly used acronym regarding goals is **S.M.A.R.T.**

Specific  
Measurable  
Attainable  
Results Oriented  
Time Framed

Bend reviewed the 2014 Council Goals noting the results of each. There were some that were carried over and are on-going (the cluster septic system bids were rejected, the work is continuing on Downtown Improvements, discussion continues on ordinance language for accessory buildings), some goals had lower priorities and no action was taken last year (paperless office/document imaging, adopting the 2012 Park Plan, Cemetery Road minimum maintenance issues, and a multi-year maintenance/improvement plan for City facilities). After the review, it was noted that 100% of the 2014 City’s priority goals had been achieved.

Council jumped to Item B to review the 2015 Downtown Improvement Projects, as they are all top priority items to be undertaken in 2015. Council will then return to the 2015 Goals and their Prioritization.

B. Downtown Improvement Projects Update – City Engineer Hankee reviewed for Council the degree of completion and indicated estimated dates for the critical path needed to remain on the 2015 construction season timeline. Along with the anticipated approval of the MPCA permit this spring are the easement acquisitions required to move forward on the levee project. Negotiated acquisitions of 14 of 40 have been signed to date. All negotiated acquisitions must be done by March 30 or the City has the authority to initiate the eminent domain process. Temporary financing of the Wastewater Collection and Treatment System is moving forward in order to be ready for the start of construction. Finalizing the sewer policy and sewer project assessment policy, minimizing the impacts of construction to businesses and residents and selecting a firm to operate and maintain the Wastewater Collection and Treatment System are also priorities to complete.

53 Deputy Clerk Swanson Linner left the meeting at 3:00 p.m. for a doctor's appointment. City Administrator  
54 Moose took over the minutes of the meeting for the presentation and prioritizing of the 2015 City Goals. A chart of  
55 the proposed goals was provided in order that each council member be allowed to prioritize each item.

56  
57 **Item 4A: Continuation of 2015 Establish Goals and their Prioritization -**

58  
59 The Council agreed that a copy of the City Attorney's letter regarding the prescriptive easement over the road that  
60 provides public access to Mount Hope Cemetery should be provided to the current owner of the former Elston  
61 property, so that their marketing information for the sale of the property can reflect the status of the road.

62  
63 Nelson suggested a goal added to the 2015 list: Consider the opportunities to designate Stagecoach Trail as a Natural  
64 Preservation Route in order to get a higher percentage of funding for aesthetic elements.

65  
66 Ross requested that a timeline of the tasks related to the downtown projects be provided in a linear format to the  
67 Council and an updated timeline be provided to the Council on a regular basis.

68  
69 Nelson indicated that an economic analysis regarding land value increases should be prepared for each of the land use  
70 options for the Manning Avenue Corridor that are being explored by the Planning Commission.

71  
72 Mayor Bend indicated the Council should explore opportunities for flexibility in zoning regulations in relation to large  
73 lot development that meets the City's density plan but does not meet some requirements, such as steep slopes. Mayor  
74 Bend referred to the Twomey subdivision application as an example of a large parcel proposed to be subdivided to  
75 create two large lots. He suggested the Planning Commission should study this issue, including the reasoning behind  
76 current regulations, such as restrictions related to steep slopes.

77  
78 Additional goals identified were as follows:

79 Prioritize road maintenance and rehabilitation funding based on road condition – update the PACER Study. (The  
80 Council was advised that Ken Johnson and Diane Hankee are in the process of completing an updated rating process  
81 for the roads.

82 Set a target timeline for resolution of property complaints, including factors to be used as the basis for extending the  
83 resolution timeline.

84 Clarify staff and Council roles in relation to staff supervision

85 Add language to the Manning Avenue Corridor goal as follows: Planning Commission review and revise land use  
86 options for the Manning Avenue Corridor based on public input received and Comprehensive Plan compliance, and  
87 including a commercial use perspective.

88 Seek grants to fund a consultant to assist in the upcoming Comprehensive Plan update process

89 Add Monitor Woodbury's well 18 process with the DNR as the fifth item under involvement with groundwater  
90 organizations

91 Add the following item under Gateway Corridor: Influence the design and construction of the transit line  
92 in relation to its impact on the the I-94 and Manning intersection and the Hudson Road and Manning intersection to  
93 maintain a high level of service at both intersections.

94 Add the following item under Administrative: Mount Hope cemetery preservation, including clarifying the role of the  
95 City regarding maintenance and preservation, the use of volunteers and the Sentenced-To-Serve program, developing  
96 a long term rehabilitation plan, obtaining grant funding, and marking the boundaries of the cemetery.

97  
98 The Council directed Moose to prioritize the goals based on his understanding of the Council's discussion.

99  
100 **5. ADJOURN – The meeting was adjourned at 4:30 P.M.**

105 Respectfully submitted by:

106

107

108

109 \_\_\_\_\_  
Kim Swanson Linner, Deputy Clerk

110

111 And

112

113

114

115 \_\_\_\_\_  
Ronald J. Moorse, City Administrator

116

117 **Approved by City Council on March 17, 2015 as: Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**

118

119

120 **Signed by: Mayor Richard Bend \_\_\_\_\_ Date \_\_\_\_\_**

DRAFT

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

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

**DRAFT City Council Special Meeting Minutes  
IMPROVEMENT HEARING-Downtown Improvement Projects  
February 24, 2014  
Memorial Lutheran Church  
15730 Afton Blvd S  
Afton, MN 55001  
6:30 P.M.**

---

12  
13  
14  
15  
16  
17  
18

1. **THE SPECIAL COUNCIL MEETING WAS CALLED TO ORDER** at 6:30 P.M. by Mayor Bend.

2. **ROLL CALL:** Nelson, Palmquist, and Mayor Bend. Richter, Ross were absent. **Quorum Present.**

3. **ALSO PRESENT:** City Engineers Diane Hankee and Todd Hubmer; and City Administrator Ron Moore.

4. **APPROVAL OF AGENDA** for the February 24, 2015 Special City Council Meeting.

19  
20  
21  
22

**Motion /Second: Palmquist/Nelson. To approve the agenda of the February 24, 2015 Special City Council Meeting as presented. The motion carried 3-0-0.**

23  
24  
25  
26  
27  
28  
29

5. **PUBLIC HEARING**

A. Improvement Hearing - Downtown Improvement Projects –  
Mayor Bend opened the public hearing at 6:35 p.m.

Diane Hankee and Todd Hubmer presented information regarding the proposed public improvements, including an explanation of the need for the improvements, a description of the improvements, the costs of the improvements, and the funding sources for the improvements – including the estimated amount of assessments.

30  
31  
32  
33  
34  
35  
36

Public Comments

Bob Dickie, of 15887 35<sup>th</sup> Street S, indicated his support for the project, and indicated a significant amount of funding for the projects will come from the City's general taxes.

Jane Woodfill, of 4242 River Road questioned whether the River Road property owners will have lower assessments because they already paid a portion of the costs of the 201 system. Diane Hankee responded that the River Road property owners will pay assessments similar to other residential properties, as the 201 system has reached the end of its life.

37  
38  
39  
40  
41  
42

Valerie Stoehr, of 15,800 36<sup>th</sup> Street, asked when the assessment amounts will become final. She also asked whether the scope of the project can include a bid for the local connections. Diane Hankee responded that the assessment amounts will become final later in the spring when bids have been received and costs are more accurately known. An assessment hearing will then be held. Hankee also indicated there will not be a bid for the local connections, but the contractor for the project will provide a cost for the local connection based on providing that service to multiple properties.

43  
44  
45  
46

Carl Mulle, of 3411 St. Croix Trail, asked if there was a maintenance plan for the southern stormwater pond, whether there is a landscaping plan for the pond and whether the pond could affect the groundwater/wells. Todd Hubmer responded that the large white pine tree will be preserved and there is a landscaping plan for the pond. He also indicated stormwater ponds do not impact groundwater.

47  
48  
49

Burl Haar, of 3369 Pennington, asked how hook-ups will be made for the properties on the east side of Pennington. Diane Hankee indicated if he has a sewer line that runs from his house to a septic tank and/or drainfield at the bottom of the hill, the same sewer line can be used to connect to the sewer system.

50  
51  
52

Dick Schmidt indicated he wants to meet with the City to get an explanation of why his assessment is so high on his small commercial lot. Todd Hubmer responded that he will have an opportunity to discuss his assessment when the City has determined project costs and is closer to finalizing individual assessment amounts.

53 Kim Myhers, of 3395 St. Croix Trail, asked questions related to the stormwater pond planned on her  
54 property. Todd Hubmer provided information regarding the design and operation of the pond.

55 Roger Larson, of 15,882 35<sup>th</sup> Street, asked how the certified levee would impact properties. Todd  
56 Hubmer responded that the FEMA certification would eliminate the need for flood insurance, and would reduce  
57 the cost of flood insurance.

58 Beverly Aho, President of Afton Marina, indicated the marina currently has a working septic system and  
59 the levee improvements do not benefit the marina. The marina is concerned about the amount of the assessment  
60 on their property.

61 Clint Elston, who formerly lived at 15711 34<sup>th</sup> Street, indicated he was concerned about improper  
62 contracting practices related to the design of the wastewater collection and treatment system.

63 Jim Golden, of 1920 Quarry Avenue, Lake St. Croix Beach, asked whether the wastewater treatment  
64 system could be expanded, and whether it could work to pump the wastewater to a different site up on the bluff.  
65 He also asked if there was a place to see the final map of the treatment site and the adjacent wells. Diane Hanke  
66 responded that the system was purposely designed to only serve the current development in the Old Village area.  
67 She also indicated the long term costs of pumping up the bluff would make it unfeasible. Hanke also indicated  
68 the map of the treatment site is part of the City's submittal to the MPCA.

69 Kevin Wall, of Putnam Boulevard, indicated the septic portion of the wastewater collection and treatment  
70 system is not taking Afton into the future if it is not possible to increase the system's capacity. He suggested the  
71 City does not want to paint itself into a corner.

72 **Motion /Second: Nelson/Palmquist. To close the public hearing at 8:20 P.M. The motion carried 3-0-0.**

73  
74 **6. CITY COUNCIL BUSINESS**

75 **A. Order Downtown Improvement Projects –**

76 Moore indicated that, with the completion of the improvement hearing, the Council may now order the  
77 improvement projects.

78 **Motion/Second: Nelson/Palmquist. To order the Downtown improvement Projects. Motion**  
79 **carried. 3-0-0.**

80 **B. Amended Offer for Gehrke Property –**

81 **Motion/Second: Nelson/Palmquist. To move into a closed session for discussion of negotiations**  
82 **related to the purchase of property. Motion carried 3-0-0.**

83 The Council discussed information related to amending an offer for the purchase of an easement over the  
84 Gehrke property at 3561 St. Croix Trail to reflect statutory requirements related to purchases that involve  
85 relocation.

86 **Motion/Second: Palmquist/Nelson. To amend the offer to the Gehrkes to reflect the**  
87 **recommendation of the right-of-way consultant. Motion carried 3-0-0.**

88  
89 **Motion/Second: Palmquist/Nelson. To come out of the closed session at 8:29 p.m. Motion carried**  
90 **3-0-0.**

91  
92 **C. Schedule Special Council meeting -**

93 The Council discussed dates for a Special Council meeting to address timely issues related to the  
94 downtown improvement projects. The Council agreed to hold a Special Council meeting at 1:00 p.m. on  
95 Tuesday, March 10, 2015.

96  
97 **7. ADJOURN – Motion/Second: Palmquist/Nelson. To adjourn the meeting at 8:29 P.M. Motion carried**  
98 **3-0-0.**

99  
100 Respectfully submitted by:

101  
102  
103 \_\_\_\_\_  
104 Ronald J. Moore, City Administrator

105  
106  
107  
108  
109  
110

**Approved by council (on March 17, 2015) as (check one):**      **Presented:** \_\_\_\_\_ **or Amended:** \_\_\_\_\_

**Signed by Mayor Richard Bend** \_\_\_\_\_ **Date** \_\_\_\_\_

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

DRAFT City Council Work Session Minutes  
March 10, 2015  
Afton City Hall  
3033 St. Croix Trail  
Afton, MN 55001  
1:00 p.m.

11 **1. THE MEETING WAS CALLED TO ORDER** at 1:03 p.m. by Mayor Bend.

12 **2. ROLL CALL:** Ross, Richter, Palmquist, Bend. **Quorum present.**

13  
14 **OTHERS PRESENT:** City Engineer Diane Hankee, City Administrator Ron Moose and Deputy Clerk  
15 Kim Swanson Linner.

16  
17 **3. APPROVAL OF AGENDA -**  
18 **Motion/Second: Palmquist/Richter. To approve the March 10, 2015 City Council Work Session agenda**  
19 **as presented. Motion carried 4-0-0.**

20  
21 **Council Member Nelson arrived at 1:10 p.m.**

22  
23 **4. CITY COUNCIL BUSINESS –**

24 **A. Downtown Improvement Projects** – Diane Hankee presented updates for Council consideration  
25 regarding the following topics:

26 1. CR 21 Design – Administrator Moose updated the Council on the March 4 meeting Mayor Bend,  
27 Council Member Nelson and Diane Hankee had with Engineer Wayne Sandberg and Commissioner Gary  
28 Kriesel of Washington County. Moose reported the County is relying on MNDOT street standards for design and  
29 is firm about not making design changes at this point. The County felt they have been flexible on a number of issues,  
30 and they believe the current design is the right balance between narrowing the road and providing a safe road that  
31 accommodates all uses--motorized vehicles, bicycles and pedestrians. They are, however, open to providing an  
32 east/west crosswalk at Afton Boulevard and CR 21. The County suggested the City delay advertising for bids for the  
33 Village Wastewater Collection and Treatment Facility until the MPCA comment period is complete. The request to  
34 have Stagecoach Trail be a Natural Preservation Route in order for the county to get 5% instead of 3% would not  
35 benefit Afton, as the county "match" is 3% maximum. The County would consider reducing the width of the concrete  
36 gutter along CR21 to reduce the width of the shoulder and therefore the road width, which is a desire of the Downtown  
37 Improvement Projects Design Committee.

38 Council discussed at length road width and bike trail issues, especially related to "sharing the road" with  
39 traffic.

40 Bend reminded Council that the preliminary design was approved many months ago and Council should not be  
41 rethinking design issues.

42 Palmquist reported from his previous experience on a Capital Improvements Citizen Review Board, there are  
43 three E's of traffic calming: Engineering, Education and Enforcement. Afton must balance these.  
44 Local Street Design – Engineer Hankee presented the planned improvements to the local roads. The roads are  
45 planned to accommodate widths and turn-arounds for fire trucks; they will also be paved. A pedestrian-friendly  
46 gateway is planned for 33<sup>rd</sup> Street with an opening in the levee and a public plaza, reduced parking and possibly  
47 one-way traffic only. Pike Street is planned as the alternate route to downtown businesses during the two-year  
48 CR21 construction. Residents along Pike would like the road to remain a quiet street after CR21 construction.

49 Bend commented that he had sent Moose an article about larger urban centers abandoning streets to  
50 pedestrians and bike traffic.

51 Hankee asked Council to consider whether 30th Street along City Hall should get upgrades to the drainage  
52 and to meet the Americans with Disabilities Act (ADA) by installing a sidewalk and correcting slopes for  
53 accessibility.  
54

- 55 2. March 17 Council Meeting Action Items – Engineer Hankee will provide the city with resolutions for  
56 action on: no parking along portions of county roads, local road street widths, and initiating the 90-day  
57 quick-take eminent domain process.
- 58 3. Linear Project Schedule – Per Council’s request, Hankee provided a detailed project schedule timeline  
59 from 2015 through 2016.
- 60 4. Bridge Railing Design - Council was asked to give direction on the railing for the Kelle’s Creek Bridge.  
61 They preferred the black standard tubular metal railing.
- 62 5. No Parking Resolution – [included in Item 3 above]
- 63 6. Buildability of Substandard Lots in the VHS – Administrator Moorse reviewed that Council had  
64 referred this issue to the Planning Commission for review and recommendation. The Planning  
65 Commission considered whether the City should strictly enforce the ordinance regarding the minimum  
66 requirements for buildability in the VHS, or provide flexibility regarding the buildability of parcels that do not  
67 meet the minimum size requirement. He reported that the Planning Commission discussed the issue at its  
68 March 2, 2015 meeting, and recommended that the current language regarding the minimum lot size required  
69 for buildability in the VHS remain unchanged, but that the ordinance be applied with flexibility through the  
70 variance process within the following parameters:
- 71 a. The principal structure, including a garage for a residential parcel, must be able to meet all required  
72 setbacks, including creek and bluff setbacks.
  - 73 b. A commercial property must have sufficient area for off-street parking.
  - 74 c. If two contiguous substandard parcels could be combined and not meet the 22,500 sq. ft. size  
75 requirement, they are not separately buildable.
  - 76 d. There must be sufficient capacity in the wastewater collection and treatment system to accommodate  
77 the sewer flows from the additional buildable lot.
  - 78 e. Consider approving variances with an extended expiration period beyond one year.

79  
80 Council felt the Commission’s recommendation was sound. They noted there are eight unassigned units for the  
81 treatment system, so hearing variance requests for substandard parcels deemed buildable who wish to be added  
82 to the wastewater treatment system and assessments seemed reasonable. Hankee asked for guidance on an  
83 individual parcel that meets the “rural” acreage for individual septic systems and is located outside the VHS, on  
84 their request to be excluded from the project. Council felt staff should prepare an Administrative Review noting  
85 all of the requirements it needs to meet for a rural parcel and individual septic treatment systems, including a  
86 second alternative drainfield site, as is currently required.

87  
88 **Council Member Palmquist left the meeting at 4:40 p.m.**

89  
90 **5. ADJOURN –**

91  
92 **Motion/Second: Nelson/Richter. To adjourn the meeting at 4:42 p.m. Motion carried 4-0-0.**

93  
94 Respectfully submitted by:

95  
96  
97 \_\_\_\_\_  
98 Kim Swanson Linner, Deputy Clerk

99  
100 **Approved by City Council on March 17, 2015 as: Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**

101  
102 **Signed by: Mayor Richard Bend \_\_\_\_\_ Date \_\_\_\_\_**

Washington County Sheriff's Office  
 CONTRACT ICR's  
 Contract Report for AFTON  
 For the Period 2/01/15 To 2/28/15

Date	Time	ICR #	ID#	Street Name	Complaint
2/01/15	18:36:38	115003142	0093	32ND ST	FAMILY ASSIST
2/02/15	11:02:27	115003201	0130	50TH ST	INJURED DEER
2/03/15	12:07:37	115003328	0087	32ND ST	SCAM REPORT
2/03/15	16:08:39	115003371	0139	I94	VEH IN DITCH
2/03/15	18:26:21	115003380	0139	SAINT CROIX TR	TRAFFIC-WARNING
2/03/15	20:59:27	115003386	0139	I94	ACCIDENT
2/03/15	21:11:04	115003388	0078	I94 EB	CAR IN DITCH CENTER MEDIAN
2/03/15	22:09:14	115003394	0078	I94	VEH OFF ROAD
2/03/15	23:34:22	115003398	0139	HUDSON RD	SQUAD FLAT TIRE
2/04/15	12:05:06	115003452	0130	OSGOOD AV	LIFT ASSIST/MAN POWER
2/04/15	15:03:13	115003469	0139	OSGOOD AV	LIFT ASSIST LEVEL 3
2/04/15	16:56:20	115003486	0089	MORGAN AV	DOMESTIC
2/04/15	21:57:39	115003501	0139	MORGAN AV	PROPERTY RETRIEVAL
2/05/15	12:36:40	115003554	0160	AFTON BLVD	INFO *RSTKD FOR 160
2/05/15	18:50:18	115003599	0065	SAINT CROIX TR	CAR VS DEER
2/06/15	4:51:55	115003617	0092	I94	DAMAGE TO PROPERTY
2/06/15	7:34:17	115003629	0160	40TH ST	TRAFFIC - SPEED
2/06/15	13:24:07	115003670	0077	CROIXVIEW DR	UNKNOWN SITUATION
2/06/15	18:20:36	115003726	0176	40TH ST	RESIDENCE CHECK
2/06/15	18:26:29	115003727	0176	35TH ST	RESIDENCE CHECK
2/07/15	10:09:47	115003777	0160	MANNING AV	ABD VEH CALL COMP
2/07/15	12:40:42	115003795	0094	50TH ST	AUD ALARM
2/07/15	14:25:36	115003804	0176	I94	POSS SLUMPER
2/07/15	22:14:14	115003839	0088	40TH ST	FIRE CONCERN
2/08/15	11:14:15	115003873	0087	STAGECOACH TR	SUSPICIOUS PERSON
2/08/15	12:09:25	115003882	0160	15TH ST	MEDICAL *LEVEL 1*
2/08/15	13:01:38	115003887	0160	40TH ST	ALARM
2/08/15	14:23:00	115003891	0087	I94	DRIVING COMPLAINT
2/08/15	19:18:19	115003909	0111	FAHLSTROM PL	PUBLIC ASSIST
2/09/15	8:37:33	115003944	0077	I94	ROAD DEBRIS *TRANSFERRED TO
2/09/15	9:21:49	115003952	0160	AFTON BLVD	INFORMATION
2/09/15	13:43:55	115003972	0077	HUDSON RD	INFORMATION **RESTACK: INF
2/09/15	17:05:45	115003991	0129	ODELL AV	BARN/WORKSHOP ON FIRE
2/10/15	12:06:50	115004050	0085	RIVER RD	INFORMATION
2/10/15	17:21:37	115004091	0139	HUDSON RD	VEHICLE IN THE DITCH
2/11/15	9:26:01	115004139	0063	I94	DRIVING COMPLAINT
2/11/15	10:19:06	115004146	0063	NEAL AV	ADDITIONAL PATROL
2/11/15	15:09:32	115004193	0919	59TH ST	INFORMATIONAL/RES CHECK
2/11/15	16:00:42	115004203	0139	SAINT CROIX TR	TRAFFIC-CITATION
2/11/15	19:00:29	115004216	0133	PARADOX END AV	SUSPICIOUS ACTIVITY
2/11/15	19:55:15	115004218	0139	SAINT CROIX TR	OPEN DOOR
2/12/15	10:02:24	115004253	0087	OSGOOD AV	LIFT ASSIST **RESTACK 160 R
2/12/15	13:09:54	115004278	0087	ODELL AV	INFORMATION
2/12/15	14:14:28	115004309	0094	AFTON BLVD	VEH IS BEING TAKEN FROM DRIVEW
2/12/15	15:20:02	115004316	0139	OSGOOD AV	LIFT ASSIST CHAIR STAIR RE
2/12/15	16:55:14	115004328	0139	I94	DRIVING COMPLAINT
2/13/15	13:29:00	115004425	0160	50TH ST	MEDICAL LEVEL 3
2/13/15	14:14:15	115004437	0094	I94	ERRATIC DRIVER
2/13/15	17:41:23	115004465	0083	PARADOX END AV	BURLGARY ALARM
2/13/15	18:26:53	115004468	0083	I94	TRAFFIC HAZARD
2/14/15	12:39:21	115004516	0075	NEAL AV	ALARM
2/14/15	23:45:56	115004540	0153	I94	DRIVING COMPLAINT

CJBWPR\$.txt  
 Washington County Sheriff's Office  
 CONTRACT ICR's  
 Contract Report for AFTON  
 For the Period 2/01/15 To 2/28/15

Date	Time	ICR #	ID#	Street Name	Complaint
2/15/15	1:13:44	115004546	0092	INDIAN TR PATH	RESD ALARM
2/15/15	8:03:36	115004557	0160	MANNING AV	TRAFFIC - SPEED
2/15/15	8:29:58	115004559	0135	SAINT CROIX TR	TRAFFIC CONTACT.
2/15/15	13:40:18	115004576	1261	MANNING AV	TRAFFIC
2/15/15	17:56:47	115004599	0176	SAINT CROIX TR	TRAFFIC
2/15/15	18:02:56	115004600	0176	SAINT CROIX TR	TRAFFIC
2/16/15	8:41:19	115004635	0085	NYBECK AV	THEFT REPORT **R
2/16/15	10:39:27	115004645	0151	I94	TRAFFIC-SPEED (BASIC) CIT#2251
2/16/15	16:29:45	115004668	0063	AFTON BLVD	PUBLIC ASSIST
2/16/15	19:42:37	115004679	0063	I94	ASSIST
2/17/15	5:24:24	115004693	0194	HUDSON RD	INS REQ FORM
2/17/15	12:45:48	115004739		15TH ST	RECEIPT# 150000421
2/17/15	14:55:39	115004753		SAINT CROIX TR	RECEIPT# 150000425
2/17/15	15:08:47	115004755	0096	NEAL AV	ALARM
2/17/15	16:41:31	115004772	0094	I94	STALLED VEHICLE
2/17/15	18:14:10	115004778	0096	40TH ST	ALARM
2/17/15	21:39:08	115004789	0176	SAINT CROIX TR	AFTON CITY COUNCIL MEETING
2/17/15	23:45:33	115004793	0112	NEAL AV	ALARM
2/18/15	9:58:55	115004821	0094	STAGECOACH TR	AOA
2/18/15	11:02:48	115004837	0094	OXBOW CIR	ALARM
2/18/15	11:30:42	115004848	0130	AFTON BLVD	AUD ALARM
2/18/15	14:31:13	115004882	0190	SAINT CROIX TR	TRAFFIC/WARRANT ARREST
2/20/15	14:09:42	115005101	0072	NYBECK AV	THEFT REPORT ****
2/20/15	18:16:05	115005123	0072	MANNING AV	DISABLED VEHICLE
2/20/15	22:05:11	115005147	0139	40TH ST	VEHICLE IN THE DITCH
2/20/15	23:04:10	115005149	0070	TRADING POST TR	AUDIBLE ALARM *PROPER CODE R
2/21/15	8:50:04	115005166	0187	AFTON HILLS DR	SUSPICIOUS VEH
2/21/15	10:07:21	115005170	0187	MANNING AV	WW/SPEED
2/21/15	16:08:44	115005192	0176	SAINT CROIX TR	TRAFFIC
2/21/15	16:20:41	115005194	0176	SAINT CROIX TR	TRAFFIC
2/21/15	20:19:51	115005210	0176	SAINT CROIX TR	TRAFFIC
2/21/15	20:32:12	115005213	0176	SAINT CROIX TR	TRAFFIC
2/22/15	0:47:49	115005222	0137	MANNING AV	DIRECTED PATROL-SPEED
2/22/15	12:03:52	115005246	0087	50TH ST	AUD ALARM
2/22/15	23:34:00	115005278	0092	15TH ST	RESIDENTIAL BURG ALARM **PO
2/22/15	23:35:00	115005279	0092	NEAL AV	AUDIBLE ALARM
2/23/15	1:20:08	115005281	0160	50TH ST	FIRE ALARM
2/23/15	3:27:32	115005283	0160	50TH ST	FIRE ALARM
2/23/15	8:26:40	115005298	0067	I94	CHECK THE WELFARE
2/23/15	9:58:24	115005304		MANNING AV	RECEIPT# 150000476
2/23/15	16:35:33	115005355	0123	SAINT CROIX TR	TRAFFIC STOP-CITATION
2/24/15	8:26:44	115005393	0068	PASTURE RIDGE R	ALARM
2/24/15	12:25:10	115005430	0067	30TH ST	FOUND DOGS
2/24/15	13:05:48	115005441	0100	AFTON HILLS CT	OFFICERS INFO **RSTK 21
2/24/15	13:12:47	115005444	0068	VALLEY CREEK TR	ALARM
2/24/15	14:03:14	115005453		30TH ST	RECEIPT# 150000507
2/24/15	14:04:33	115005454		30TH ST	RECEIPT# 150000508
2/24/15	18:08:06	115005477	0093	I94	RECKLESS DRIVER
2/25/15	7:00:46	115005498	0160	VALLEY CREEK TR	MEDICAL LEVEL 1
2/25/15	8:35:17	115005506	0063	RIVER RD	EXTRA PATROL
2/25/15	10:13:40	115005512	0063	STAGECOACH TR	TRESPASS COMPLAINT
2/25/15	16:14:46	115005565	0100	MANNING AV	OFFICERS INFO

PRT CONTRACT ICR REPORT

Page 3  
 QIJS 3/01/15 5:00:02

CJBWPR\$.txt  
Contract Report for AFTON  
For the Period 2/01/15 To 2/28/15

Date	Time	ICR #	ID#	Street Name	Complaint
2/25/15	23:42:14	115005590	0198	AFTON	SUSP ACTIVITY
2/26/15	7:44:26	115005600	0130	OSGOOD AV	LIFT ASSIST/AMB NEEDED ** LEVE
2/26/15	14:54:13	115005664	0139	OSGOOD AV	LIFT ASSIST/AMB NEEDED LEVEL3
2/26/15	15:47:58	115005678	0072	AFTON BLVD	MEDICAL **LEVEL 1**
2/26/15	15:57:50	115005682	0190	I94	TRAFFIC
2/26/15	16:58:25	115005695	0072	11TH ST	AUDIBLE ALARM
2/26/15	19:37:33	115005712	0072	OSGOOD AV CT	OFFICERS INFORMATION
2/26/15	22:41:23	115005723	0139	MANNING AV	TRAFFIC-CITATION
2/26/15	2:34:37	115005815	0179	22ND ST	MEDICAL LEVEL 1
2/28/15	15:56:29	115005840	0083	ODELL AV	POSSIBLE BREAK IN
2/28/15	22:25:32	115005853	0130	HUDSON RD	BURGLARY ALARM

Total ICRs Processed: 115

\*\* END OF REPORT \*\*

Washington County Sheriff's Office  
CITATIONS BY CITY REPORT

City Selected: AFTON

From Date: 2/01/2015 To: 2/28/2015

## AFTON

Offense Date	Offense Time	Location	Citation #
2/04/2015 Statute 609	1656 2242 1(1)	380 MORGAN AVE S 5TH DEG DOMESTIC ASSAULT	CT8216546
2/06/2015 Statute 169	0731 14	40TH ST S/NEAL AV S SPEED 68 IN 55	CT8214387
2/11/2015 Statute 169	1600 14 2A1	ST CROIX TR S/RIVER RD SPEED 40 IN 30	CT8216547
2/15/2015 Statute 169	0803 14 2	MANNING AV S/10TH ST S SPEED 65 IN 55	CT8214388
2/16/2015 Statute 169	1036 14 1	I94/NEAL AV SPEED	CT8222517
2/23/2015 Statute 169	1630 14 2A	2400 BLK/ST CROIX TR SPEED 60 IN 50	CT8217124
2/26/2015 Statute 161	1539 24 2	I94/MANNING AV DAR	CT8211357

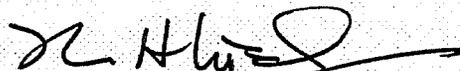
Total for City: AFTON

7

\*\* END OF REPORT \*\*

*City of Afton*  
*Claims to be Approved*  
*February 18, 2015 thru March 17, 2015*

<u>Checks Numbered</u>			
<b>From</b>	<b>To</b>	<b>Description</b>	<b>To Be Approved</b>
19643		Check(s) from Administrator stock: Newsletter Postage	\$185.64
19962	19968	2/28/15 Staff Payroll + Council Payroll for Jan & Feb not previously paid	\$5,756.12
19969	19990	Routine Vendor Bills	\$8,166.61
19991	19993	WSB Invoices for December 2014 (Recorded in 2014 Financials)	\$49,307.25
19994	20002	Significant Vendor & Other Bills	\$33,290.39
20003	20020	More Routine Vendor Bills + March Council Payroll	\$4,296.70
EFT Payments		PERA, MN Withholding, Federal Withholding/Payroll Taxes	\$5,126.32
<b>Claims to be approved at 3/17/15 meeting</b>			<b>\$106,129.03</b>



Submitted by Thomas H. Niedzwiecki, Accountants  
 File: Afton 2015 Claim Summary.xlsm · Worksheet: Feb15 3/9/2015

03/09/15

**City of Afton**  
**Claims to be Approved**  
 February 18 through March 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	03/05/2015	19643	Postmaster		100 - 4M Fund/US Bank - General F...	(185.64)
Bill	02/26/2015	Feb2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	March 2015 Newsletter	5560 - Newsletter Expenses	185.64
TOTAL						185.64
Paycheck	02/26/2015	19962	Ross, Stanley A		100 - 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 - Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 - PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 - PERA Contribution - Employer	10.00
					2303 - PERA Payable - Council	(10.00)
					5052 - Medicare Tax - Employer	2.90
					2213 - Medicare Payable - Employer	(2.90)
					2212 - Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	02/26/2015	19963	Ross, Stanley A		100 - 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 - Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 - PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 - PERA Contribution - Employer	10.00
					2303 - PERA Payable - Council	(10.00)
					5052 - Medicare Tax - Employer	2.90
					2213 - Medicare Payable - Employer	(2.90)
					2212 - Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	02/26/2015	19964	Nolz, Peg		100 - 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 - Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 - PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 - PERA Contribution - Employer	10.00
					2303 - PERA Payable - Council	(10.00)
					5052 - Medicare Tax - Employer	2.90
					2213 - Medicare Payable - Employer	(2.90)
					2212 - Medicare W/H - Employee	(2.90)
TOTAL						187.10

03/09/15

**City of Afton**  
**Claims to be Approved**  
 February 18 through March 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Paycheck	02/26/2015	19965	Joyce, Patrick C		100 - 4M Fund/US Bank - General F...	(533.58)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...	5007 - Intern/Office Assistant Wages		669.28
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...	2302 - PERA Payable - Staff		(43.50)
				5053 - PERA Contribution - Employer		50.20
				2302 - PERA Payable - Staff		(50.20)
				2210 - Federal Withholding		(27.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...	5051 - Social Security Tax - Employer		41.49
				2205 - Soc Sec Payable - Employer		(41.49)
				2204 - Social Security W/H - Employee		(41.49)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...	5052 - Medicare Tax - Employer		9.71
				2213 - Medicare Payable - Employer		(9.71)
				2212 - Medicare W/H - Employee		(9.71)
				2208 - MN State Withholding		(14.00)
TOTAL						533.58
Paycheck	02/26/2015	19966	Swanson Linner, Kimberly J		100 - 4M Fund/US Bank - General F...	(1,239.39)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Wages & Benefits:5006 Deputy ...	5008 - Office Manager Wages		1,585.78
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	2302 - PERA Payable - Staff		(103.08)
				5053 - PERA Contribution - Employer		118.93
				2302 - PERA Payable - Staff		(118.93)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	5018 - Insurance Benefits		26.90
				2325 - Madison Life ST & LT Disability		(26.90)
				2210 - Federal Withholding		(80.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	5051 - Social Security Tax - Employer		98.32
				2205 - Soc Sec Payable - Employer		(98.32)
				2204 - Social Security W/H - Employee		(98.32)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	5052 - Medicare Tax - Employer		22.99
				2213 - Medicare Payable - Employer		(22.99)
				2212 - Medicare W/H - Employee		(22.99)
				2208 - MN State Withholding		(42.00)
TOTAL						1,239.39
Paycheck	02/26/2015	19967	Moorse, Ronald J		100 - 4M Fund/US Bank - General F...	(3,267.07)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	5004 - Administrator Salary		3,672.92
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	5053 - PERA Contribution - Employer		275.47
				2302 - PERA Payable - Staff		(275.47)
				2302 - PERA Payable - Staff		(238.74)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	5037 - Flexible Benefits		1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	5018 - Insurance Benefits		26.90
				2325 - Madison Life ST & LT Disability		(26.90)
				2325 - Madison Life ST & LT Disability		(100.98)
				2210 - Federal Withholding		(568.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	5051 - Social Security Tax - Employer		295.92
				2205 - Soc Sec Payable - Employer		(295.92)
				2204 - Social Security W/H - Employee		(295.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	5052 - Medicare Tax - Employer		69.21
				2213 - Medicare Payable - Employer		(69.21)

03/09/15

**City of Afton**  
**Claims to be Approved**  
 February 18 through March 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
					2212 · Medicare W/H - Employee	(69.21)
					2208 · MN State Withholding	(233.00)
TOTAL						3,267.07
Liability C...	02/27/2015	19968	Madison National Life	103815000000000	100 · 4M Fund/US Bank - General F...	(154.78)
				103815000000000	2325 · Madison Life ST & LT Disability	100.98
				103815000000000	2325 · Madison Life ST & LT Disability	53.80
TOTAL						154.78
Bill Pmt -C...	02/26/2015	19969	Bayport Printing House, Inc.	Acct# CIAF01	100 · 4M Fund/US Bank - General F...	(330.68)
Bill	02/24/2015	3379-P	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	Envelopes, letterhead	5555 · Publishing & Printing	330.68
TOTAL						330.68
Bill Pmt -C...	02/26/2015	19970	Centerpoint Energy (8000015314-0)	Acct No. 8000015314-0	100 · 4M Fund/US Bank - General F...	(628.85)
Bill	02/24/2015	bill02092015	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5280051 3175 St. Croix Trl S Meter #M19810528546	6010 · Gas Heat	161.36
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5855 Ga...	5855 5297140 3033 St. Croix Trl S Meter #M19981171295	5855 · Gas Lamps - Operating Costs	192.54
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5279993 3033 St. Croix Trl S Meter #M19981172549	6010 · Gas Heat	121.55
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5855 Ga...	5855 5297143 3033 St. Croix Trl S Meter #M19981171296	5855 · Gas Lamps - Operating Costs	153.40
TOTAL						628.85
Bill Pmt -C...	02/26/2015	19971	Comcast (8772 10 572 0001508)	Account # 8772 10 572 0001508	100 · 4M Fund/US Bank - General F...	(197.55)
Bill	02/24/2015	bill02072015	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	High Speed Internet	5510 · Computer Service/Software	34.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Digital Voice	5565 · Telephone	162.65
TOTAL						197.55
Bill Pmt -C...	02/26/2015	19972	Freedom Valu Centers, Inc.	Account # 63398	100 · 4M Fund/US Bank - General F...	(20.93)
Bill	02/24/2015	cp-0000013...	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	BioDiesel	5925 · Fuel & Lubricants	20.93
TOTAL						20.93
Bill Pmt -C...	02/26/2015	19973	GE Capital	Billing ID No. 90133894302 Acct Sch 7553611-002	100 · 4M Fund/US Bank - General F...	(410.00)
Bill	02/24/2015	62161780	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5516 Copier Lease	RICOH Aficio MP C5501 copier	5516 · Copier Lease	410.00
TOTAL						410.00

03/09/15

**City of Afton**  
**Claims to be Approved**  
**February 18 through March 17, 2015**

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	02/26/2015	19974	LMCIT (Worker's Comp)	Covenant no. 0200074826	100 - 4M Fund/US Bank - General F...	(3,253.00)
Bill	02/24/2015	WorkersCo...	100 Gen'l Fd:B. Exp:B01.G & A:B1.1 Wages & Benefits:5024 Worker's...	Annual Pay Plan, Workers comp 1/12/15 to 1/12/16	5024 - Workers Comp Insurance	3,253.00
TOTAL						3,253.00
Bill Pmt -C...	02/26/2015	19975	Menards - Hudson	Account No. 30890280	100 - 4M Fund/US Bank - General F...	(21.85)
Bill	02/24/2015	78523	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6035 Routine Cleaning	cleaning supplies	6035 - Routine Cleaning	21.85
TOTAL						21.85
Bill Pmt -C...	02/26/2015	19976	Pioneer Press	Acct # 415245	100 - 4M Fund/US Bank - General F...	(49.44)
Bill	02/24/2015	0115415245	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	legal notices	5555 - Publishing & Printing	49.44
TOTAL						49.44
Bill Pmt -C...	02/26/2015	19977	Pitney Bowes (2082-4605-86-7)	acct number 2082-4605-86-7	100 - 4M Fund/US Bank - General F...	(127.47)
Bill	02/24/2015	396244	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5550 Postage	supply charges	5550 - Postage	127.47
TOTAL						127.47
Bill Pmt -C...	02/26/2015	19978	PressEnter	Acct # 33299 Customer # 33881	100 - 4M Fund/US Bank - General F...	(490.00)
Bill	02/24/2015	bill02042015	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof... 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	1 mo contracted service and 1 McAfee Email protection from 2/1... 3 yrs multiple domain ssl certificate	5510 - Computer Service/Software 5510 - Computer Service/Software	290.00 200.00
TOTAL						490.00
Bill Pmt -C...	02/26/2015	19979	Stensland, Duane (Maintenance)	Maintenance Services	100 - 4M Fund/US Bank - General F...	(131.30)
Bill	02/24/2015	2/1/15 to 2/1...	100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...	Maintenance Services 10.0 hrs @ \$13.13	5020 - Maintenance Person	131.30
TOTAL						131.30
Bill Pmt -C...	02/26/2015	19980	The Planning Company LLC		100 - 4M Fund/US Bank - General F...	(900.00)
Bill	02/24/2015	2465	550 Special Activities Fund:F. Applicant Pass-Thru Expenses:5343 Plan...	Lakeview Dev:Trdg Post Trail Preserve Z33-14	5343 - Planning - Pass Thru	250.00
Bill	02/24/2015	2466	550 Special Activities Fund:F. Applicant Pass-Thru Expenses:5343 Plan...	Lakeview Dev:Trdg Post Trail Preserve Z33-14	5343 - Planning - Pass Thru	650.00
TOTAL						900.00
Bill Pmt -C...	02/26/2015	19981	Wash Cty (Elections)		100 - 4M Fund/US Bank - General F...	(300.00)
Bill	02/24/2015	80482	550 Special Activities Fund:N. Elections:6347 Election Expense	Accuvote maint, Automark maint	6347 - Elections Expense	300.00
TOTAL						300.00

03/09/15

**City of Afton**  
**Claims to be Approved**  
February 18 through March 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	02/26/2015	19982	Wash Cty Tax Acct (PO Box 200)	prop ID 22.028.20.41.0007	100 - 4M Fund/US Bank - General F...	(694.18)
Bill	02/24/2015	2ndhalf2014...	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	3601 St Croix Trl S Subdivision Name AFTON Lot 1 Block 2 St...	8891 - DNR Flood Imp - Property Exp	694.18
TOTAL						694.18
Bill Pmt -C...	02/26/2015	19983	Xcel Energy (51-4272629-8)	3175 St. Croix Trail S Meter #0098360010	100 - 4M Fund/US Bank - General F...	(22.94)
Bill	02/24/2015	444029011	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 - Electricity	22.94
TOTAL						22.94
Bill Pmt -C...	02/26/2015	19984	Xcel Energy (51-5247622-9)	Acct No. 51-5247622-9 Meters 92023602 & 98359441	100 - 4M Fund/US Bank - General F...	(52.75)
Bill	02/24/2015	444388100	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 3741 & 4105 River Rd	5915 - 201 Project Maintenance	52.75
TOTAL						52.75
Bill Pmt -C...	02/26/2015	19985	Xcel Energy (51-5371356-9)	15891 34th St. S: Automatic Protective Lighting Service	100 - 4M Fund/US Bank - General F...	(16.50)
Bill	02/24/2015	444935746	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	15891 34th St. S: Automatic Protective Lighting Service	6020 - Electricity	16.50
TOTAL						16.50
Bill Pmt -C...	02/26/2015	19986	Xcel Energy (51-5641441-6)	Acct #51-5641441-6 Meter #0096704046	100 - 4M Fund/US Bank - General F...	(13.59)
Bill	02/24/2015	444052851	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3415 St. Croix Trail S Meter #0096704046	6020 - Electricity	13.59
TOTAL						13.59
Bill Pmt -C...	02/26/2015	19987	Xcel Energy (51-5700429-6)	Acct #51-5700429-6 Meter #0077765464	100 - 4M Fund/US Bank - General F...	(150.94)
Bill	02/24/2015	444058155	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	3033 St. Croix Trail S Meter #0077765464	5850 - Street Lighting	150.94
TOTAL						150.94
Bill Pmt -C...	02/26/2015	19988	Xcel Energy (51-6223921-2)	Acct No. 51-6223921-2 Street Lighting	100 - 4M Fund/US Bank - General F...	(221.81)
Bill	02/24/2015	444236071	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	Street Lighting Service	5850 - Street Lighting	221.81
TOTAL						221.81
Bill Pmt -C...	02/26/2015	19989	Xcel Energy (51-6257802-9)	3420 St. Croix Trl S Meter #0096987678	100 - 4M Fund/US Bank - General F...	(88.22)
Bill	02/24/2015	444061573	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3420 St. Croix Trl S Meter #0096987678	6020 - Electricity	88.22
TOTAL						88.22

03/09/15

**City of Afton**  
**Claims to be Approved**  
**February 18 through March 17, 2015**

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	02/26/2015	19990	Xcel Energy (51-6852605-2)	Acct #51-6852605-2 Install No. 184509 & 184508	100 - 4M Fund/US Bank - General F...	(44.61)
Bill	02/24/2015	445146623	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Automatic Protective Light Service Install No. 184509 & 184508	6020 - Electricity	44.61
TOTAL						44.61
Bill Pmt -C...	03/17/2015	19991	WSB (City Engineer)		100 - 4M Fund/US Bank - General F...	(1,784.50)
Bill	01/01/2015	420-12 thru ...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2014 City Engineering Services	5310 - Engineering Fees	1,761.50
Bill	01/01/2015	430-7	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2014 Utility Permits	5310 - Engineering Fees	23.00
TOTAL						1,784.50
Bill Pmt -C...	03/17/2015	19992	WSB (DNR Flood Imp)		100 - 4M Fund/US Bank - General F...	(11,661.75)
Bill	12/31/2014	410-14 thru ...	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Sanitary Sewer Improvements	8895 - DNR Flood Imp Proj - Engineer	3,548.00
Bill	12/31/2014	320-37 thru ...	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Flood Protection Improvement Project	8895 - DNR Flood Imp Proj - Engineer	8,113.75
TOTAL						11,661.75
Bill Pmt -C...	03/17/2015	19993	WSB (Street Imp)		100 - 4M Fund/US Bank - General F...	(35,861.00)
Bill	12/31/2014	400-15 thru ...	120 Street Imp Capital Fd:B. Exp:7940 2014 Street Projects	Village Local Road Improvements	7940 - 2014 Street Projects	31,647.00
Bill	12/31/2014	390-15 thru ...	120 Street Imp Capital Fd:B. Exp:7940 2014 Street Projects	CR 21 Improvement Project	7940 - 2014 Street Projects	4,214.00
TOTAL						35,861.00
Bill Pmt -C...	03/17/2015	19994	Afton Parade Committee		100 - 4M Fund/US Bank - General F...	(1,750.00)
Bill	02/28/2015	APC1stHalf...	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6105 4th of July Celebration	APC First half 2015 parade payment	6105 - 4th of July Celebration	1,750.00
TOTAL						1,750.00
Bill Pmt -C...	03/17/2015	19995	Holstad & Knaak, PLC	Legal Services	100 - 4M Fund/US Bank - General F...	(4,000.00)
Bill	02/28/2015	Feb2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal F...	Civil / General	5321 - Legal Fees - General	2,008.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution - Leg...	Criminal	5320 - Legal Fees - Prosecution	1,992.00
TOTAL						4,000.00
Bill Pmt -C...	03/17/2015	19996	Lindquist & Vennum LLP	File No. 510385.0002	100 - 4M Fund/US Bank - General F...	(1,127.50)
Bill	02/28/2015	680633-3348	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Wastewater treatment facility, services through Jan 31, 2015	8895 - DNR Flood Imp Proj - Engineer	1,127.50
TOTAL						1,127.50

03/09/15

**City of Afton**  
**Claims to be Approved**  
**February 18 through March 17, 2015**

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	03/17/2015	19997	Niedzwiecki, Thomas H.	Accounting Services	100 - 4M Fund/US Bank - General F...	(1,139.00)
Bill	02/28/2015	Feb2015	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees 100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies 100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	Monthly charge for Accounting Services per Contract Monthly charge for QB Pro software including Payroll Service & ... Mailing envelopes, copies of invoices, misc postage	5304 - Accounting Fees 5540 - Office Supplies 5540 - Office Supplies	1,075.00 26.00 38.00
TOTAL						1,139.00
Bill Pmt -C...	03/17/2015	19998	Stensland Inspection Services	Building Inspection Services	100 - 4M Fund/US Bank - General F...	(542.00)
Bill	02/28/2015	Feb2015	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - S...	Building Permits, B-07-15 - B-13-15	5350 - Building Insp Fees - Stensland	542.00
TOTAL						542.00
Bill Pmt -C...	03/17/2015	19999	Tri-County Services (Snow Ice)		100 - 4M Fund/US Bank - General F...	(12,410.00)
Bill	02/28/2015	701	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow plow 146 hrs @ \$85 (20.5 hr is March)	5830 - Snow & Ice Control	12,410.00
TOTAL						12,410.00
Bill Pmt -C...	03/17/2015	20000	Tri-County Services (Streets, Other)		100 - 4M Fund/US Bank - General F...	(85.00)
Bill	02/28/2015	703	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5845 Br...	Tree trimming River Road	5845 - Brush/Tree/Sod/Seed	85.00
TOTAL						85.00
Bill Pmt -C...	03/17/2015	20001	Wash Cty (Rd & Bridge)(Trans & Phys Dev)	Account No. 20490	100 - 4M Fund/US Bank - General F...	(8,339.79)
Bill	02/28/2015	80530	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow & ice control, sand and salt 1/12/15, 1/13/15, 1/27/15, 2/3/...	5830 - Snow & Ice Control	8,339.79
TOTAL						8,339.79
Bill Pmt -C...	03/17/2015	20002	Wenck Associates Inc.	project 2656	100 - 4M Fund/US Bank - General F...	(3,897.10)
Bill	02/28/2015	11500875	800 City InfraStructure Imp Fd.B. Exp:8890 DNR Flood Imp Exp	Wastewater System Engineering	8895 - DNR Flood Imp Proj - Engineer	3,897.10
TOTAL						3,897.10
Bill Pmt -C...	03/12/2015	20003	Centerpoint Energy (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 - 4M Fund/US Bank - General F...	(338.45)
Bill	02/28/2015	Feb2015	100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 - City Garage Expense	338.45
TOTAL						338.45
Bill Pmt -C...	03/12/2015	20004	Centerpoint Energy (9859256-1)		100 - 4M Fund/US Bank - General F...	(11.50)
Bill	02/28/2015	Feb2015	800 City InfraStructure Imp Fd.B. Exp:8890 DNR Flood Imp Exp	Meter #M19951077099 DNR Flood Mit Grant 2318 St Croix Trl...	8891 - DNR Flood Imp - Property Exp	11.50
TOTAL						11.50

03/09/15

**City of Afton**  
**Claims to be Approved**  
**February 18 through March 17, 2015**

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	03/12/2015	20005	Croix Crystal Water Treatment	cooler lease and water	100 - 4M Fund/US Bank - General F...	(27.00)
Bill	02/28/2015	44720	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 - Misc Exp - Bldg & Land	27.00
TOTAL						27.00
Bill Pmt -C...	03/12/2015	20006	Earl F. Andersen, Inc.	Customer # 3000	100 - 4M Fund/US Bank - General F...	(663.40)
Bill	02/28/2015	107140B-IN	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5860 Sig...	street signs, 45th St, 15th St, Majestic Pines Tr	5860 - Signs & Signals	663.40
TOTAL						663.40
Bill Pmt -C...	03/12/2015	20007	GE Capital	Billing ID No. 90133894302 Acct Sch 7553611-002	100 - 4M Fund/US Bank - General F...	(410.00)
Bill	02/28/2015	62317333	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5516 Copier Lease	RICOH Aficio MP C5501 copier	5516 - Copier Lease	410.00
TOTAL						410.00
Bill Pmt -C...	03/12/2015	20008	Gopher State One Call		100 - 4M Fund/US Bank - General F...	(1.45)
Bill	02/28/2015	132963	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets	5870 - Other Road Maintenance	1.45
TOTAL						1.45
Bill Pmt -C...	03/12/2015	20009	Hillcrest Animal Hospital	Account # 10454	100 - 4M Fund/US Bank - General F...	(281.00)
Bill	02/28/2015	Feb2015	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:560...	animal control charges	5605 - Animal Control	281.00
TOTAL						281.00
Bill Pmt -C...	03/12/2015	20010	Home & Business Handyworks (Bill Baglio)	1099 Vendor	100 - 4M Fund/US Bank - General F...	(175.00)
Bill	02/28/2015	855947	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6035 Routine Cleaning	cleaning city hall Feb 2015	6035 - Routine Cleaning	175.00
TOTAL						175.00
Bill Pmt -C...	03/12/2015	20011	Innovative Office Solutions LLC	customer # V105001	100 - 4M Fund/US Bank - General F...	(147.52)
Bill	02/28/2015	01QV6115	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	tissues, cups	5540 - Office Supplies	147.52
TOTAL						147.52
Bill Pmt -C...	03/12/2015	20012	Kathi Pelnar	Humane Animal Control Service	100 - 4M Fund/US Bank - General F...	(483.41)
Bill	02/28/2015	Feb2015	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:560...	animal control for February 2015	5605 - Animal Control	483.41
TOTAL						483.41

03/09/15

**City of Afton**  
**Claims to be Approved**  
**February 18 through March 17, 2015**

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	03/12/2015	20013	Middle St. Croix Watershed Mgmt Org		100 - 4M Fund/US Bank - General F...	(488.32)
Bill	02/28/2015	Feb2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5380 Middle St. Croix ...	2015 Total Full Year payment re MSCWMO 2015 Budget \$109,...	5380 - Middle St. Croix Valley WMO	488.32
TOTAL						488.32
Bill Pmt -C...	03/12/2015	20014	Pioneer Press	Acct # 415245	100 - 4M Fund/US Bank - General F...	(20.60)
Bill	02/28/2015	0215415245	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	legal notices	5555 - Publishing & Printing	20.60
TOTAL						20.60
Bill Pmt -C...	03/12/2015	20015	Wash Cty (Prop Records & Taxpayer Serv)	account # 20490	100 - 4M Fund/US Bank - General F...	(220.00)
Bill	02/28/2015	80475	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	TaxLevyBook 2014	5302 - Assessor Fees	35.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	AudBondingCert 2014	5302 - Assessor Fees	150.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	Top10/25Taxpayers 2014	5302 - Assessor Fees	35.00
TOTAL						220.00
Paycheck	03/17/2015	20016	Bend, Richard H		100 - 4M Fund/US Bank - General F...	(280.65)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 - Mayor & Council Wages	300.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 - PERA Payable - Council	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 - PERA Contribution - Employer	15.00
					2303 - PERA Payable - Council	(15.00)
					5052 - Medicare Tax - Employer	4.35
					2213 - Medicare Payable - Employer	(4.35)
					2212 - Medicare W/H - Employee	(4.35)
TOTAL						280.65
Paycheck	03/17/2015	20017	Nelson, Randall P		100 - 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 - Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 - PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 - PERA Contribution - Employer	10.00
					2303 - PERA Payable - Council	(10.00)
					5052 - Medicare Tax - Employer	2.90
					2213 - Medicare Payable - Employer	(2.90)
					2212 - Medicare W/H - Employee	(2.90)
TOTAL						187.10

03/09/15

**City of Afton**  
**Claims to be Approved**  
 February 18 through March 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Paycheck	03/17/2015	20018	Palmquist, William B		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	03/17/2015	20019	Richter, Joseph J		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	03/17/2015	20020	Ross, Stanley A		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Liability C...	02/27/2015	201503001	PERA (Council)	3030-51 207620	100 · 4M Fund/US Bank - General F...	(60.00)
				3030-51 207620	2303 · PERA Payable - Council	30.00
				3030-51 207620	2303 · PERA Payable - Council	30.00
TOTAL						60.00
Liability C...	02/27/2015	201503002	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(829.92)
				3030-01 210990	2302 · PERA Payable - Staff	385.32
				3030-01 210990	2302 · PERA Payable - Staff	444.60
TOTAL						829.92

03/09/15

**City of Afton**  
**Claims to be Approved**  
 February 18 through March 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Liability C...	03/03/2015	201503003	MN Dept of Revenue	5050730	100 - 4M Fund/US Bank - General F...	(577.00)
				5050730	2208 - MN State Withholding	577.00
TOTAL						577.00
Liability C...	03/10/2015	201503004	IRS (US Treasury)	41-1290668	100 - 4M Fund/US Bank - General F...	(3,549.40)
				41-1290668	2210 - Federal Withholding	1,345.00
				41-1290668	2213 - Medicare Payable - Employer	226.55
				41-1290668	2212 - Medicare W/H - Employee	226.55
				41-1290668	2205 - Soc Sec Payable - Employer	875.65
				41-1290668	2204 - Social Security W/H - Employee	875.65
TOTAL						3,549.40
Liability C...	03/17/2015	201503005	PERA (Council)	3030-51 207620	100 - 4M Fund/US Bank - General F...	(110.00)
				3030-51 207620	2303 - PERA Payable - Council	55.00
				3030-51 207620	2303 - PERA Payable - Council	55.00
TOTAL						110.00

**City of Afton  
Balance Sheet  
December 31, 2014**

Account #	Account Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Serv Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>Assets</b>													
100	4M Fund: General Fund	570,333											570,333
100.8	Petty Cash	241											241
115	4M Fund: Bldg & Land Capital Fund		43,274										43,274
120	4M Fund: Street Imp Capital Fund			474,880									474,880
200	4M Fund: Park Reserve Fund				51,241								51,241
250	4M Fund: Special Reserve Fund					31,780							31,780
400	4M Fund: 201 Project Fund						3,374						3,374
500	4M Fund: Fire Station Debt Serv Fund							2,158					2,158
550	4M Fund: Special Activities Fund								155,022				155,022
600	4M Fund: MN Investment Fund								104,361				104,361
700	4M Fund: Road Construction Fund												0
725	4M Fund: Road Debt Service Fund										3,518,145		3,518,145
800	4M Fund: Disaster Fund									0			0
810	4M Fund: City Dock Fund											52,383	52,383
	<b>Total Cash and Investments</b>	<b>570,574</b>	<b>43,274</b>	<b>474,880</b>	<b>51,241</b>	<b>31,780</b>	<b>3,374</b>	<b>2,158</b>	<b>259,383</b>	<b>0</b>	<b>3,518,145</b>	<b>52,383</b>	<b>5,007,192</b>
1170	Taxes Receivable from County	13,076											13,076
11xx	Fees & Other Receivables	14,405											14,405
2001	Permit Escrow & Fees (net receivable)	9,226											9,226
Various	Due (Owed) between Funds	0	0	0	0	397,087	0	0	0	(397,086.85)	0	0	0
	<b>Total Assets and Other Debits</b>	<b>607,281</b>	<b>43,274</b>	<b>474,880</b>	<b>51,241</b>	<b>428,867</b>	<b>3,374</b>	<b>2,158</b>	<b>259,383</b>	<b>(397,086)</b>	<b>3,518,145</b>	<b>52,383</b>	<b>5,043,899</b>
<b>Liabilities and Fund Balances</b>													
2001	Permit Escrow & Fees (net payable)	0											0
2002	Accounts Payable	299,291											299,291
2022	Accrued Expenses	2,000											2,000
2025	Accrued Interest - Road Bond										54,264		54,264
2120	Building Surcharges Payable	0											0
2200	Payroll Tax Liabilities/Withholding	4,683											4,683
	<b>Total Accounts and Other Payables</b>	<b>305,974</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54,264</b>	<b>0</b>	<b>360,237</b>
2500	Grants Received	0											0
2700	Road GO Tax Abatement Bds										3,290,000		3,290,000
2701	2014A Refunding Road Bonds										3,184,040		3,184,040
Various	Fund Balance - Beginning of Year	264,114	26,449	395,349	50,837	428,539	2,733	2,157	250,882	31,101	(3,145,320)	49,626	(1,643,531)
Various	Current Year Net Increase (Decrease)	37,193	16,825	79,531	404	328	641	2	8,501	(428,188)	135,161	2,757	(146,847)
Various	<b>Fund Balance - End of Period</b>	<b>301,307</b>	<b>43,274</b>	<b>474,880</b>	<b>51,241</b>	<b>428,867</b>	<b>3,374</b>	<b>2,158</b>	<b>259,383</b>	<b>(397,086)</b>	<b>(3,010,159)</b>	<b>52,383</b>	<b>(1,790,378)</b>
	<b>Total Liabilities and Fund Balances</b>	<b>607,281</b>	<b>43,274</b>	<b>474,880</b>	<b>51,241</b>	<b>428,867</b>	<b>3,374</b>	<b>2,158</b>	<b>259,383</b>	<b>(397,086)</b>	<b>3,518,145</b>	<b>52,383</b>	<b>5,043,899</b>

**City of Afton - Statement of Changes in Fund Balances  
for Month of December 2014**

#	Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Service Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>A</b>	<b>Beginning Fund Balances</b>	407,912	43,274	543,077	50,041	428,866	3,423	2,158	259,077	(299,088)	(2,989,450)	53,496	(1,497,214.10)
<b>Section I. Revenues</b>													
1	Property Taxes	12,417	0	0	0	0	0	0	0	0	0	0	12,417
	Intergovernmental Revenues	3,831	0	0	0	0	0	0	0	0	0	0	3,831
19	Charges for Services	2	0	0	0	0	0	0	2,156	0	0	0	2,158
21	Fines and Forfeitures	0	0	0	0	0	0	0	0	0	0	0	0
	Licenses, Fees and Permits	17,991	0	0	0	0	0	0	0	0	0	0	17,991
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	3,408	0	0	0	0	0	0	0	0	0	0	3,408
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	0	0	0	0
36	Other Grants/State Fire Aid	0	0	0	1,200	0	0	0	0	0	0	0	1,200
	Interest Income	20	0	6	1	1	0	0	6	0	14	2	50
37	TIF District/MN Inv Fund Loan	0	0	0	0	0	0	0	0	0	0	0	0
	Park Fees	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
<b>B</b>	<b>Total Revenue</b>	37,669	0	6	1,201	1	0	0	2,161	0	14	2	41,055
<b>C</b>	<b>Other Financing Sources/Transfers</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Section II. Expenditures</b>													
General and Administrative													
1	Wages and Benefits	19,107	0	0	0	0	0	0	0	0	0	0	19,107
2	Professional Services	13,672	0	0	0	0	0	0	2,156	0	0	0	15,828
3	Other Expenditures	4,533	0	0	0	0	0	0	0	0	0	0	4,533
	<b>Total General and Administrative</b>	37,311	0	0	0	0	0	0	2,156	0	0	0	39,467
5	Public Safety/State Fire Aid	84,608	0	0	0	0	0	0	0	0	0	0	84,608
9	Public Health/Cons of Natural Resources	86	0	0	0	0	0	0	0	0	0	0	86
11	Streets	20,136	0	0	0	0	0	0	0	0	0	0	20,136
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	97,999	0	0	97,999
13	Other Street Imp/Road Paving Project	0	0	68,203	0	0	49	0	200	0	0	0	68,452
14	Buildings and Land/City Dock	1,044	0	0	0	0	0	0	0	0	0	1,115	2,159
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	590	0	0	0	0	0	0	0	0	0	0	590
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	0	20,723	0	20,723
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	143,774	0	68,203	0	0	49	0	2,356	97,999	20,723	1,115	334,219
<b>E</b>	<b>Other Financing Uses/Transfers</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	(106,105)	0	(68,197)	1,201	1	(49)	0	(194)	(97,999)	(20,709)	(1,113)	(293,164)
<b>F</b>	<b>Ending Fund Balances</b>	301,807	43,274	474,880	51,241	428,867	3,374	2,158	258,883	(397,086)	(3,010,159)	52,383	(1,790,378.06)

**City of Afton - Statement of Changes in Fund Balances  
for Year to Date December, 2014**

#	Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Service Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>A</b>	<b>Beginning Fund Balances</b>	264,114	26,449	395,349	50,837	428,539	2,733	2,157	250,882	31,101	(3,145,320)	49,626	(1,643,531)
<b>Section I. Revenues</b>													
1	Property Taxes	1,271,686	0	0	0	0	0	57,356	0	0	305,000	0	1,634,042
	Intergovernmental Revenues	4,715	0	0	0	0	0	0	0	0	0	0	4,715
19	Charges for Services	70	0	0	0	0	1,347	0	8,686	0	0	3,850	13,954
21	Fines and Forfeitures	10,359	0	0	0	0	0	0	0	0	0	0	10,359
	Licenses, Fees and Permits	162,119	0	0	0	0	0	0	0	0	0	0	162,119
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	4,043	0	0	0	0	0	0	0	0	0	0	4,043
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	95,000	0	0	95,000
36	Other Grants/State Fire Aid	8,378	(64)	0	1,200	0	0	0	49,954	0	0	0	59,468
	Interest Income	54	3	66	7	34	(1)	2	66	3	63	22	319
37	TIF District/MN Invest Fund Proceeds	0	0	0	0	0	0	0	9,204	0	0	0	9,204
	Park Fees	0	0	0	10,000	0	0	0	0	0	0	0	10,000
		0	0	0	0	0	0	0	0	0	0	0	0
<b>B</b>	<b>Total Revenue</b>	1,461,424	(61)	66	11,207	34	1,346	57,358	67,910	95,003	305,063	3,872	2,003,222
<b>C</b>	<b>Other Financing Sources/Transfers</b>	0	21,000	200,000	0	294	0	0	29,700	0	0	0	250,994
<b>Section II. Expenditures</b>													
General and Administrative													
1	Wages and Benefits	213,147	0	0	0	0	0	0	0	0	0	0	213,147
2	Professional Services	133,198	0	0	0	0	0	0	10,204	0	0	0	143,402
3	Other Expenditures	53,668	0	0	0	0	0	0	19,466	0	0	0	73,134
	Total General and Administrative	400,012	0	0	0	0	0	0	29,671	0	0	0	429,683
5	Public Safety/State Fire Aid	384,098	0	0	0	0	0	0	44,687	0	0	0	428,785
9	Public Health/Cons of Natural Resources	1,780	0	0	0	0	0	0	0	0	0	0	1,780
11	Streets	274,047	0	0	0	0	0	0	0	0	0	0	274,047
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	523,191	0	0	523,191
13	Other Street Imp/Road Paving Project	2,836	0	120,535	0	0	706	0	8,881	0	0	0	132,958
14	Buildings and Land/City Dock	10,446	4,114	0	0	0	0	0	0	0	0	1,115	15,675
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	5,871	0	0	0	5,871
15	Parks and Recreation	5,018	0	0	10,803	0	0	0	0	0	0	0	15,822
16	Debt Service - Interest Expense	0	0	0	0	0	0	57,356	0	0	169,902	0	227,258
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	1,078,237	4,114	120,535	10,803	0	706	57,356	89,110	523,191	169,902	1,115	2,055,069
<b>E</b>	<b>Other Financing Uses/Transfers</b>	345,994	0	0	0	0	0	0	0	0	0	0	345,994
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	37,193	16,825	79,531	404	328	641	2	8,501	(428,188)	135,161	2,757	(146,847)
<b>F</b>	<b>Ending Fund Balances</b>	301,307	43,274	474,880	51,241	428,867	3,374	2,158	259,383	(397,086)	(3,010,159)	52,383	(1,790,378)

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 12/31/14**

	Audited 2011	Audited 2012	Audited 2013	Month of Dec-14	YTD Actual 12/31/14	Annual Budget 2014	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#100 GENERAL FUND</b>								
<b>A: REVENUES</b>								
1-PROPERTY TAXES	1,556,120	1,560,592	1,604,540	12,417	1,634,042	1,634,824	782	100.0%
2-INTERGOVERNMENTAL REVENUES	1,227	8,031	1,811	3,831	4,715	(1,166)	(5,881)	
3-CHARGES FOR SERVICES	51	205	72	2	70	135	65	51.9%
4-FINES AND FORFEITURES	17,856	19,292	15,901	0	10,359	16,250	5,891	63.7%
5-LICENSES, FEES, PERMITS	147,715	156,437	253,353	17,991	162,119	130,750	(31,369)	124.0%
7-MISCELLANEOUS REVENUE	4,951	7,546	4,622	3,408	4,043	1,625	(2,418)	248.8%
9-OTHER GRANTS	8,298	8,298	8,298	0	8,378	8,290	(88)	101.1%
10-INTEREST INCOME	38	45	57	20	54	50	(4)	108.5%
11-TIF DISTRICT	0	0	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<b>1,736,256</b>	<b>1,760,445</b>	<b>1,888,654</b>	<b>37,669</b>	<b>1,823,780</b>	<b>1,790,758</b>	<b>(33,022)</b>	<b>101.8%</b>
<b>B: EXPENDITURES</b>								
GENERAL AND ADMINISTRATIVE								
1-WAGES & BENEFITS	163,249	175,091	190,806	19,107	213,147	203,358	(9,789)	104.8%
2-PROFESSIONAL SERVICES	179,195	125,944	176,224	13,672	133,198	147,950	14,752	90.0%
4-OTHER EXPENDITURES	75,608	56,448	58,082	4,533	53,668	68,900	15,232	77.9%
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>418,051</b>	<b>357,484</b>	<b>425,111</b>	<b>37,311</b>	<b>400,012</b>	<b>420,208</b>	<b>20,196</b>	<b>95.2%</b>
5-PUBLIC SAFETY	363,897	363,453	368,944	84,608	384,098	385,100	1,002	99.7%
6-PUBLIC HEALTH	1,458	1,294	887	86	1,780	2,000	220	89.0%
7-STREETS	218,899	174,009	268,207	20,136	274,047	252,000	(22,047)	108.7%
9-OTHER PUBLIC WORKS	4,504	3,581	1,692	0	2,836	7,750	4,914	36.6%
10-BUILDINGS & LAND	7,792	7,511	11,203	1,044	10,446	10,250	(196)	101.9%
11-TIF DISTRICT	0	0	0	0	0	0	0	
12-PARKS & RECREATION	6,036	5,049	3,805	590	5,018	5,100	82	98.4%
<b>TOTAL EXPENDITURES</b>	<b>1,020,638</b>	<b>912,381</b>	<b>1,079,849</b>	<b>143,774</b>	<b>1,078,237</b>	<b>1,082,408</b>	<b>4,171</b>	<b>99.6%</b>
<b>C: OTHER FINANCING SOURCES (USES)</b>								
	(714,524)	(845,255)	(805,608)	0	(708,350)	(708,350)	0	
<b>Net GENERAL FUND</b>	<b>1,094</b>	<b>2,810</b>	<b>3,197</b>	<b>(106,105)</b>	<b>37,193</b>	<b>0</b>	<b>(37,193)</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 12/31/14**

	Audited 2011	Audited 2012	Audited 2013	Month of Dec-14	YTD Actual 12/31/14	Annual Budget 2014	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#115 BUILDINGS AND LAND CAPITAL FUND</b>								
A: Revenues								
4012 Current Tax Levy - Bldg & Land	2,500	2,500	5,000	0	6,000	21,000	15,000	28.6%
4022 Levy: Afton Septic System - City Bldgs	0	0	0	0	15,000	15,000	0	100.0%
4600 Grant/Insurance: City Hall	5,038	0	27,654	0	(64)	0	64	
4831 Trf in re. Park Structures	0	0	0	0	0	0	0	
6910 Trf in fr General Fund (Non Budgeted)			25,000	0	0	0	0	
4906 Interest - Bldg & Land Fund	4	4	2	0	3	0	(3)	
<b>TOTAL REVENUE</b>	<b>7,542</b>	<b>2,504</b>	<b>57,656</b>	<b>0</b>	<b>20,939</b>	<b>36,000</b>	<b>15,061</b>	<b>58.2%</b>
B: Expenditures								
6003 City Hall Improvements	1,603	3,801	8,437	0	4,114	0	(4,114)	
6004 Bldg Repair & Maintenance	8,352	485	31,248	0	0	0	0	
6005 City Garage Improvements	900	0	0	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>10,855</b>	<b>4,286</b>	<b>39,685</b>	<b>0</b>	<b>4,114</b>	<b>0</b>	<b>(4,114)</b>	
<b>Net BLDG &amp; LAND CAPITAL FUND</b>	<b>(3,313)</b>	<b>(1,783)</b>	<b>17,971</b>	<b>0</b>	<b>16,825</b>	<b>36,000</b>	<b>19,175</b>	<b>46.7%</b>
<b>#120 STREET IMP CAPITAL FUND</b>								
A: Revenues								
4013 Current Tax Levy - Street Improvements	114,649	171,000	190,000	0	200,000	200,000	0	100.0%
4907 Interest - Street Imp Fund	64	27	38	6	66	0	(66)	
<b>TOTAL REVENUE</b>	<b>114,713</b>	<b>171,027</b>	<b>190,038</b>	<b>6</b>	<b>200,066</b>	<b>200,000</b>	<b>(66)</b>	<b>100.0%</b>
B: Expenditures								
7932 Afton Hills Street Improvements	0	0	0	0	0	0	0	
7934 River Road Project	0	0	0	0	0	0	0	
7935 Pennington Av Improvements	293,422	5,980	3,550	0	2,227	0	(2,227)	
7936 2012 Street Projects (Various)	0	179,704	0	0	0	0	0	
7937 Bridge Repair & Replacement	0	4,444	4,655	1,404	2,469	0	(2,469)	
7938 Culvert Repair & Replacement	0	5,089	135	0	0	0	0	
7939 2013 Street Projects (Various)	0	0	113,816	0	0	0	0	
7940 2014 Street Projects (Various)	0	0	0	66,799	115,839	0	(115,839)	
<b>TOTAL EXPENDITURES</b>	<b>293,422</b>	<b>195,217</b>	<b>122,156</b>	<b>68,203</b>	<b>120,535</b>	<b>0</b>	<b>(120,535)</b>	
C: Oth Fin Sources (Uses)/Transfers								
6910 Oper Trf fr General Fd (Non Budgeted)	55,000	175,000	25,000	0	0	0	0	
69xx Oper Trf from Road Construction Fund	0	0	0	0	0	0	0	
<b>TOTAL OTH FIN SOURCES (USES)</b>	<b>55,000</b>	<b>175,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net STREET IMP CAPITAL FUND</b>	<b>(123,709)</b>	<b>150,810</b>	<b>92,882</b>	<b>(68,197)</b>	<b>79,531</b>	<b>200,000</b>	<b>120,469</b>	<b>39.8%</b>

**RESOLUTION 2015-16**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING 4M FUND TRANSFERS FOR –  
JANUARY AND FEBRUARY, 2015**

**BE IT RESOLVED THAT** the City Council of the City of Afton, County of Washington, Minnesota, authorizes the transfer of the following sums of money between the City’s 4M Fund Accounts, as detailed in Exhibit A – 4M Fund Transfers – Month of JANUARY and FEBRUARY, 2015.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17TH DAY OF MARCH, 2015.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

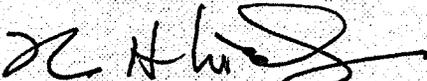
**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

- Motion by:
- Second by:
- Palmquist:
- Richter:
- Ross:
- Nelson:
- Bend:

**City of Afton**  
**Exhibit A: 4M Fund Transfers**

				Month of: Jan & Feb 2015
<b>4M Fund Accounts</b>				
#	<i>From</i>	<i>To</i>	<i>Amount</i>	<i>Comments</i>
1	City Infra-Structure Improvement Fund (35001-114)	General (35001-101)	\$9,649.99	JanFeb15 DNR Flood Imp Project Expense
2	City Infra-Structure Improvement Fund (35001-114)	General (35001-101)	\$11,661.75	Addl 2014 DNR Flood Imp Project Exp (WSB Dec14 Invoices)
3	Special Activities Fund (35001-106)	General (35001-101)	\$300.00	JanFeb15 Spec Act Fd Exp (Various)
4	Street Improvements Fund (35001-116)	General (35001-101)	\$35,861.00	2014 Street Imp Fd Exp (WSB Dec14 Invoices)
5	201 Project Fund (35001-103)	General (35001-101)	\$109.07	JanFeb15 201 Project Expense
6	Special Reserve Fund (MN-01-0001-2001)	City Infra-Structure Improvement Fund (35001-114)	\$9,649.99	Temporary Cash Flow Transfer(s)
7	Special Reserve Fund (MN-01-0001-2001)	City Infra-Structure Improvement Fund (35001-114)	\$11,661.75	Addl 2014 Temporary Cash Flow Transfer(s) (WSB Dec14 Invoices)
<div style="border: 1px solid black; padding: 5px; margin: 5px 0;">           The City Infra-Structure Improvement Fund owes the Special Reserve Fund \$406,737 as of 2/28/15.         </div>				

  
 Recommended by Thomas H. Niedzwiecki, Accountant  
 File: Afton 2015 Bank Transfers.xlsm Worksheet: JanFeb15 3/10/2015

CITY OF AFTON  
DRAFT PLANNING COMMISSION MINUTES  
March 2, 2015, 7:00 PM

---

1  
2  
3  
4  
5 1. **CALL TO ORDER** – Acting Chair Mark Nelson called the meeting to order at 7:05 p.m.

6  
7 2. **PLEDGE OF ALLEGIANCE** – was recited.

8  
9 3. **ROLL CALL** - Present: Patten, Kilmer, Seeberger, Wroblewski and Acting Chair M.Nelson, Excused  
10 Absence: Doherty, Kopitzke, Ronningen. **Quorum present.** It was noted that Adam Smerud had tendered his  
11 resignation of the Planning Commission to City Administrator Moose last month.

12  
13 **ALSO IN ATTENDANCE** – City Administrator Ron Moose and Deputy Clerk Kim Swanson Linner.

14  
15 4. **APPROVAL OF AGENDA** – Seeberger requested to add Item 10.b. Change the scheduled meeting times.  
16 **Motion/Second: Patten/Seeberger. To approve the March 2, 2015 Planning Commission agenda as**  
17 **amended. Motion carried 5-0-0.**

18  
19 5. **APPROVAL OF MINUTES** –

20 a. February 2, 2015 Planning Commission Meeting Minutes – Acting Chair Nelson provided proposed  
21 language to be inserted at Line 74 regarding a statement from Chair Ronningen. Commissioners discussed what  
22 they remembered (or not) from the discussion. As Ronningen was not in attendance, commissioners preferred to  
23 continue the minutes approval until Ronningen can be part of the discussion.

24  
25 **Motion/Second: Nelson/Wroblewski. To table the February 2, 2015 Planning Commission minutes to the**  
26 **April 6 meeting. Motion carried 5-0-0.**

27  
28 6. **ELECTION OF OFFICERS** – Administrator Moose explained that March is the month for the  
29 Commission to elect officers to the positions of Chair, Vice Chair, and Secretary. Commissioners preferred to  
30 wait until more members were in attendance.

31  
32 **Motion/Second: Wroblewski/Kilmer. To table the election of Planning Commission officers to the April 6**  
33 **meeting. Motion carried 4-1-0 (Seeberger).**

34  
35 7. **REPORTS AND PRESENTATIONS** - none.

36  
37 8. **PUBLIC HEARINGS** –

38 a. Ordinance Amendment Regarding Accessory Buildings – Acting Chair Nelson opened the Public  
39 Hearing at 7:21 p.m.

40 Administrator Moose summarized, noting that most of the past discussion on accessory buildings has  
41 centered on the size and number of accessory buildings on parcels 20 acres or greater. Moose noted the  
42 ordinance amendment also includes several language updates to reflect current State Statutes regarding  
43 agricultural buildings and repealed agricultural tax programs. It also relocates information relating to sizes of  
44 parcels, sizes and number of allowed accessory buildings, and required permits out of definitions and into chart  
45 form. The ordinance amendment reflects the Planning Commission's direction on allowing accessory buildings  
46 up to 5,000 square feet on all parcels 20 acres or greater. Some members of City Council have maintained their  
47 preference for a graduated increase in the allowed building size as the size of parcels increases.

48 There were no public comments.

49  
50 **Motion/Second: Patten/Nelson. To close the Public Hearing at 7:24 p.m.**

51  
52 Planning Commission Discussion:

53 Wroblewski spoke that in her personal experience, owning a 20 acre parcel that came with an old farm house  
54 and a detached garage, she felt that a 5,000 s.f. accessory building is a reasonable size for larger properties for  
55 storage of machinery and equipment, especially for residents who have any kind of hobby farm or animals. She

56 is not in favor of having categories of accessory building that are less than 5,000 s.f. for 20 acre or greater  
57 parcels. She felt it is just too restrictive when having to subtract the size of the detached garage. She felt if  
58 Council still wanted graduated sizes for accessory buildings on larger parcels, they needed to have a deliberate  
59 and realistic discussion of the appropriate size.  
60

61 **Motion/Second: Nelson/Wroblewski. To recommend to City Council to adopt the ordinance amendment**  
62 **concerning sizes and number of allowed accessory buildings as drafted, deleting obsolete state statute**  
63 **language and adding language on regulations on parcels of 20 acres or greater. Motion carried 4-0-1**  
64 **(Abstain: Kilmer).**  
65

## 66 9. NEW BUSINESS –

67 a. Buildability of Substandard Lots in the Village Historic District (VHS) – Administrator Moose  
68 explained the issues involved in considering buildability of Substandard Lots in the VHS District from Sec. 12-  
69 581, Lower St. Croix Bluffland and Shoreland Management District. A pre-existing single parcel in the VHS  
70 must be a minimum of 22,500 square feet has to meet all other dimensional requirements for a new lot in the  
71 VHS district in order to be considered buildable. Approximately 30 parcels in the VHS have less than 22,500  
72 square feet, based on the parcels that are being assessed for the downtown improvement projects. Many of these  
73 are currently developed with a house or commercial building. Moose explained that several owners of  
74 undeveloped lots with less than 22,500 square feet would like the City to consider the buildability of  
75 substandard lots in conjunction with the City's determinations regarding which properties will be provided with  
76 sewer service. Currently, only buildable lots will be provided with sewer service. The lot sizes of the parcels  
77 currently being requested for consideration of buildability range from 19,384 sq. ft. down to 15,000 sq. ft.  
78 Moose indicated the minimum parcel size of 22,500 sq. ft. was based on many factors, including providing  
79 sufficient area for a private septic system, setback from the septic system to a private well, structure setback  
80 requirements, managing the density of lots and structures, and providing space for a usable yard on residential  
81 properties and for off-street parking on commercial properties. Because the VHS will now be served by a sewer  
82 system, the area for a septic system is no longer a limiting factor. However, the other factors are still relevant.  
83 Moose further explained that Sec. 12-637. Minimum District Dimensional Requirements, requires a minimum  
84 lot size of 1 acre in the VHS district. While substandard existing lots in the rural area may meet 60% of the  
85 minimum requirements for a new lot in order to be considered buildable, substandard lots in the VHS district are  
86 allowed with a minimum of 22,500 sq. ft., which is one-half acre. This is 50% of the one-acre minimum lot size  
87 vs. 60% of the minimum lot area required in the rural area. Molly Shodeen, of the DNR, has indicated that,  
88 because the 22,500 sq. ft. minimum requirement for buildability is already less than 60% of the one-acre  
89 minimum VHS lot size, the ordinance should not be amended to reduce the 22,500 sq. ft. minimum size required  
90 for buildability. Rather, the DNR preferred the city use the variance process to address the buildability of  
91 smaller existing lots based on findings related to practical difficulty and impacts to the St. Croix River.  
92 Currently, the zoning code provides that a variance expires after one year if the proposal for which the variance  
93 was granted has not moved forward. Determining buildability for these substandard VHS lots is needed now to  
94 enable decisions regarding the extension of sewer service to those lots considered to be buildable. Moose  
95 explained an option for the city in addressing this timing issue could be to provide an extended expiration for  
96 any variance approvals.  
97

## 98 Planning Commission Discussion

99 Nelson commented that not needing individual septic systems on each lot will free up some of the square  
100 footage of substandard lots. He estimated his septic drainfield and alternate drainfield is approximately 3,000 sq.  
101 ft., so that a lot of 19,300 sq. ft. seems equally appropriate size if 22,500 sq. ft. was acceptable prior to this; he  
102 thought a convincing case could be made.

103 Kilmer thought that the 16,000 sq. ft. could be more viable due to topographics and preferred a variance  
104 analysis for substandard properties. She was more concerned with the sequence of events, so that variances can  
105 be applied for prior to assessments being made to lots. She would like the variance process maintained so that  
106 individual properties can be assessed for a buildable lot. She indicated the decision will have impacts on  
107 properties that are slated for assessments now.

108 Moose indicated that the City Council could identify a number of parcels that could be buildable by  
109 variance and could include the revenue that would come from assessments later.

110 Patten commented, of the 30 lots that are substandard, if approximately 15 are already included in the septic  
111 system, the city has the potential to act on 15 variances. He wondered how would a square footage minimum get  
112 chosen? How many new lots are being created as being buildable?

113 Moose indicated that all the lots in the downtown have already been platted. There could be some  
114 additional lots created by this language that wouldn't currently be buildable.

115 Patten recognized that continuing with a variance process for substandard lots with current square footage  
116 seems appropriate.

117 Kilmer felt an individualized approach to substandard lots with a variance process would lend itself better to  
118 differences between the needs of residential lots versus commercial lots.

119 Seeberger thought parameters could guide the discussion for a variance process in the spirit of preserving  
120 what downtown already has for considering flexibility for these substandard lots.

121 Patten asked if the Commission needs to identify parameters for a variance process.

122 Dennis Amoth, 3999 Penfield Avenue, spoke as an owner of some of the substandard lots. He is looking to  
123 the city for clarification on what can be considered buildable. He maintained that every lot in the VHS is unique  
124 and he would like the city to address this issue of buildability before the sewer system goes in. In terms of the  
125 lot square footage, he thought based on his house, perhaps the current requirement of a septic drainfield plus an  
126 alternate drainfield would approach 5,000 sq.ft., which would bring the 22,500 sq. ft down to 17,500 sq. ft.

127 Dan Dickinson, 15895 31<sup>st</sup> Street South, owner of a substandard lot that previously received a variance for  
128 buildability, but the variance expired before he was able to act on it. He would like to be included in the sewer  
129 system calculations, as he wanted a chance to have his property reconsidered as being buildable.

130 Wroblewski asked if there was extra capacity in the sewer system to accommodate new lots.

131 Moose indicated when the system was sized, the substandard lots were not considered to be buildable. Even  
132 though the system was required to be sized at 150% of expected capacity, the city will not be able to analyze  
133 flow rates for a couple of years to see if there might be excess capacity.

134 Nelson questioned whether any of the 50 percent oversizing could be assigned, or was merely a safety factor  
135 in the design.

136 Kilmer indicated that residents have been told that they have until 2023 to hook up.

137 Patten felt that the city should not be tampering with the size of buildable lots, and he doesn't like  
138 "governing by variance." He would rather have the sewer system capacity limit the possibility of substandard lot  
139 buildability.

140 Nelson thought the city should know how many service units there might be if the square footage of lots is  
141 reduced or if variances for buildability are granted.

142 Mr. Amoth asked if the maximum projection of the system could be estimated on the smallest lot size of  
143 15,000 sq. ft.

144  
145 **Motion/Second: Seeberger/Nelson. To a recommend to the City Council to retain the existing ordinance**  
146 **and apply it with flexibility, within a set of established parameters, through the variance process,**  
147 **including the parameters as follows:**

- 149 1. The principal structure, including a garage for a residential parcel, must be able to meet all  
150 required setbacks, including creek and bluff setbacks.
- 151 2. A commercial property must have sufficient area for off-street parking.
- 152 3. If two contiguous substandard parcels could be combined and not meet the 22,500 sq. ft. size  
153 requirement, they are not separately buildable.

154  
155 Patten wished to amend the motion by adding two items to the parameters:

- 156  
157 4. Extend the length of the variance, if a need requires, past the one year expiration; and,
- 158 5. That the City Council take into consideration the capacity of the planned wastewater  
159 treatment system prior to granting a variance for buildability.

161 **Both Seeberger and Nelson accepted the amendment. Motion carried 5-0-0.**  
162

163 b. Change Scheduled Meeting Times – Commissioners Seeberger added this item to the agenda in order to  
164 consider changing the Planning Commission regular meeting time to 6:00 p.m. She noted that she previously  
165 served on both Bayport’s Planning Commission and City Council where they had meeting start times of 6:00  
166 p.m. She indicated it was not a problem for members’ work schedules and felt there is an advantage for people  
167 being able to be more focused up to 9:00 p.m., but felt after that time attention fades.

168 Acting Chair Nelson continued the item to the next meeting, so that more members can take part in the  
169 discussion.  
170

171 **10. OLD BUSINESS**  
172

173 a. Residential Solar Array Ordinance – Administrator Moose introduced the draft ordinance based on the  
174 model ordinance previously provided by Solar Energy Consultant Brian Ross.  
175

176 Planning Commission Discussion:

177 Commissioners agreed that useful definitions for the city’s understanding of what constitutes residential vs  
178 commercial solar arrays is needed in the ordinance. However, there was much discussion, but no consensus, on  
179 how to regulate the size of a solar array installation. Options are by kilowatts, square footage of the panels, or a  
180 percentage of residential usage, which was identified as being difficult to verify compliance. It was noted that  
181 the wind generator ordinance limits the capacity of a wind turbine to 40 kilowatts. Commissioners generally  
182 agreed that, although Council prefers not to allow “commercial” solar arrays, the draft ordinance language  
183 allowing solar farms and community solar in the Industrial districts was appropriate.

184 Nelson proposed adding another definition on “residential electricity generation use” and also suggested  
185 that, for solar array permits, a site plan should be required. He thought applicants should also provide the  
186 number of panels and the watts / panel of the proposed installation. A reasonable idea of array size was noted to  
187 be approximately 250 watts per 15 square feet of surface.  
188

189 **Motion/Second: Patten/Nelson. To send the draft solar energy ordinance to the Heritage Preservation**  
190 **Commission for Design Review comments and to continue the ordinance discussion at the next Planning**  
191 **Commission meeting. Motion carried 5-0-0.**

192 c. Manning Avenue Corridor Overlay District – Administrator Moose reported that he has scheduled the  
193 City of Woodbury’s Community Development planning staff at 6:00 p.m. on Monday, April 6, to obtain  
194 additional detail about Woodbury’s land use plans along Manning Avenue.  
195

196 **Commission members were encouraged to email any questions for the Woodbury Planning staff to**  
197 **Moose as soon possible as so that they can prepare for the April 6 meeting.**  
198

199 Meeting with Property Owners Directly Adjacent to Manning Avenue – Administrator Moose and the  
200 Commission discussed the meeting with the owners of properties directly adjacent to Manning Avenue which is  
201 tentatively being scheduled for May. Moose provided commissioners with the questionnaire from the  
202 September Manning Avenue public information meeting and asked if this or a similar questionnaire should be  
203 sent out to property owners with the notices of the meeting.

204 Nelson wanted to have the invitation that goes out to Manning Avenue property owners also include that  
205 others are welcome.

206 It was noted that, as a public meeting, all interested persons are welcome to attend.  
207

208 **Staff was directed to check whether St. Peter’s Church would be available to have this meeting.**  
209

210 d. Draft City Council Minutes - Update on City Council Actions – Alternate City Council Liaison to the  
211 Planning Commission, Mayor Bend, updated that the City Council approved allowing Dave Herreid’s variance

212 fee to be applied to a new application, should that application be submitted to the city in the next six months, by  
213 August 17, 2015.

214  
215 **10. ADJOURN-**

216  
217 **Motion/Second: Patten/Nelson. To adjourn the meeting at 9:17 p.m. Motion carried 5-0-0.**

218  
219 Respectfully submitted by:

220  
221  
222 \_\_\_\_\_  
223 Kim Swanson Linner, Deputy Clerk

224  
225 **To be approved on April 6, 2015 as (check one): Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**

DRAFT

# Meeting Date Mar. 17, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorese, City Administrator  
Date: March 12, 2015  
Re: Ordinance Amendment Regarding Accessory Buildings – **Ordinance 01-2015**

---

### Background

At its February 2, 2015 meeting, the Planning Commission reviewed a draft ordinance amendment regarding accessory buildings on parcels 20 acres or greater that reflected direction from both the City Council and the Planning Commission. The direction from the Council included the following points.

- Allow large buildings that support uses that match the City's rural character, such as hobby farms
- Consider matching the allowed size of accessory buildings to types of uses and the size of building needed by each use, i.e. hobby farms and riding stables
- Consider a maximum size of 5,000 square feet
- Consider an incremental increase in the allowed size of accessory buildings as the size of the lot increases
- Prohibit commercial uses. Large accessory buildings should only be allowed to be used in ways consistent with the rural character and not for commercial uses.

The Planning Commission provided additional direction to staff, and directed staff to finalize an ordinance amendment reflecting the Commission's direction, and to publish notice of a public hearing regarding the ordinance amendment for the March 2, 2015 Planning Commission meeting. The public hearing was held, and the Planning Commission is recommending the attached ordinance amendment for Council approval.

### Ordinance Amendment

While the ordinance amendment includes new language regarding accessory buildings on large parcels, it also includes several language updates to reflect current State Statutes regarding agricultural buildings. The amendment also includes reformatting of the information in the ordinance to provide greater consistency and clarity. The ordinance amendment reflects the Planning Commission's direction regarding allowing accessory buildings up to 5,000 square feet on all parcels 20 acres or greater, and also requires larger setbacks as the building size increases.

### Council Action Requested:

**Motion regarding the ordinance amendment regarding accessory buildings.**

## ORDINANCE 01-2015

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

### AN ORDINANCE AMENDING CHAPTER 12, SECTION 12-55 AND 12-187 OF THE AFTON LAND USE CODE REGARDING ACCESSORY BUILDINGS

**BE IT ORDAINED** by the City Council of the City of Afton that Section 12-55. Definitions, and Section 12-187. Types of Accessory Buildings, of the Afton City Code be amended as shown below.

Add the underlined language. Delete the strike-through language.

#### Sec. 12-55. Definitions.

*Agricultural Building* means a structure on agricultural land that is: defined in "agricultural rural" of this section,

(1) classified as "agricultural" by the Washington County Assessor for the City of Afton, under State Statute section 273.13, subdivision 23; and

(2) designed, constructed, and used to house farm implements, livestock, or agricultural produce or products under section 273.13, subdivision 23; and

(3) used by the owner, lessee or sublessee of the building and members of their immediate families, their employees and persons engaged in the pickup or delivery of agricultural produce or products.

**State law reference(s) – Definitions, M.S.A §326B.103, subd. 3.**

*Agriculture, rural* is a ~~commercial food producing use on ten or more contiguous acres or a nursery or greenhouse, as~~ is defined under a portion of Minnesota Agricultural Property Tax Law ~~(Green Acres Law)~~ M.S.A. § 273.111, subd. 6 3, and qualifying for classification as class 2a under section 273.13, subd. 23. Real property shall be considered to be in agricultural use provided that annually it is devoted to the production for sale of livestock, dairy animals, dairy products, poultry and poultry products, fur bearing animals, horticultural and nursery stock, fruit of all kinds, vegetables, forage, grains, bees, apiary products and activities incidental thereto.

**State law reference (s) – Agricultural Property Tax, M.S.A, § 273.111 Subd. 6. [Repealed, 2008 c 366 art 6 s 52].**

#### Sec. 12-187. Types of accessory buildings.<sup>1</sup>

A. Storage or tool sheds; detached residential accessory buildings; detached domesticated farm animal buildings on residential parcels; and agricultural buildings ~~on rural farms~~. Such accessory buildings are defined as follows:

1. *Storage or tool sheds:* A one-story accessory building of less than ~~160~~ 200 square feet gross area ~~with a maximum roof height of 12 feet. No door or other access opening in a storage or tool shed shall exceed 28 square feet in area.~~

2. *Detached residential accessory building.* A one-story accessory building used or intended for the storage of motor-driven passenger vehicles, hobby tools, garden equipment, workshop equipment and so forth.

~~The total area of all accessory buildings shall not exceed 2,500~~ 5,000 square feet, subject to the acreage requirements in Subsection (B) of this section. ~~(Also see Paragraph (4) of this section.)~~<sup>145</sup>

3. *Detached domesticated farm animal building on residential parcels.* A one-story accessory building used or intended for the shelter of domestic farm animals and/or related feed or other farm animal supportive materials on any nonagricultural parcel as defined in Section 12-55. ~~The total area of all accessory building shall not exceed 2,500 square feet, subject to the acreage requirements in Subsection (B) of this section. Such buildings shall be regulated by Subsections (B), (M), and (N) of this section.~~

4. *Agricultural buildings on rural farms.* An accessory building used or intended for use on a parcel

<sup>1</sup> Code 1982, § 301.703

on which rural agriculture is the principal use and which meets the definition of Agricultural Building in Section 12-55, and shall be subject to the following restrictions: No retail use and no public events or activities may be held in the building. ~~No accessory building, except for agricultural buildings on rural farms, shall be more than 20 feet in height, nor have a roof pitch which exceeds that of the principal building. On any lot of less than five acres no accessory building shall exceed the square footage of the principal structure.~~<sup>146</sup>

[The strike-through language in subparagraph 4 has been moved to subparagraph 7]

5. ~~Existing agricultural buildings~~ at the time of a subdivision are exempt from the limits on the maximum square footage and on the total number of accessory buildings imposed by Subsection (B) of this section. Any additions to or expansions of accessory buildings shall thereafter be subject to requirements of this section with the existing agricultural buildings being included in both the square footage and building number calculations.
6. *Temporary Accessory Dwelling Unit.* A temporary dwelling unit that is accessory to a residential principal structure, and that can be easily removed. A temporary accessory dwelling unit requires an administrative permit. Such permit shall expire 180 days from the date of issuance, unless there is specific ordinance language setting out a longer timeframe, and may be renewed for one additional 180 day period.<sup>147</sup>
7. **No accessory building, except for agricultural buildings on rural farms, shall be more than 20 feet in height, nor have a roof pitch which exceeds that of the principal building. On any lot of less than five acres no accessory building shall exceed the square footage of the principal structure.**

B. Permitted uses of accessory buildings.<sup>148</sup>

Zoning District	A	R	VHS
<b>Storage or tool shed:</b>			
Permit required	Building None required	Building None required	Building None required
Maximum square footage	160 200	160 200	160 200
Maximum roof height	12 feet	12 feet	12 feet
Maximum door opening area	28 sq. ft.	28 sq. ft.	28 sq. ft.
Maximum number of stories	One story*	One story*	One story*

<b>Detached residential accessory building and domesticated farm animal building:</b>	A	R	VHS
Permit required	<del>Admin &amp; Bldg.</del> <u>Building</u>	<del>Admin &amp; Bldg.</del> <u>Building</u>	<del>Bldg.</del> <u>Building</u>
Max number of acc bldgs / total s.f. of all accessory bldgs not to exceed			
Less than 5 acres;	1 acc bldg / 1,000 s.f. *	1 acc bldg / 1,000 s.f. *	N***
5 – Less than 10 acres;	2 acc bldgs / 2,000 s.f.	2 acc bldg / 2,000 s.f.	1 / 720 s.f.
10 – Less than 20 acres	2 acc bldgs / 2,500 s.f.	2 acc bldg / 2,500 s.f.	n/a
Max number of acc bldgs / max bldg size:			
20 acres – Less than 40 acres	<u>2 acc bldgs / 5,000 s.f.</u>	<u>2 acc bldgs / 5,000 s.f.</u>	n/a
40 acres and greater	<u>3 acc bldgs / 5,000 s.f.</u>	<u>3 acc bldgs / 5,000 s.f.</u>	n/a
Total square footage of all accessory bldgs Not to exceed	2,500 s.f.	2,000 s.f.	720 s.f.
Certificate of Compliance required	Acc bldgs > 2,500 s.f.	Acc bldgs > 2,500 s.f.	N
Maximum number of stories	One story*	One story*	One story*

<b>Detached domesticated farm animal building on residential parcels:</b>	A	R	VHS
Permit required	<del>Admin &amp; Bldg.</del> <u>Building</u>	<del>Admin &amp; Bldg.</del> <u>Building</u>	

Maximum number of square footage	***	***	-
Maximum number of stories	One story*	One story*	-

Agricultural building on rural farm of:	A	R	VHS
More than 10 but less than 20 acres:			
Permit required	Admin & Farm Site Plan	Admin & Farm Site Plan	N
Maximum square footage	**	**	<u>N</u>
20 acres or more			
Permit Certificate of Compliance required	Admin/Farm Site Plan Upon completion	Admin/Farm Site Plan Upon completion	N

\* See Ch. 11, Sec. 1102 of the International Building Code (IBC)

*** Total number of accessory buildings possible:	1 or 2 on parcels of 10-20 acres not to exceed a total of 2,500 square feet; 2 on parcels less than 10 acres not to exceed 2,000 square feet. Residential parcels shall be regulated by the RR district. Permit shall be recorded. No Admin permit required on buildings 1,000 s.f. or less.	1 or 2 on parcels of 5 and more ac. Not to exceed a total of 2,000 square feet; 1 on parcels less than 5 acres not to exceed 1,000 square feet. Agricultural parcels shall be regulated by the A and AP districts. Permit shall be recorded. No Admin permit required on buildings 1,000 s.f. or less.	1 not to exceed 720 square feet.
---	--	--	----------------------------------

\* Subject to not exceeding the square footage of the principal structure.

\*\* Accessory buildings meeting the definition of Agricultural Building are exempt from limitations on number and size if located on a parcel of 20 acres or greater.

\*\*\* See Sec. 12-230 regulating the Keeping of Chickens on parcels less than 5 acres.

**Performance Standards Related to Accessory Buildings** *[This section needs to be integrated into the remainder of Section 12-187. Also, other sections in 12-187 need revisions.]*

1. No subdivision shall be allowed if it would make existing accessory structures non-conforming, with the exception of existing agricultural buildings.
2. All detached accessory structures are to be used for personal use or agricultural use only. No commercial use or commercial related storage is allowed in these structures.
3. All accessory structures over 2,500 sq. ft., require a Certificate of Compliance to ensure they meet, and continue to meet, conditions/restrictions placed on them. These conditions can include restrictions on uses and screening requirements.
4. The side and rear yard setbacks for large accessory structures increase with the size of the structure as follows:

<u>Structure Size</u>	<u>Setback</u>
<u>3,000 square feet</u>	<u>120 feet</u>
<u>3,500 square feet</u>	<u>140 feet</u>
<u>4,000 square feet</u>	<u>160 feet</u>
<u>4,500 square feet</u>	<u>180 feet</u>
<u>5,000 square feet</u>	<u>200 feet</u>

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS XX DAY OF XX, 2015.**

**SIGNED:**

---

Richard Bend, Mayor

**ATTEST:**

---

Ronald J. Moore, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:



**Memorandum**

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

**From:** *Diane Hanke, PE, City Engineer*

**Date:** *March 17, 2015*

**Re:** *March Engineering Staff Report  
WSB Project No. 1856-450*

**1. Staff Report/Council Update**

**Downtown Village Project**

The easement acquisition process is proceeding and it is recommended to be extended as the project schedule allows. This is to minimize or eliminate the need for eminent domain allowing property owner's additional time. Originally the Council authorized proceeding to be filed on March 30, 2015 however staff is proposing to allow additional time to mid - end of April, 2015.

Project related meetings:

1. MPCA Septic Permit Meeting – March 16, 2015 at 6:00 pm
2. County Road DRC – March 17, 2015 at 3:00 pm
3. DIPDC - March 17, 2015 at 5:00 pm
4. County PMT – April 1, 2015 at 2:00 pm

**2. No Parking on Segments of CR 21 – COUNCIL ACTION ITEM: Resolution 2015 -22**

As required by the County and MnDOT the City is to consider the no parking resolution enclosed for St Croix Trail (CSAH 21/CSAH 18) from River Road to 34<sup>th</sup> Street and from the Afton Boulevard to 500' north of the intersection with Stagecoach Trail on Afton Boulevard from St. Croix Trail to 450' west on Stagecoach Trail from St. Croix Trail to 500' west.

**3. Street Width on 35<sup>th</sup> Street – COUNCIL ACTION ITEM: Resolution 2015 - 23**

For council consideration is a resolution reducing the city standard street width on 35<sup>th</sup> Street to match the existing width. This was a request by the adjacent property owners to minimize impacts.

**4. Approve Plans and Specifications for the 2015 Downtown Improvement Projects – COUNCIL ACTION ITEM: Resolution 2015 - 24**

At the March 10, 2015 City Council work session we reviewed the project plans which focused on the following areas.

- Street widths based on Fire code except for 35<sup>th</sup> St.
- Parking at Steam Boat Park, and Levee alignment shift
- Pike St. will be 22 feet wide with no curb and gutter. City work with DIPDC group to determine use after project.
- 33<sup>rd</sup> St. (Afton House coordination, staff to prepare draft layout)
- Kelle's Creek crossing railing will be standard style with black coating (City to maintain)
- Stop Log Railing will match
- Levee Opening Plaza Concepts – will not be included in 2015 plan, but can be separate project or included in the 2016 project as directed by Council once a cost is determined.
- City hall entrance matching grade – staff to provide options and costs. Direction to locate the trail verses sidewalk to go behind City hall.

**5. Authorize Preliminary Discussions with the Afton House Regarding Issues Related to the Downtown Improvement Projects, Including the Design of 33<sup>rd</sup> Street**

Staff will prepare layouts, easements and estimated costs for planning purposes. We will also calculate impervious surface percentages. This will be in coordination with the DIPDC and Council. The 33<sup>rd</sup> Street layout, flood levee opening, and proposed kiosk/plaza will be coordinated.

If you have any questions, please contact me at 651-286-8479 or [dhankee@wsbeng.com](mailto:dhankee@wsbeng.com).

## RESOLUTION 2015 - 22

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**FOR PARKING RESTRICTIONS ON STATE AID PROJECT NO. 082-621-031  
ON ST. CROIX TRAIL (CSAH 21/CSAH 18): FROM RIVER ROAD TO UPPER 34<sup>TH</sup> STREET AND  
FROM AFTON BOULEVARD TO 500' NORTH OF THE INTERSECTION WITH STAGECOACH TRAIL  
ON AFTON BOULEVARD FROM ST. CROIX TRAIL TO 450' WEST  
ON STAGECOACH TRAIL FROM ST. CROIX TRAIL TO 500' WEST**

**WHEREAS**, Washington County and the City of Afton have planned improvements for St Croix Trail (CSAH 21/CSAH 18) from River Road to 34<sup>th</sup> Street and from Afton Boulevard to 500' north of the intersection with Stagecoach Trail, on Afton Boulevard from St. Croix Trail to 450' west, and on Stagecoach Trail from St. Croix Trail to 500' west; and,

**WHEREAS**, Washington County will be expending State Aid Funds on the improvements on St Croix Trail (CSAH 21/CSAH 18); and,

**WHEREAS**, this improvement does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a State Aid street project must therefore be conditioned upon certain restrictions;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Afton hereby bans the parking of motor vehicles on St Croix Trail (CSAH 21/CSAH 18) from River Road to 34<sup>th</sup> Street, and from Afton Boulevard to 500' north of the intersection with Stagecoach Trail, on Afton Boulevard from St. Croix Trail to 450' west, and on Stagecoach Trail from St. Croix Trail to 500' west, at all times.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17<sup>th</sup> DAY OF MARCH, 2015.**

**SIGNED:**

---

Richard Bend, Mayor

**ATTEST:**

---

Ronald J. Moore, City Administrator

Motion by:  
Second by:  
Palmquist:  
Richter:  
Ross:  
Nelson:  
Bend:

**RESOLUTION 2015-23**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**APPROVING REDUCED WIDTH OF STREET ON 35<sup>TH</sup> STREET SOUTH WITHIN THE  
HISTORIC VILLAGE OF AFTON**

**WHEREAS**, the existing roadway is 15 feet wide and the City of Afton would like to minimize construction impacts; and

**WHEREAS**, significant widening and restoration result in additional cost beyond typical construction;

**WHEREAS**, City standard roadway width within the Village is 20 feet and the City has directed it's Engineer to reduce the width to 15 feet.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton hereby approves reducing the width of 35<sup>th</sup> Street South to maintain the existing width of 15 feet.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17th DAY OF MARCH, 2015.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

- Motion by:
- Second by:
- Palmquist:
- Richter:
- Ross:
- Nelson:
- Bend:

**RESOLUTION 2015-24**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR THE  
CSAH 21 AND DOWNTOWN VILLAGE IMPROVEMENTS**

**WHEREAS**, pursuant to direction by the City Council of the City of Afton on April 15, 2014, WSB & Associates Inc. has prepared plans and specifications for the improvements on CSAH 21 and the Downtown Village, and has presented such plans and specifications to the Council for approval;

**WHEREAS**, the project plans and specifications have been prepared in conjunction with Washington County and reviewed by Minnesota Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Afton hereby approves the plans and specifications. Such plans and specifications, a copy of which is on file at City Hall, are hereby approved.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17th DAY OF MARCH, 2015.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moore, City Administrator

Motion by:  
Second by:  
Palmquist:  
Richter:  
Nelson:  
Ross:  
Bend:

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

**Meeting Date Mar. 17, 2015**

## **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: March 12, 2015  
Re: Authorize Preliminary Discussions with the Afton House to Address Issues Related to the Downtown Improvement Projects

---

There are a number of interrelated issues regarding the downtown improvement projects, and particularly the redesign of 33<sup>rd</sup> Street, that need to be worked through with the Afton House. A list of these issues is attached. At its March 10 work session, the Council discussed authorizing the Mayor, City Attorney and City Administrator to initiate preliminary discussions with the Afton House and bring back to the Council recommendations for resolving the outstanding issues.

### **Council Action Requested**

**Motion regarding authorizing the Mayor, City Attorney and City Administrator to initiate preliminary discussions with the Afton House to address issues related to the downtown improvement projects.**

### **Afton House Interrelated Issues**

While the 33<sup>rd</sup> Street design preferred by the Afton House would retain nearly all of the parking along 33<sup>rd</sup> Street and eliminate a sidewalk for pedestrian access to the river, the goal of the 33<sup>rd</sup> Street design is to open up the view to the river and provide a pedestrian gateway to the river. The open view could be provided by removing parking on the north side of 33<sup>rd</sup> Street. This may require the Afton House to provide more parking at the rear of their property.

The 33<sup>rd</sup> Street design includes the ability of the Afton House to use eleven feet of the public street right-of-way width to expand their patio.

The change of 33<sup>rd</sup> street to a one-way street going east creates the need for an easement over the Afton House rear parking lot to enable the traffic on 33<sup>rd</sup> street to get access to a public street

The Afton House wants to add parking in the rear, and may be required to have more parking if they add more seats in the patio area and in other areas.

The current and proposed amount of impervious coverage needs to be determined, and an increase beyond the allowed amount of impervious coverage would require a variance process.

There are several issues with cost implications that may best be dealt with through a comprehensive resolution. They include:

- Easements for levee and sewer
- Easement for public traffic access from 33<sup>rd</sup> Street across rear parking area to 32<sup>nd</sup> Street
  - Responsibilities and duties, i.e. snow removal, maintenance and repairs.
- The value/cost of the Afton House's use of 11+ feet of public right-of-way for patio expansion. This would involve the Afton House obtaining a permit for the use of the right-of-way.
- The value/cost of creating green space adjacent to the expanded Afton House patio
- The value/cost of street lights on 33<sup>rd</sup> street
- The value/cost of the "plaza" gathering place adjacent to the levee
- The proposed assessments to be levied on the Afton House property

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

**Meeting Date Mar. 17, 2015**

## **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: March 12, 2015  
Re: Lakeview Investment #1 Application for Final Plat at 14833 50<sup>th</sup> Street –  
**Resolution 2015-25 – Final Plat**  
**Resolution 2015-26 – Development Agreement**  
**Resolution 2015-27 – Right-of-Way Vacation**

---

Attached is a report from Dan Licht, Planning Consultant, regarding the Lakeview Investment #1 Final Plat at 14833 50<sup>th</sup> Street, and three resolutions regarding the plat. One resolution lays out the findings and conditions related to an approval of the final plat, another is related to the Developer's Agreement, and the third is related to the vacation of unneeded right-of-way. The planner's report provides options for the Council's action regarding the final plat application.

### Development Agreement

A draft Development Agreement was prepared through a joint process with the City Attorney, the City Engineer, the Consultant Planner and the City Administrator. The draft agreement was provided to the developer, who proposed a number of changes. These changes have been reviewed and most were accepted, but several were not. The City Attorney is in the process of preparing a final redrafted agreement. The agreement will be provided to the Council as soon as it is prepared, and a hard copy will be provided at the hearing.

### Right-of-Way Vacation

There are two small pieces of right-of-way on Osgood Avenue that will no longer be needed when the sides of the current cul-de sac bulb are removed and the roadway is extended to a new cul de sac within the new subdivision. There is also a 16 foot wide road right-of-way within Lot 2, Block 1 that does not appear to serve a public purpose as there is no existing or planned public street or other utilities within the area. The right-of-way vacation resolution refers to an Exhibit A that includes legal descriptions of the areas to be vacated. Exhibit A with these legal descriptions will be provided at the Council meeting.

### Council Action Requested

**Motion regarding the Lakeview Investment #1 application for Final Plat at 14,833 50<sup>th</sup> Street, including the adoption of the resolutions listed above, if desired.**



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## PLANNING REPORT

TO: Ron Moose, City Administrator  
FROM: D. Daniel Licht, AICP  
DATE: 11 March 2015  
RE: Afton – Trading Post Trail Preserve; Final Plat  
TPC FILE: 118.02

## BACKGROUND

Lakeland Investment #1, LLC has submitted application for final plat approval to subdivide eight lots from 47.27 acres located at the southeast corner of Trading Post Trail and 50<sup>th</sup> Street. The subject site consists of three parcels and there is an existing single family dwelling and detached accessory building located in the northeast portion of the subject site. The City Council approve a preliminary plat for the proposed subdivision at their meeting on 20 January 2015.

### Exhibits:

- A. Site Location
- B. Final Plat
- C. Conservation Easement
- D. Construction Plans (9 sheets)
- E. Resolution 2015-25 approving Trading Post Trail Preserve Final Plat
- E. Resolution 2015-26 adopting the development agreement
- F. Development Agreement
- G. Resolution 2015-27 vacating portions Osgood Avenue

## ANALYSIS

**Comprehensive Plan.** The 2008 Afton Comprehensive Plan guides the subject site for rural residential land uses based on the physical characteristics of the area, including wooded areas and steep slopes, being unable to sustain long-term agricultural use. *The Land Use Plan allows for development of up to one dwelling unit per five*

acres. The density of the proposed final plat is 0.17 dwelling units per acre, which is equal to 0.85 dwelling units per five acres and consistent with the Comprehensive Plan.

**Zoning.** The subject site is zoned RR, Rural Residential District, which allows single family dwellings as a permitted use. A portion of the subject site, which includes proposed Lots 6, 7 and 8 is also within the Conservancy Overlay District due to environmental features at the northeast corner of the site. The existing single family dwelling, which will be within the boundaries of Lot 6, is located within the Conservancy Overlay District and is an allowed use by administrative permit.

**Surrounding Land Uses.** The subject site is surrounded by the following existing and planned land uses shown in the table below. The development of the subject site is consistent with the character of the area and development pattern of surrounding parcels.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Agriculture	AG District RR District	Agriculture Single family
East	Rural Residential	RR District	Single family
South	Rural Residential	RR District	Single family
West	Rural Residential	RR District	Single family

**Preliminary Plat Consistency.** The proposed final plat is consistent with the preliminary plat in terms of the number of lots, site design and extent of public improvements.

**Minimum Lot Area.** Lots within the RR District must be a minimum of five acres in area with a minimum of 2.5 acres of contiguous buildable area as defined by Section 12-55 of the Zoning Ordinance, excluding wetlands and slopes greater than 13 percent. The proposed final plat is consistent with the approved preliminary plat and all of the lots have a gross area of five acres or more and net contiguous buildable area greater than 2.5 acres in compliance with the requirements of the Zoning Ordinance.

**Minimum Lot Width.** Section 12-132(A) of the Zoning Ordinance requires each lot have a minimum width of 300 feet measured at the front setback line. Each of the proposed lots shown on the final plat is at least 300 feet wide and complies with the Zoning Ordinance.

**Maximum Impervious Surface.** Section 12-132(A) of the Zoning Ordinance establishes a maximum impervious surface limit of 10 percent of the lot area for buildings, driveways and other areas that water cannot infiltrate. The preliminary plat estimates potential impervious surface for each lot consisting of a 4,800 square foot building pad and proposed driveway from the public street to the building pad. Although the building pad and driveway are subject to change based on the final construction plan for each lot, the estimated impervious surface coverage for each lot is less than 10 percent and no lot has more than six percent estimated impervious surface coverage.

**Setbacks.** The table below identifies required setbacks applicable to the proposed lots in accordance with Section 12-132(A) of the Zoning Ordinance. The existing single family dwelling and proposed principal and accessory building locations illustrated on the construction plans for each of the lots complies with the minimum setback requirements.

Trading Post Tr./ Osgood Ave.	50 <sup>th</sup> Street	Interior Side	Rear
105ft.	150ft.	50ft.	50ft.

**Streets.** The final plat includes dedication of 33 feet of right-of-way for Trading Post Trail and 50<sup>th</sup> Street abutting the subject site. The final plat also provides for extension of Osgood Avenue, which currently terminates south of the subject site and construction of a new cul-de-sac turnaround. Section 12-1379 of the Subdivision Ordinance allows cul-de-sacs to be 1,320 feet in length and serve a maximum of nine lots. Extension of Osgood Avenue as proposed would be 1,237 feet in length from 55<sup>th</sup> Street and serve eight lots in compliance with the Subdivision Ordinance. The proposed right-of-way dedication for Trading Post Trail, 50<sup>th</sup> Street and Osgood Avenue and the street section of the Osgood Avenue extension complies with the street design requirements of Section 12-1380 of the Subdivision Ordinance. The developer will be required to remove the existing cul-de-sac turnaround for Osgood Avenue and restore the adjacent yard areas with turf grass. The proposed right-of-way dedication and street construction plans are subject to review and approval of the City Engineer and are to include a wear course 1.5 inches thick and total thickness of 3.5 inches for the bituminous roadway. The developer will also be required to install updated street signs on Osgood Avenue as part of the project including a standard size stop and street sign with six inch letters on a nine inch blade obtained from the City’s supplier.

**Driveways.** Driveways accessing the proposed lots must comply with Section 12-84 of the Zoning Ordinance. The City Engineer recommended as part of the sketch plan review that driveways to Trading Post Trail and 50<sup>th</sup> Street for the proposed lots be aligned with existing driveways on the opposite side of the roadways, wherever feasible. Lots 1, 2 and 3 are proposed to access from Trading Post Trail and those on Lots 2 and 3 align with existing driveways on the west side of Trading Post Trail. Lots 4, 5 and 6 will access from 50<sup>th</sup> Street. There is one existing driveway from a single family property on the north side of 50<sup>th</sup> Street across from Lot 5. The driveway locations are subject to review and approval of the City Engineer. Lots 7 and 8 are proposed to be accessed from the cul-de-sac turnaround for the extension of Osgood Avenue.

**Park Dedication.** The proposed preliminary plat requires satisfaction of park dedication requirements established by Section 12-1270 of the Subdivision Ordinance. No land is proposed to be dedicated to the City for park purposes from the subdivision or the subject site. The Park Committee recommended as part of the sketch plan review process that park dedication requirements be satisfied as a cash fee in lieu of land. The cash fee in lieu of land required to be paid by the developer will be established in accordance with Section 12-1270(D) of the Subdivision Ordinance and the City fee

schedule adopted as Section 3-41 of the City Code in effect at the time of final plat approval and specified in the development contract.

**Utilities.** The proposed lots are to be served by individual on-site septic systems and wells. The Zoning Ordinance definition of buildable area includes having enough suitable soil for the installation of two on-site septic systems. The preliminary plat designates two septic drainfield sites on each lot, including a new primary and secondary drainfield site for the existing house that will be subdivided as Lot 6, Block 1. Soil tests for the proposed septic sites have been submitted for the proposed drainfield sites and are subject to review and approval of the City Engineer.

**Grading.** The developer has submitted a grading, drainage and erosion control plan for the proposed development to meet the requirements for stormwater management outlined in Section 12-1383 of the Subdivision Ordinance. The submitted plans indicate that each of the lots is to be custom graded for development of single family dwellings. Minimal grading of Lots 2 and 3 is shown on the grading plan for construction of driveways on the respective lots and for extension of Osgood Avenue. The City Engineer recommends that the developer be required to install a culver under Osgood Avenue to address an existing stormwater drainage issue from the subject site and all storm pipes installed under public streets must be concrete consistent with MN/DoT specifications. All grading, drainage and erosion control plans are to be subject to review and approval of the City Engineer and South Washington County Watershed District.

**Tree Preservation.** A majority of the subject site is used for crop cultivation, although there are also tree stands at the perimeter and two larger tree groupings within the subject site. The developer has prepared a tree preservation plan identifying the extent of selective cutting of planned for trees six inches in diameter or larger within the area of the proposed building pad, septic drainfield and driveway for each lot, storm water basins and pipe trenches and construction of Osgood Avenue in accordance with Section 12-218 of the Zoning Ordinance. The majority of trees to be removed are the result of the extension of Osgood Avenue. The ability to evaluate the effectiveness of the grading plan to minimize removal of significant trees as a result of the proposed development is not possible in that the tree preservation plan does not include a full inventory of trees within the property. But, the selective cutting of trees as shown does comply with the requirements of Section 12-218.F of the Zoning Ordinance.

**Easements.** The final plat provides for dedication of drainage and utility easements measuring 10 feet wide at the perimeter of each lot and overlying common side or rear lot lines and stormwater management basins and infrastructure as required by Section 12-1384 of the Subdivision Ordinance. The developer has also submitted documents establishing a conservation (scenic) easements over areas of the site with slopes 18 percent or greater as required by Section 12-1384 of the Subdivision Ordinance. All drainage and utility easements are subject to review and approval of the City Engineer.

**Covenants.** Section 12-1480 of the Subdivision Ordinance requires protective covenants be established for all major subdivisions to regulate fertilizer, pesticides or

other herbicides to ensure protection of water quality in accordance with Section 10-66 to 10-72 of the City Code. The covenant requirement will be established with the deeds of each lot in accordance with the terms of the development agreement.

**Right-of-Way Vacation.** Extension of Osgood Avenue north from its current terminus into the subject site will result in removal of the existing cul-de-sac turnaround and restoration of the area with turf grass. The right-of-way for the existing cul-de-sac turnaround no longer serves a public purpose and is proposed to be vacated and attached to the abutting single family properties on the east and west sides of the roadway. There is also a 16 foot wide road right-of-way within Lot 2, Block 1 that does not appear to serve a public purpose as there is no existing or planned public street other utilities within the area. City staff has drafted a resolution vacating the public rights-of-way for City Council adoption at the time of final plat approval.

**Development Contract.** The developer is required to enter into a development contract with the City for the public and private improvements, payment of applicable fees and posting of required securities. The development agreement has been drafted by the City Attorney prior to City Council approval of the final plat and would be adopted by resolution.

## RECOMMENDATION

The Trading Post Trail Preserve final plat is consistent with the Comprehensive Plan and requirements of the Zoning Ordinance and Subdivision Ordinance as well as the approved preliminary plat. Our office recommends approval of the final plat subject to the conditions outlined below under possible actions and also adoption of resolutions approving the development contract and vacation of public right-of-way.

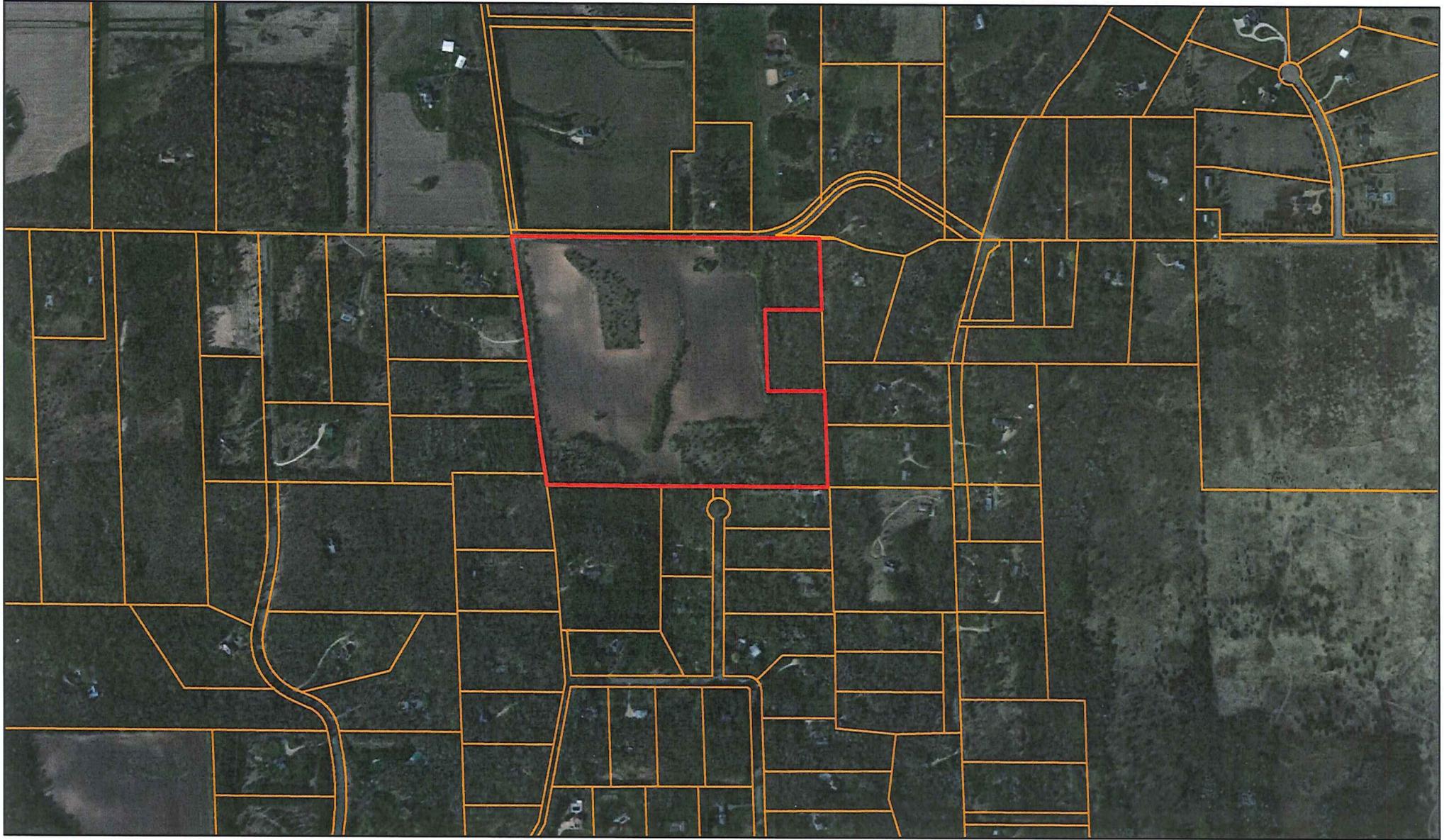
## POSSIBLE ACTIONS

- A. Motion to adopt Resolution 2015-27 vacating existing public right-of-way, adopt Resolution 2015-26 approving a development agreement and adopt resolution 2015-25 approving the Trading Post Trail Preserve Final Plat subject to the following conditions:

1. The following minimum setbacks shall apply to lots within final plat:

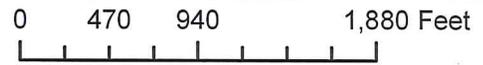
Trading Post Tr./ Osgood Ave.	50 <sup>th</sup> Street	Interior Side	Rear
105ft.	150ft.	50ft.	50ft.

2. The developer shall be required to remove the existing cul-de-sac turnaround for Osgood Avenue and restore the adjacent yard areas with turf grass.
  3. The developer be required to install a culver under Osgood Avenue to address an existing stormwater drainage issue from the subject site and all storm pipes installed under public streets must be concrete consistent with MN/DoT specifications, subject to review and approval of the City Engineer.
  4. All proposed right-of-way dedication and street construction plans are subject to review and approval of the City Engineer.
  5. The developer shall provide updated street signs for Osgood Avenue in accordance with City specifications and obtained from the City's designated supplier, subject to review and approval of the City Engineer.
  6. All driveways shall comply with Section 12-84 of the Zoning Ordinance and be subject to review and approval by the City Engineer.
  7. All grading, drainage and erosion control issues are subject to review and approval by the City Engineer and South Washington County Watershed District.
  8. All drainage and utility easements shall be subject to review and approval of the City Engineer.
  9. The developer shall record the proposed conservation easement concurrent with the final plat.
  10. Park dedication requirements shall be satisfied at the time of final plat approval as a cash fee in lieu of land in accordance with Section 12-1270(D) of the Subdivision Ordinance and Section 3-41 of the City Code.
  11. The developer shall enter into a development agreement with the City, pay all required fees and post all required securities, subject to approval of the City Attorney.
- B. Motion to **deny** the application based on a finding that the request is inconsistent with the Comprehensive Plan and does not comply with the Zoning and Subdivision Ordinance.
- C. Motion to **table** for further discussion.
- c. Diane Hankee, City Engineer  
Raymond Pruban, applicant



Parcel ID: 3302820120003

Parcel Address:  
, CITY OF AFTON



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

Created on 9/26/2014

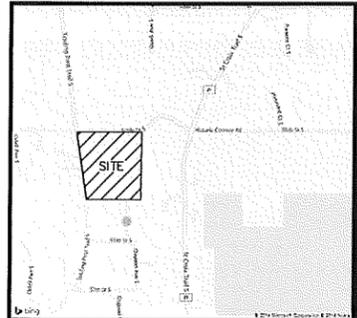
This drawing is the result of the compilation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any inaccuracies.

# PRELIMINARY PLAT

~of~ TRADING POST TRAIL PRESERVE  
~for~ LAKEVIEW INVESTMENT #1, LLC

## VICINITY MAP

PART OF SEC. 33, TWP. 28, RNG. 20



WASHINGTON COUNTY, MINNESOTA  
(NO SCALE)

## OWNER/DEVELOPER

LAKEVIEW INVESTMENT #1, LLC  
2103 COUNTY ROAD D, SUITE C  
MAPLEWOOD, MN 55109  
(651) 248-3631

## ENGINEER

PLUME ENGINEERING, INC.  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
(651) 361-8210

## PROPERTY DESCRIPTION

(Per Title Commitment File No. 1136185, prepared by Title Resources Guaranty Company, issued by its agent, Edina Realty Title, Inc. dated July 29, 2014. Torrens Property)

That part of the Northwest Quarter of the Northeast Quarter (NW1/4 of NE1/4) East of the road running North and South; and

The West Half of the Northeast Quarter of the Northeast Quarter (W1/2 of NE1/4 of NE1/4) of Section 33, Township 28 North, Range 20 West, Except the South 435.6 feet of the North 813.4 feet of the East 300 feet thereof, containing 3.0 acres; and a perpetual easement for a roadway 16 feet wide extending a distance of 8 feet on either side of a line described as follows: Commencing at a point on the North line of said Section 33, Township 28 North, Range 20 West, a distance of 963.16 feet West of the Northeast corner of said Section 33, Township 28 North, Range 20 West; thence Southerly on a line parallel to the East line of the West 1/2 of the NE1/4 of the NE1/4 to the property hereinabove conveyed and a distance of 400 feet.

AND

The South 435.6 feet of the North 813.4 feet of the East 300 feet of the West 1/2 of the NE1/4 of the NE1/4 of Section 33, Township 28 North, Range 20 West, containing 3.0 acres; and a perpetual easement for a roadway 16 feet wide extending a distance of 8 feet on either side of a line described as follows:

Commencing at a point on the North line of said Section 33, Township 28 North, Range 20 West, a distance of 963.16 feet West of the Northeast corner of said Section 33, Township 28 North, Range 20 West; thence Southerly on a line parallel to the East line of the West 1/2 of the NE1/4 of the NE1/4 to the property hereinabove conveyed and a distance of 400 feet.

AND

Outlot A, AFTONWOOD, Washington County, Minnesota. (Not Part of the Title Commitment)

## ZONING AND SETBACKS

CURRENT ZONING: RURAL RESIDENTIAL AND RURAL RESIDENTIAL CONSERVANCY OVERLAY

PROPOSED ZONING: RURAL RESIDENTIAL AND RURAL RESIDENTIAL CONSERVANCY OVERLAY

FRONT SETBACK ALL STRUCTURES FROM CENTERLINE  
50TH STREET SOUTH (WEST OF CO. HWY. 21) 150 FEET  
TRADING POST TRAIL SOUTH 105 FEET  
SIDE YARD SETBACK 50 FEET  
REAR YARD SETBACK 50 FEET  
MAXIMUM BUILDING HEIGHT 35 FEET

## DEVELOPMENT REQUIREMENTS FOR ZONE RR (RURAL RESIDENTIAL)

MINIMUM LOT AREA 5 ACRES  
MINIMUM STREET FRONTAGE 300 FEET  
MINIMUM LOT DEPTH 300 FEET  
MAXIMUM LOT DEPTH THREE TIMES THE WIDTH OF THE LOT ON ANY LOT OF TEN ACRES OR MORE  
MAXIMUM SITE COVERAGE 10% OR 1/2 ACRE WHICHEVER IS GREATER INCLUDES STRUCTURE AND/OR IMPERVIOUS SURFACE  
MAXIMUM BUILDABLE SLOPE 18% FOR STRUCTURES EXCEPT SUBSTANDARD STRUCTURES  
MAXIMUM SLOPE FOR SEWAGE TREATMENT SYSTEMS AND DRIVEWAYS 12%

**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

NORTH

## LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578 UNLESS OTHERWISE SHOWN
- ⊕ DENOTES WASHINGTON COUNTY CAST IRON MONUMENT
- DENOTES EXISTING CONTOURS
- DENOTES TREE LINE
- ⊕ DENOTES POWER POLE
- ⊕ DENOTES EXISTING SPOT ELEVATION
- ⊕ DENOTES TELEPHONE PEDESTAL
- ⊕ DENOTES ELECTRICAL BOX
- ⊕ DENOTES GUY WIRE
- ⊕ DENOTES SOIL BORING TRADEWELL SOIL TESTING
- ⊕ DENOTES STORM SEWER APRON
- DENOTES EXISTING STORM SEWER
- DENOTES RETAINING WALL
- DENOTES OVERHEAD WIRE
- DENOTES BUILDING SETBACK LINE
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE
- DENOTES GRAVEL SURFACE
- DENOTES SLOPE 18% OR GREATER
- DENOTES PROPOSED GRADE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER WASHINGTON COUNTY TAX INFORMATION)

## AREA COMPUTATIONS

TOTAL AREA SITE AREA: 47.27± ACRES  
8 PROPOSED RURAL SINGLE FAMILY LOTS  
DENSITY: 0.17± UNITS/ ACRE

## BUILDABLE AREA

(CONTIGUOUS AREA OF LOT LESS SLOPE 13% OR GREATER AND NON-TYPICAL DRAINAGE AND UTILITY EASEMENT)

LOT	ACRES
LOT 1	2.61 ACRES
LOT 2	4.79 ACRES
LOT 3	4.76 ACRES
LOT 4	5.13 ACRES
LOT 5	4.83 ACRES
LOT 6	2.80 ACRES
LOT 7	3.08 ACRES
LOT 8	4.19 ACRES

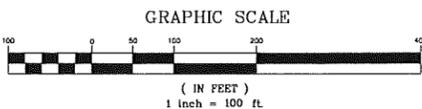
## IMPERVIOUS SURFACE CALCULATIONS

LOT	PROPOSED HOUSE PAD	PROPOSED DRIVEWAY	TOTAL IMPERVIOUS	PERCENT IMPERVIOUS
LOT 1	4,800 S.F.	2,898 S.F.	7,698 S.F.	3.5%
LOT 2	4,800 S.F.	6,705 S.F.	11,505 S.F.	5.3%
LOT 3	4,800 S.F.	7,916 S.F.	12,716 S.F.	5.8%
LOT 4	4,800 S.F.	2,386 S.F.	7,186 S.F.	3.2%
LOT 5	4,800 S.F.	3,080 S.F.	7,880 S.F.	3.6%
LOT 6	3,409 S.F.(EX)	7,701 S.F.(EX)	11,110 S.F.	2.9%
LOT 7	4,800 S.F.	2,492 S.F.	7,292 S.F.	3.1%
LOT 8	4,800 S.F.	2,551 S.F.	7,351 S.F.	3.4%

PROPOSED HOUSE AND DRIVEWAY SIZE AND LOCATION ARE SUBJECT TO CHANGE. PENDING FINAL DESIGN.

## NOTES

- Address of the surveyed premises: 14833 50th Street South, Afton, MN 55001.
- Fee ownership is vested in Lakeview Investments #1, LLC for Parcel Pin No.s' 33.028.20.11.0003, 33.028.20.12.0003 and 33.028.20.14.0002.
- Field survey was completed by E.G. Rud and Sons, Inc. on 08/26/14 and 10/27/14.
- Bearings shown are on the Washington County Coordinate System.
- Curb shots are taken at the top and back of curb.
- This survey was based upon Title Commitment File No. 1136185, prepared by Title Resources Guaranty Company, issued by its agent, Edina Realty Title, Inc. dated July 29, 2014. Outlot A, AFTONWOOD, was not included in the title commitment.
- Contours shown are a compilation of field work and topography from MNGED lidar distribution.
- The total length of the proposed cul-de-sac from the centerline-centerline intersection of Osgood Avenue South and 55th Street South to the center of the proposed cul-de-sac is 1,237 feet.
- There are no wetlands on site, according to Jacobson Environmental, PLLC.
- Proposed house and driveway grades and locations are shown to demonstrate that the lot is buildable. However the grades and location are subject to change.
- For tree locations please see Tree Preservation Plan prepared by EG Rud and Sons, Inc., dated 11-21-14.



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND 10 FEET IN WIDTH AND ADJOINING STREET LINES AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD  
Date: 11/21/14 License No. 41578

## BENCHMARK

MNDOT STATION NAME: TT 3 MT USGS  
ELEV.=1002.987 (NAVD88)

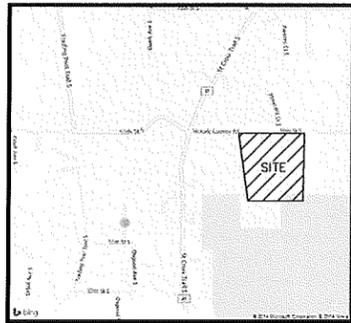
NO.	DATE	DESCRIPTION	BY
1	11/21/14	CITY ENGINEER COMMENTS	BRH
2			
3			

# TREE PRESERVATION PLAN

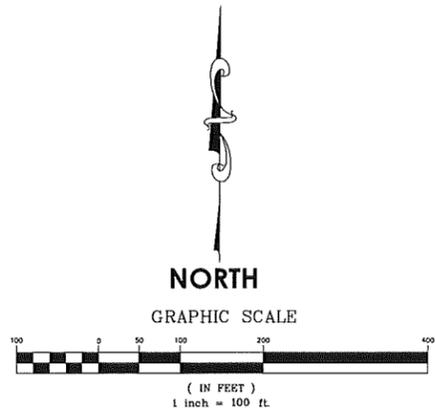
~of~ TRADING POST TRAIL PRESERVE  
~for~ LAKEVIEW INVESTMENT #1, LLC

## VICINITY MAP

PART OF SEC. 33, TWP. 28, RNG. 20



WASHINGTON COUNTY, MINNESOTA  
(NO SCALE)



## PROPERTY DESCRIPTION

(Per Title Commitment File No. 1136185, prepared by Title Resources Guaranty Company, issued by its agent, Edina Realty Title, Inc. dated July 29, 2014, Torrens Property)

That part of the Northwest Quarter of the Northeast Quarter (NW1/4 of NE1/4) East of the road running North and South; and

The West Half of the Northeast Quarter of the Northeast Quarter (W1/2 of NE1/4 of NE1/4) of Section 33, Township 28 North, Range 20 West, Except the South 435.6 feet of the North 813.4 feet of the East 300 feet thereof, containing 3.0 acres; and a perpetual easement for a roadway 16 feet wide extending a distance of 8 feet on either side of a line described as follows: Commencing at a point on the North line of said Section 33, Township 28 North, Range 20 West, a distance of 963.16 feet West of the Northeast corner of said Section 33, Township 28 North, Range 20 West; thence Southerly on a line parallel to the East line of the West 1/2 of the NE1/4 of the NE1/4 to the property hereinabove conveyed and a distance of 400 feet.

AND

The South 435.6 feet of the North 813.4 feet of the East 300 feet of the West 1/2 of the NE1/4 of the NE1/4 of Section 33, Township 28 North, Range 20 West, containing 3.0 acres; and a perpetual easement for a roadway 16 feet wide extending a distance of 8 feet on either side of a line described as follows:

Commencing at a point on the North line of said Section 33, Township 28 North, Range 20 West, a distance of 963.16 feet West of the Northeast corner of said Section 33, Township 28 North, Range 20 West; thence Southerly on a line parallel to the East line of the West 1/2 of the NE1/4 of the NE1/4 to the property hereinabove conveyed and a distance of 400 feet.

AND

Outlot A, AFTONWOOD, Washington County, Minnesota. (Not Part of the Title Commitment)

## NOTES

- Address of the surveyed premises: 14833 50th Street South, Afton, MN 55001.
- Field survey was completed by E.G. Rud and Sons, Inc. on 08/26/14 and 10/27/14.
- Contours shown are a compilation of field work and topography from MnGEO lidar distribution.
- There are no wetlands on site, according to Jacobson Environmental, PLLC.

## TREE PRESERVATION NOTES

- 6 inch and larger trees were located in the proposed street, storm ponding, house pad and driveway locations.
- The house pad and driveway locations are subject to change. If the locations change, additional 6 inch or larger trees may need to be located.

## OWNER/DEVELOPER

LAKEVIEW INVESTMENT #1, LLC  
2103 COUNTY ROAD D, SUITE C  
MAPLEWOOD, MN 55109  
(651) 248-3631

## ENGINEER

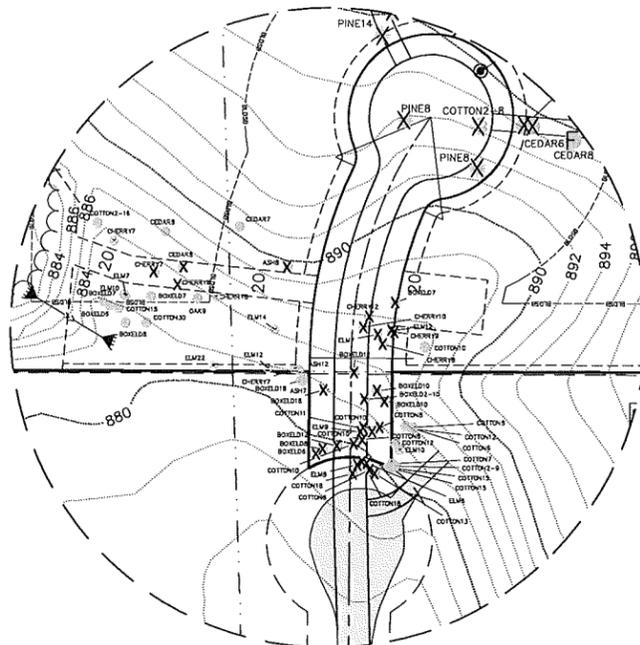
PLOWE ENGINEERING, INC.  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
(651) 361-8210

## BENCHMARK

MNDOT STATION NAME: TT 3 MT USGS  
ELEV.=1002.987 (NAVD88)

## DETAIL

(1 INCH = 60 FEET)



## LEGEND

- DENOTES EXISTING CONTOURS
- DENOTES TREE LINE
- DENOTES POWER POLE
- x 952.36 DENOTES EXISTING SPOT ELEVATION
- DENOTES TELEPHONE PEDESTAL
- DENOTES ELECTRICAL BOX
- DENOTES GUY WIRE
- DENOTES SOIL BORING TRADEWELL SOIL TESTING
- DENOTES STORM SEWER APRON
- DENOTES EXISTING STORM SEWER
- DENOTES RETAINING WALL
- DENOTES OVERHEAD WIRE
- DENOTES BUILDING SETBACK LINE
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE
- DENOTES GRAVEL SURFACE
- DENOTES SLOPE 18% OR GREATER
- X DENOTES TREE 6 INCHES OR LARGER TO BE REMOVED FOR STREET CONSTRUCTION, STORM SEWER OR STORM WATER PONDING
- F DENOTES TREE 6 INCHES OR LARGER TO POSSIBLY BE REMOVED IN THE FUTURE FOR HOUSE AND DRIVEWAY LOCATION.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD  
Date: 11/21/14 License No. 41578

DRAWN BY: JER	JOB NO: 14475PP	DATE: 11/03/14	
CHECK BY: JER	SCANNED		
1	11/21/14	CITY ENGINEER COMMENTS	
2			
3			
NO.	DATE	DESCRIPTION	BY

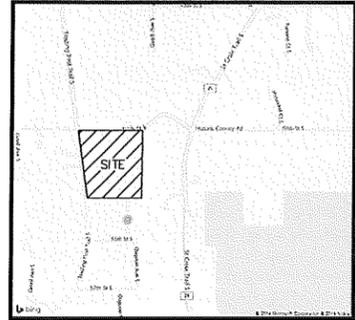
**E.G. RUD & SONS, INC.**  
EST. 1977  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

# AERIAL OVERLAY

~of~ TRADING POST TRAIL PRESERVE  
~for~ LAKEVIEW INVESTMENT #1, LLC

## VICINITY MAP

PART OF SEC. 33, TWP. 28, RNG. 20

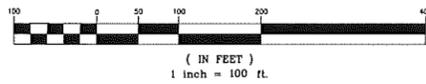


WASHINGTON COUNTY, MINNESOTA  
(NO SCALE)



NORTH

GRAPHIC SCALE



## OWNER/DEVELOPER

LAKEVIEW INVESTMENT #1, LLC  
2103 COUNTY ROAD D, SUITE C  
MAPLEWOOD, MN 55109  
(651) 248-3631

## ENGINEER

PLOWE ENGINEERING, INC.  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
(651) 361-8210

DRAWN BY: JEN	JOB NO: 14475PP	DATE: 11/03/14	
CHECK BY: JER	SCANNED <input type="checkbox"/>		
1	11/21/14	CITY ENGINEER COMMENTS	
2			
3			
NO.	DATE	DESCRIPTION	BY

**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701



# SLOPE EXHIBIT

~for~ LAKEVIEW INVESTMENT #1, LLC

## VICINITY MAP

PART OF SEC. 33, TWP. 28, RNG. 20



WASHINGTON COUNTY, MINNESOTA  
(NO SCALE)



NORTH

## PROPERTY DESCRIPTION

(Per Title Commitment File No. 1136185, prepared by Title Resources Guaranty Company, issued by its agent, Edina Realty Title, Inc. dated July 29, 2014. Torrens Property)

That part of the Northwest Quarter of the Northeast Quarter (NW1/4 of NE1/4) East of the road running North and South; and

The West Half of the Northeast Quarter of the Northeast Quarter (W1/2 of NE1/4 of NE1/4) of Section 33, Township 28 North, Range 20 West, Except the South 435.6 feet of the North 813.4 feet of the East 300 feet thereof, containing 3.0 acres; and a perpetual easement for a roadway 16 feet wide extending a distance of 8 feet on either side of a line described as follows: Commencing at a point on the North line of said Section 33, Township 28 North, Range 20 West, a distance of 963.16 feet West of the Northeast corner of said Section 33, Township 28 North, Range 20 West; thence Southerly on a line parallel to the East line of the West 1/2 of the NE1/4 of the NE1/4 to the property hereinabove conveyed and a distance of 400 feet.

AND

The South 435.6 feet of the North 813.4 feet of the East 300 feet of the West 1/2 of the NE1/4 of the NE1/4 of Section 33, Township 28 North, Range 20 West, containing 3.0 acres; and a perpetual easement for a roadway 16 feet wide extending a distance of 8 feet on either side of a line described as follows:

Commencing at a point on the North line of said Section 33, Township 28 North, Range 20 West, a distance of 963.16 feet West of the Northeast corner of said Section 33, Township 28 North, Range 20 West; thence Southerly on a line parallel to the East line of the West 1/2 of the NE1/4 of the NE1/4 to the property hereinabove conveyed and a distance of 400 feet.

AND

Outlot A, AFTONWOOD, Washington County, Minnesota. (Not Part of the Title Commitment)

## BUILDABLE AREA

(CONTIGUOUS AREA OF LOT LESS SLOPE 13% OR GREATER AND NON-TYPICAL DRAINAGE AND UTILITY EASEMENT)

LOT 1	2.61 ACRES
LOT 2	4.79 ACRES
LOT 3	4.76 ACRES
LOT 4	5.13 ACRES
LOT 5	4.83 ACRES
LOT 6	2.80 ACRES
LOT 7	3.08 ACRES
LOT 8	4.19 ACRES

## SLOPE LEGEND

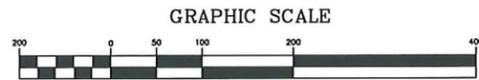
	DENOTES SLOPE 0% TO 13%
	DENOTES SLOPE 13% TO 18%
	DENOTES SLOPE 18% TO 100%

## BENCHMARK

MNDOT STATION NAME: TT 3 MT USGS  
ELEV.=1002.987 (NAVD88)

## LEGEND

	DENOTES EXISTING CONTOURS
	DENOTES TREE LINE
	DENOTES POWER POLE
	DENOTES TELEPHONE PEDESTAL
	DENOTES ELECTRICAL BOX
	DENOTES GUY WIRE
	DENOTES STORM SEWER APRON
	DENOTES EXISTING STORM SEWER
	DENOTES RETAINING WALL
	DENOTES OVERHEAD WIRE
	DENOTES BUILDING SETBACK LINE
	DENOTES CONCRETE SURFACE
	DENOTES BITUMINOUS SURFACE
	DENOTES GRAVEL SURFACE



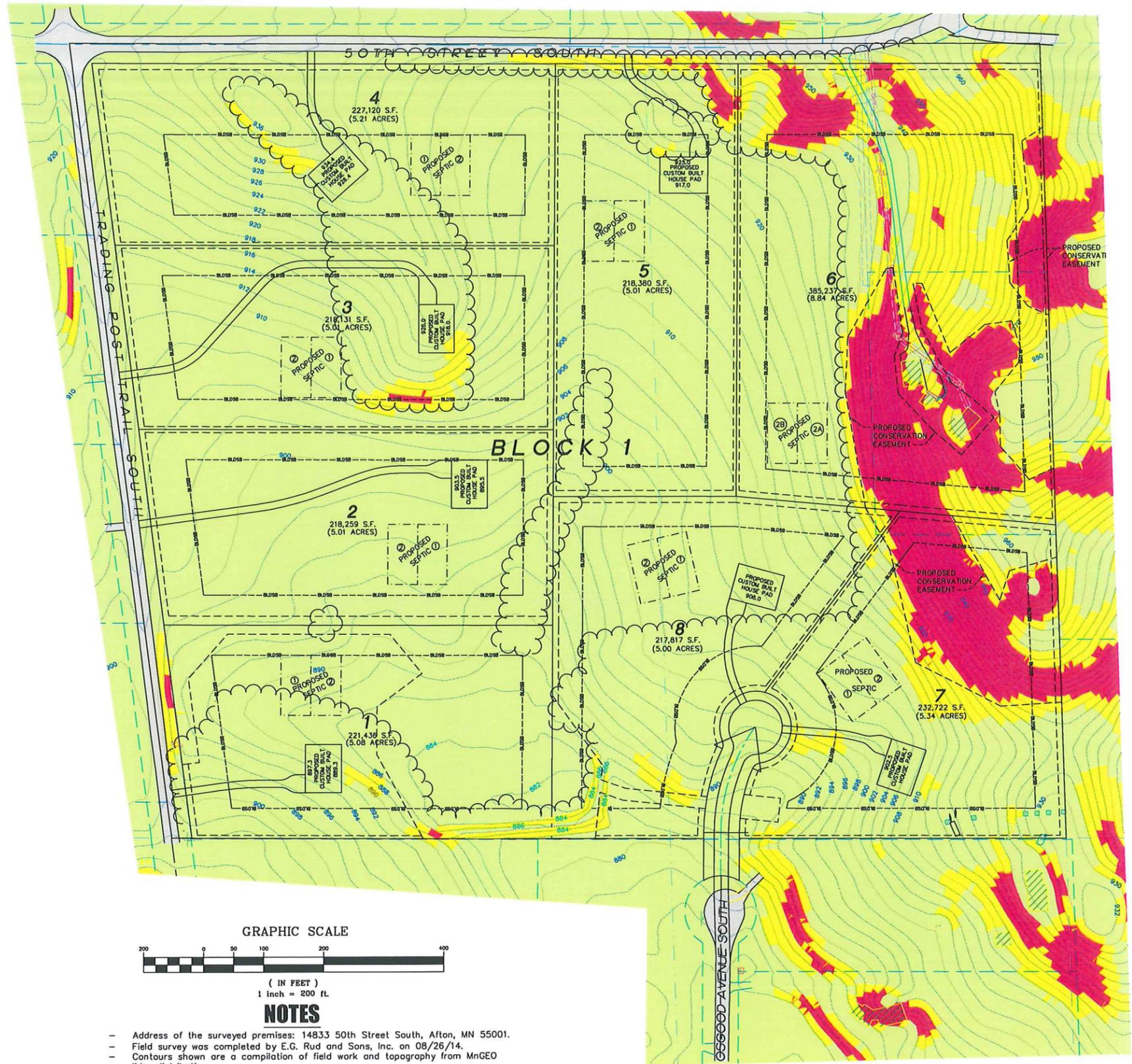
GRAPHIC SCALE

( IN FEET )

1 inch = 200 ft.

## NOTES

- Address of the surveyed premises: 14833 50th Street South, Afton, MN 55001.
- Field survey was completed by E.G. Rud and Sons, Inc. on 08/26/14.
- Contours shown are a compilation of field work and topography from MnGEO lidar distribution.



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD

Date: 11/21/14 License No. 41578

DRAWN BY: JEN	JOB NO: 14475PP	DATE: 9/12/14
CHECK BY: JER	SCANNED <input type="checkbox"/>	
1 11/03/14	Rev. for City Submittal	JEN
2 11/21/14	CITY ENGINEER COMMENTS	BPN
3		
NO. DATE	DESCRIPTION	BY

# TRADING POST TRAIL PRESERVE

## TITLE SHEET, NOTES & LEGEND

### AFTON, MINNESOTA

#### GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CALL "811" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.

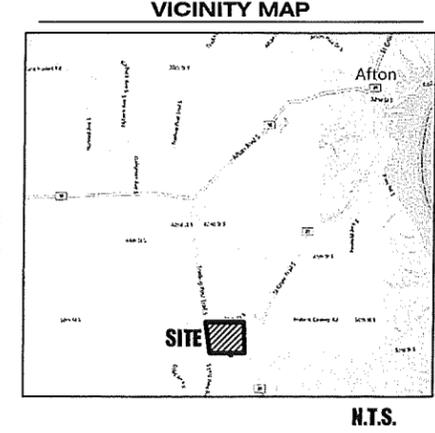
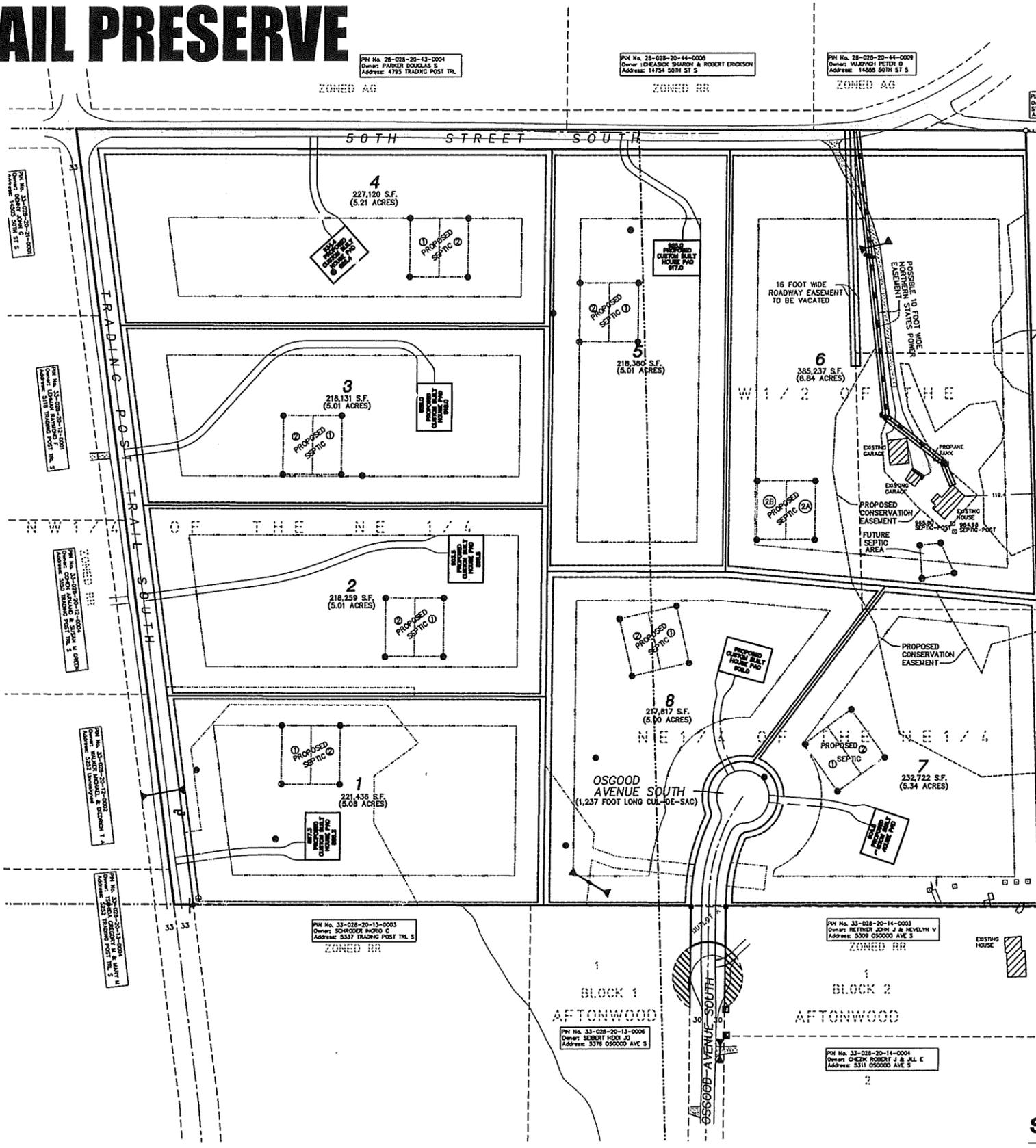
STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.

#### LEGEND

	EXISTING OVERHEAD ELECTRIC		PROPOSED WATER PIPE
	EXISTING UNDERGROUND TELEPHONE		PROPOSED SANITARY SEWER PIPE
	EXISTING UNDERGROUND CABLE		PROPOSED STORM SEWER PIPE
	EXISTING TELEPHONE PEDESTAL		PROPOSED DRAIN TILE AND CLEAN-OUT
	EXISTING ELECTRICAL PEDESTAL		PROPOSED ELECTRIC SERVICE *
	EXISTING CABLE PEDESTAL		PROPOSED GAS SERVICE *
	EXISTING UTILITY POLE		PROPOSED TELEPHONE SERVICE *
	EXISTING LIGHT POLE		PROPOSED STORM MANHOLE
	EXISTING STORM SEWER		PROPOSED CATCH BASIN
	EXISTING WATER MAIN		PROPOSED FLARED-END SECTION
	EXISTING SANITARY SEWER		PROPOSED GATE VALVE
	EXISTING FORCE MAIN		PROPOSED HYDRANT
	EXISTING STORM MANHOLE		PROPOSED SANITARY SEWER MANHOLE
	EXISTING CATCH BASIN		PROPOSED CONTOUR
	EXISTING FLARED-END SECTION		PROPOSED SPOT ELEVATION (OUTLINE, BITUMINOUS SURFACE OR GRASS SURFACE UNLESS OTHERWISE INDICATED)
	EXISTING GATE VALVE		PROPOSED SILT FENCE
	EXISTING HYDRANT		PROPOSED DIRECTION OF DRAINAGE
	EXISTING WELL		PROPOSED BITUMINOUS
	EXISTING SANITARY SEWER MANHOLE		PROPOSED CONCRETE
	EXISTING CONTOUR		PROPOSED RIP-RAP
	EXISTING SPOT ELEVATION		PROPOSED FILTRATION MEDIA
	EXISTING SPOT ELEVATION (WATCH INTO ELEVATION)		PROPOSED INLET PROTECTION
	EXISTING BITUMINOUS		PROPOSED HEAVY-DUTY PAVEMENT
	EXISTING BITUMINOUS (TO BE REMOVED)		PROPOSED ENKAMAT
	EXISTING TREES		
	EXISTING TREES (TO BE REMOVED)		
	EXISTING RETAINING WALL		
	EXISTING FENCE		
	EXISTING WETLAND		



DRAWN BY: C.M.  
DESIGN BY: C.W.P.  
CHECKED BY: C.W.P.  
PROJ. NO.: 14-1516

ORIGINAL DATE: NOVEMBER 3, 2014

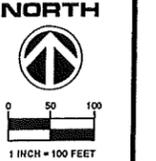
DATE	REVISION DESCRIPTION
11.20.2014	CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.  
**PRELIMINARY**  
CHARLES W. PLOWE, INC.  
DATE: 11.20.2014 LIC. NO. 16327

TRADING POST TRAIL PRESERVE  
AFTON, MINNESOTA  
TITLE SHEET, NOTES & LEGEND

PREPARED FOR:  
LAKEVIEW INVESTMENT

SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**  
8778 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701



**C1**

#### SHEET INDEX

- C1 TITLE SHEET, NOTES & LEGEND
- C2.1 GRADING, DRAINAGE, & EROSION CONTROL PLAN
- C2.2 GRADING, DRAINAGE, & EROSION CONTROL PLAN
- C3.1 PLAN & PROFILE - OSGOOD AVENUE SOUTH
- C3.2 PLAN & PROFILE - STORM SEWER LINE 'A'
- C3.3 PLAN & PROFILE - STORM SEWER LINE 'B'
- C4 DETAILS & NOTES
- C5.1 STORM WATER POLLUTION PREVENTION PLAN
- C5.2 STORM WATER POLLUTION PREVENTION PLAN



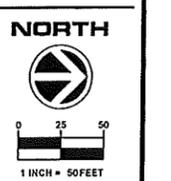
DATE	REVISION DESCRIPTION	CITY COMMENTS
11.20.2014		

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**PRELIMINARY**  
 CHARLES W. PLOWE  
 DATE: 11.20.2014 LIC. NO. 16227

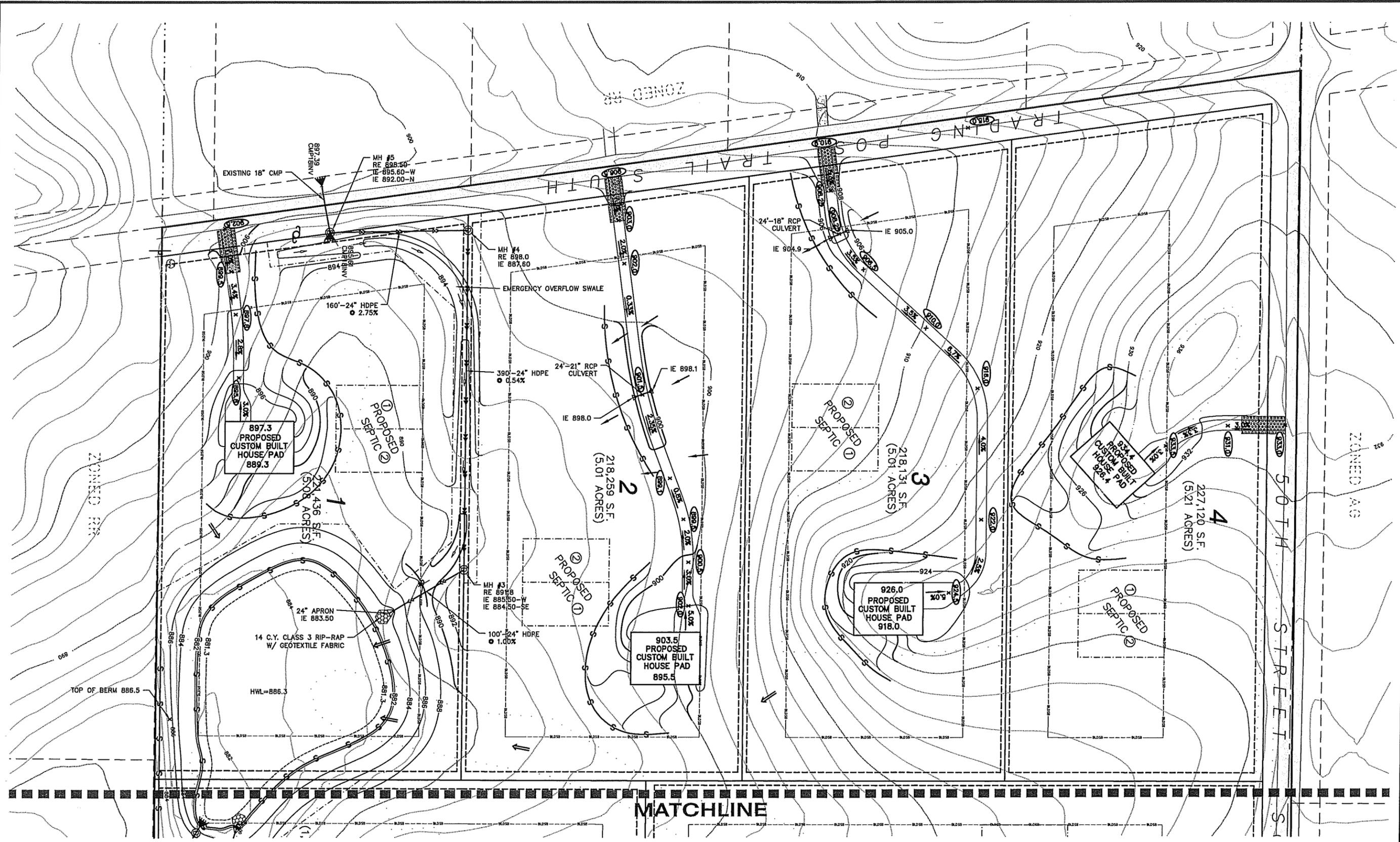
**TRADING POST TRAIL PRESERVE**  
 AFTON, MINNESOTA  
 GRADING, DRAINAGE, & EROSION CONTROL PLAN

PREPARED FOR:  
 LAKEVIEW INVESTMENT

**PLOWE ENGINEERING, INC.**  
 SITE PLANNING & ENGINEERING  
 6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKE, MN 55014  
 PHONE: (651) 361-8210  
 FAX: (651) 361-8701



**C2.1**



NOTE: HOUSE PAD GRADING CONCEPTUAL ONLY. FINAL GRADING TO BE DETERMINED WITH ACTUAL HOUSE PLAN AND LOCATION.

- PROPOSED SILT FENCE
- PROPOSED ROCK CONSTRUCTION ENTRANCE\*  
 \*TO BE INSTALLED PRIOR TO START OF HOUSE PAD GRADING



**GRADING, DRAINAGE, & EROSION CONTROL PLAN  
 TRADING POST TRAIL PRESERVE**

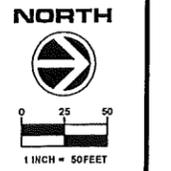
DATE	REVISION DESCRIPTION
11.20.2014	CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**PRELIMINARY**  
 CHARLES W. FLOWE  
 LIC. NO. 98227  
 DATE: 11.20.2014

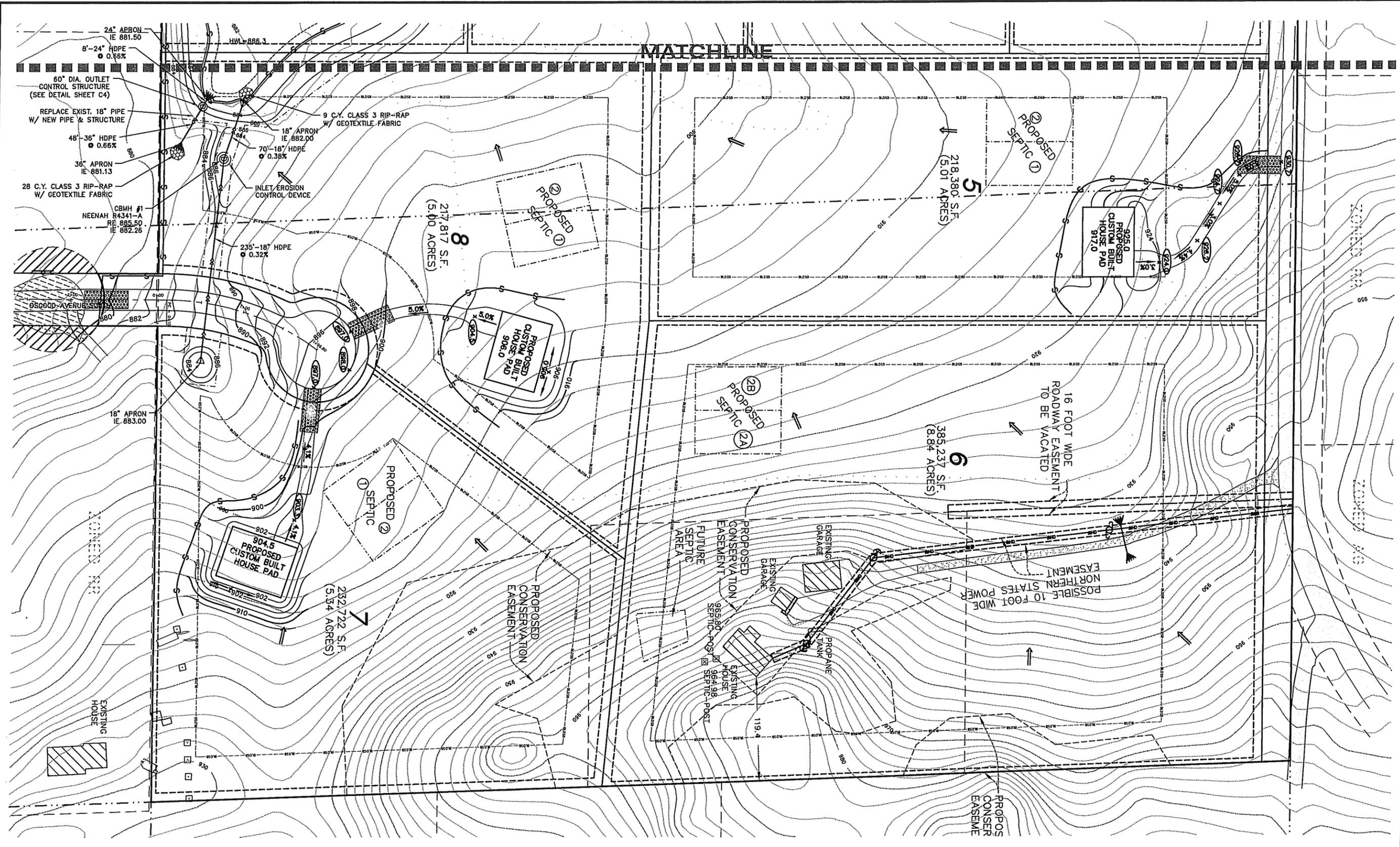
**TRADING POST TRAIL PRESERVE**  
 ATTON, MINNESOTA  
 GRADING, DRAINAGE & EROSION CONTROL PLAN

PREPARED FOR:  
 LAKEVIEW INVESTMENT

**PLOWE ENGINEERING, INC.**  
 6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014  
 PHONE: (651) 261-8210  
 FAX: (651) 261-4701



**C2.2**



NOTE: HOUSE PAD GRADING CONCEPTUAL ONLY. FINAL GRADING TO BE DETERMINED WITH ACTUAL HOUSE PLAN AND LOCATION.

- PROPOSED SILT FENCE
- PROPOSED ROCK CONSTRUCTION ENTRANCE\*  
 \*TO BE INSTALLED PRIOR TO START OF HOUSE PAD GRADING



**GRADING, DRAINAGE, & EROSION CONTROL PLAN  
 TRADING POST TRAIL PRESERVE**



Know what's below.  
Call before you dig.

DRAWN BY: C.M.  
DESIGN BY: C.W.P.  
CHKD BY: C.W.P.  
PROJ. NO. 14-1516

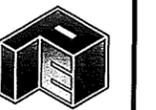
ORIGINAL DATE: NOVEMBER 3, 2014

DATE	REVISION DESCRIPTION
11.20.2014	CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**PRELIMINARY**  
CHARLES W. PLOWE  
DATE: 11.20.2014 LIC. NO. 16227

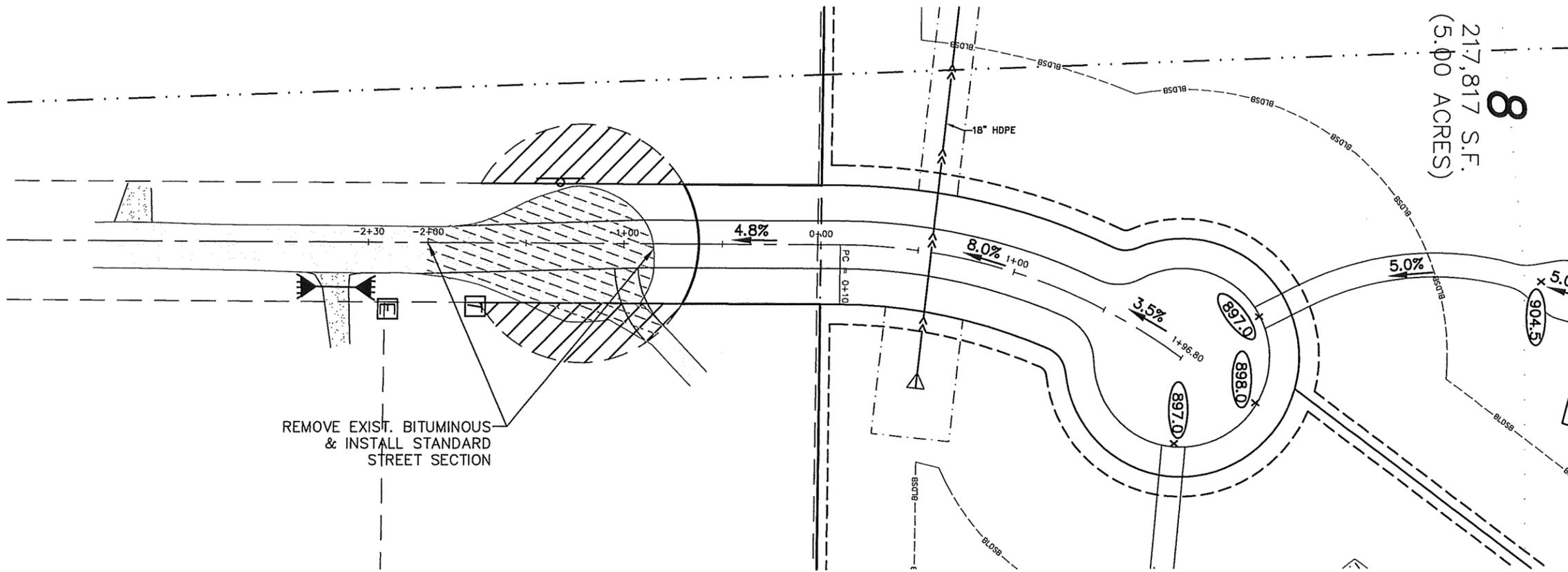
TRADING POST TRAIL PRESERVE  
AFTON, MINNESOTA  
OSGOOD AVENUE SOUTH

PREPARED FOR:  
LAKEVIEW INVESTMENT



SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**  
6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-4210  
FAX: (651) 361-4701

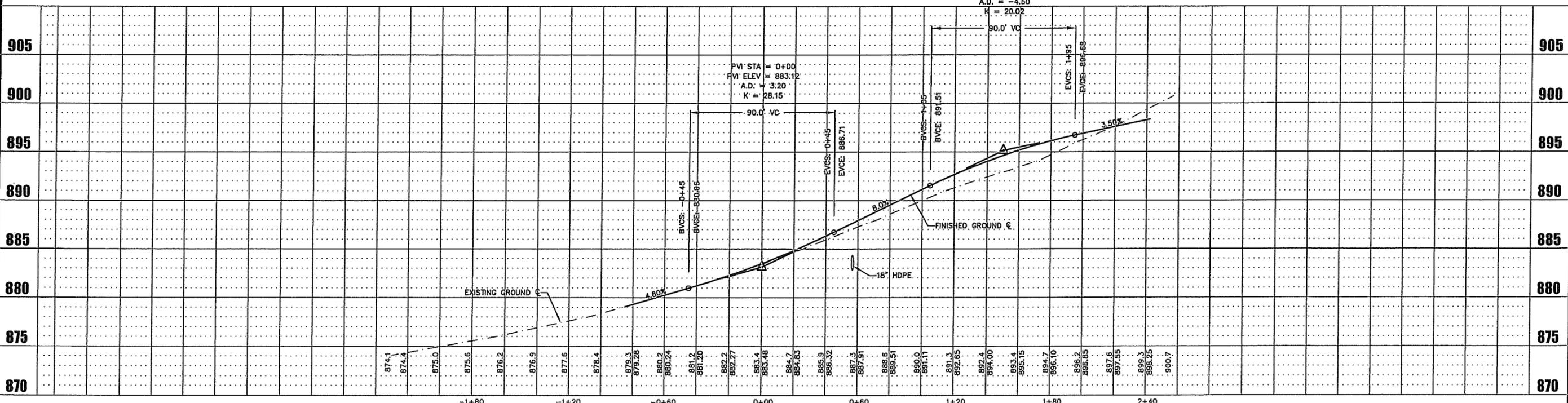
**C3.1**



### OSGOOD AVENUE SOUTH

PVI STA = 1+50  
PVI ELEV = 895.10  
A.D. = -4.50  
K = 20.02

PVI STA = 0+00  
PVI ELEV = 883.12  
A.D. = 3.20  
K = 28.15



### PLAN & PROFILE - OSGOOD AVENUE SOUTH TRADING POST TRAIL PRESERVE





DRAWN BY:	DESIGN BY:
C.M.	C.W.P.
CHCKD BY:	PROJ. NO.
C.W.P.	14-1516
ORIGINAL DATE:	
NOVEMBER 3, 2014	
REVISION DESCRIPTION	
DATE	CITY COMMENTS
11.20.2014	

## GRADING, DRAINAGE & EROSION CONTROL NOTES

PRIOR TO ANY GRADING OPERATIONS, THE CONTRACTOR SHALL PROVIDE WIMCO INLET PROTECTION (OR OTHER APPROVED EQUAL) FOR ALL STORM SEWER INLETS THAT WILL RECEIVE RUN-OFF FROM CONSTRUCTION ACTIVITIES.

CONTRACTOR TO PROVIDE TOPSOIL STOCKPILES AT LOCATION DESIGNATED BY OWNER. PLACE STOCKPILES AS FAR FROM DRAINAGE WAYS AS POSSIBLE. PROVIDE SILT FENCE AT DOWNSTREAM SIDE OF STOCKPILE LOCATIONS. IF STOCKPILE IS TO BE IN-PLACE LONGER THAN 14 DAYS, PROVIDE SEED AND MULCH.

THE CONTRACTOR SHALL PROVIDE ALL SOD, SEED, MULCH AND FERTILIZER WHICH SHALL CONFORM WITH THE FOLLOWING MNDOT SPECIFICATIONS AS MODIFIED BELOW.

ITEM	MNDOT SPECIFICATION/NOTES
SOD	3878
SEED **	3876
FOR TURF ESTABLISHMENT *	MNDOT MIXTURE 260 (100 LBS/ACRE) OR MNDOT MIXTURE 270 (120 LBS/ACRE)
TEMPORARY FALL COVER	MNDOT MIXTURE 100B (100 LBS/ACRE)
SPRING/SUMMER	MNDOT MIXTURE 110 (AT 100 LBS/ACRE)
1-2 YEARS COVER	MNDOT MIXTURE 150 (AT 40 LBS/ACRE)
2-5 YEARS COVER	MNDOT MIXTURE 190 (AT 60 LBS/ACRE)
MULCH	3882 (TYPE 1 - DISC ANCHORED)
FERTILIZER	3881
WOOD FIBER BLANKET	3885 (CATEGORY 2)

- \* MOW A MINIMUM OF ONCE PER 2 WEEKS
- \*\* SEEDED AREAS SHALL BE EITHER MULCHED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION.

ALL EROSION AND SEDIMENT CONTROL MEASURES SHOWN ON THE PLANS OR IMPLEMENTED IN THE FIELD SHALL BE IN ACCORDANCE WITH THE CITY AND NPDES PHASE II PERMIT REQUIREMENTS, AND THE MPCA'S "PROTECTING WATER QUALITY IN URBAN AREAS BEST MANAGEMENT PRACTICES FOR MINNESOTA."

THE CONTRACTOR SHALL PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SIGNAGE. WASHOUT AREA IS TO BE A MINIMUM OF 50' FROM STORM DRAINS, DITCHES, PONDS, OR OTHER STORMWATER FEATURES. ALL LIQUID AND SOLID WASTE GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER (E.G. COMPACTED CLAY LINER, IMPERMEABLE GEO-MEMBRANE). AFTER WASTE CONCRETE IS SET, BREAK-UP AND DISPOSE OF PROPERLY.

THE CONTRACTOR SHALL MAINTAIN SILT FENCE, INCLUDING THE REMOVAL OF ACCUMULATED SEDIMENT, THROUGH COMPLETION OF BUILDING CONSTRUCTION. SILT FENCE TO BE REMOVED ONLY AFTER COMPLETION OF BUILDING CONSTRUCTION AND UPON ESTABLISHMENT OF VEGETATION.

THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES IN-PLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.

THE CONTRACTOR SHALL PROVIDE WOOD FIBER BLANKET FOR ALL AREAS OF CONCENTRATED FLOW AND FOR ALL SLOPES 3:1 OR GREATER.

IF ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BIOROLLS AND EROSION CONTROL BLANKET AS NEEDED.

THE CONTRACTOR SHALL FINAL GRADE SWALE AREAS UPON STABILIZATION OF UPSTREAM AREAS.

THE CONTRACTOR SHALL SOD ALL DISTURBED DRAINAGE AREAS, INCLUDING SWALES, OVERFLOWS, AROUND STORM SEWER FLARED-END SECTIONS, AND OFF-STREET CATCH BASINS.

UPON GRADING COMPLETION THE CONTRACTOR SHALL PROVIDE NATIVE TOPSOIL, SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC WITHIN 48 HOURS OF FINAL GRADING.

EXCESS SOIL SHOULD BE TREATED LIKE OTHER EXPOSED SOIL AND STABILIZED WITHIN 72 HOURS. ANY SOIL STOCKPILES ARE TO HAVE SILT FENCE PLACED ON DOWNSTREAM SIDES AND SHALL NOT BE PLACED IN SURFACE WATERS.

ADJACENT STREETS SHALL BE KEPT CLEAN OF CONSTRUCTION MATERIALS, DIRT, AND OTHER UNDESIRABLE MATERIALS. WHEN MATERIALS OR DEBRIS HAVE WASHED/FLOWED ONTO ADJACENT STREETS, IT IS THE CONTRACTOR'S RESPONSIBILITY TO SWEEP/SCRAPE STREETS AS NECESSARY OR AS DIRECTED BY THE CITY.

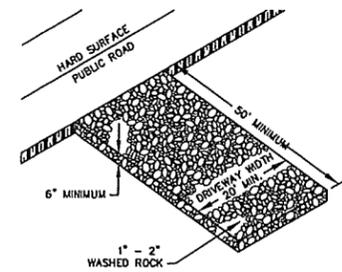
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**Charles W. Plowe**  
LIC. NO. 18227  
DATE: 11.20.2014

TRADING POST TRAIL  
PRESERVE  
AFTON, MINNESOTA  
DETAILS & NOTES

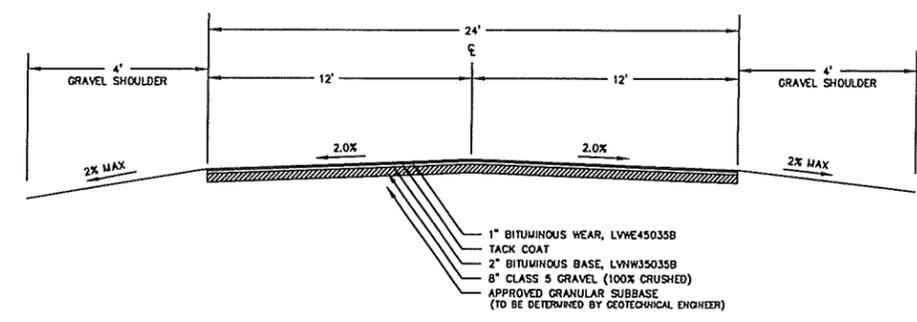
PREPARED FOR:  
LAKEVIEW  
INVESTMENT

SITE PLANNING & ENGINEERING  
**Plowe**  
ENGINEERING, INC.  
6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701

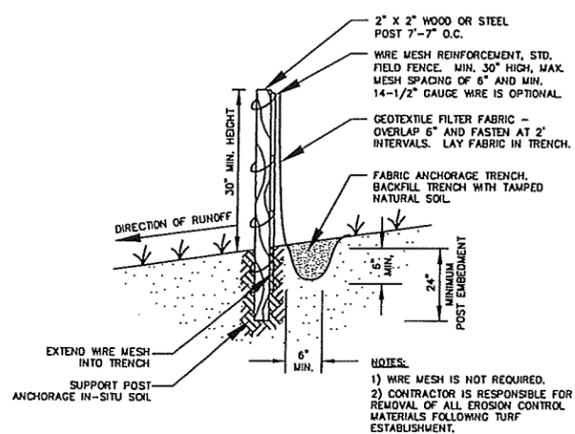
**C4**



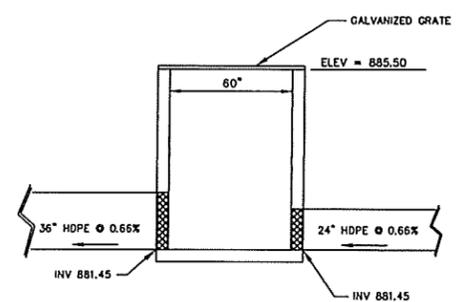
**ROCK CONSTRUCTION ENTRANCE**  
NOT TO SCALE



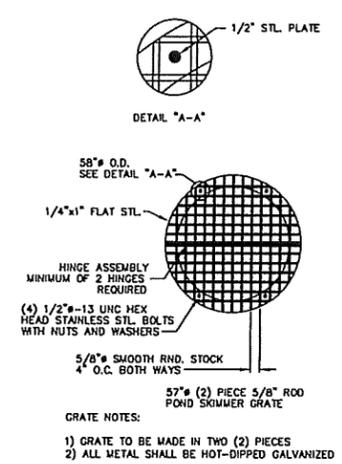
**STANDARD STREET SECTION**  
NOT TO SCALE



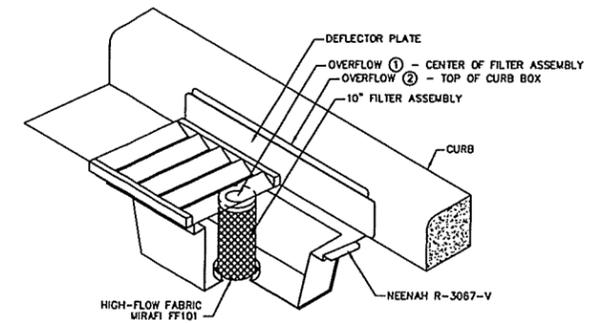
**EROSION CONTROL FENCE**  
NOT TO SCALE



**OUTLET CONTROL STRUCTURE**  
NOT TO SCALE



**GALVANIZED GRATE**  
NOT TO SCALE



**WIMCO INLET PROTECTION**  
NOT TO SCALE



# TRADING POST TRAIL PRESERVE

## STORM WATER POLLUTION PREVENTION PLAN

### AFTON, MINNESOTA

#### PART II.C. - TERMINATION OF COVERAGE

1. TERMINATION OF COVERAGE WHEN CONSTRUCTION IS COMPLETE: ALL PERMITEE(S) MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA ON A FORM PROVIDED BY THE COMMISSIONER WITHIN 30 DAYS AFTER ALL ACTIVITIES REQUIRED FOR FINAL STABILIZATION (SEE PART IV.G.) ARE COMPLETE. THE PERMITEE(S) COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT.
2. TERMINATION OF COVERAGE WHEN TRANSFER OF OWNERSHIP OCCURS: ALL PERMITEE(S) MUST SUBMIT A NOT ON A FORM PROVIDED BY THE COMMISSIONER WITHIN 30 DAYS AFTER SELLING OR OTHERWISE LEGALLY TRANSFERRING THE ENTIRE SITE, INCLUDING PERMIT RESPONSIBILITY FOR ROADS (E.G., STREET SHEEPING) AND STORMWATER INFRASTRUCTURE FINAL CLEAN OUT, OR TRANSFERRING PORTIONS OF A SITE TO THE PERMITEE(S) COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT.
3. PERMITEE(S) MAY TERMINATE PERMIT COVERAGE PRIOR TO COMPLETION OF ALL CONSTRUCTION ACTIVITY IF ALL OF THE FOLLOWING CONDITIONS ARE MET. AFTER THE PERMIT IS TERMINATED UNDER THIS PART, IF THERE IS ANY SUBSEQUENT DEVELOPMENT ON THE REMAINING PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITY WAS NOT COMPLETE, NEW PERMIT COVERAGE MUST BE OBTAINED IF THE SUBSEQUENT DEVELOPMENT ITSELF OR AS PART OF THE REMAINING COMMON PLAN OF DEVELOPMENT OR SALE WILL RESULT IN LAND DISTURBING ACTIVITIES OF ONE (1) OR MORE ACRES IN SIZE.
  - A. CONSTRUCTION ACTIVITY HAS CEASED FOR AT LEAST 90 DAYS.
  - B. AT LEAST 90 PERCENT (BY AREA) OF ALL ORIGINALLY PROPOSED CONSTRUCTION ACTIVITY HAS BEEN COMPLETED AND PERMANENT COVER ESTABLISHED ON THOSE AREAS.
  - C. ON AREAS WHERE CONSTRUCTION ACTIVITY IS NOT COMPLETE, PERMANENT COVER HAS BEEN ESTABLISHED.
  - D. THE SITE IS IN COMPLIANCE WITH PART IV.G.2. AND PART IV.G.3. AND WHERE APPLICABLE, PART IV.G.4. OR PART IV.G.5.
4. PERMITEE(S) MAY TERMINATE COVERAGE UPON APPROVAL BY THE MPCA IF INFORMATION IS SUBMITTED TO THE MPCA DOCUMENTING THAT TERMINATION IS APPROPRIATE BECAUSE THE PROJECT IS CANCELLED.

#### PART III.A.3 - TRAINING DOCUMENTATION

- TRAINING DOCUMENTATION: THE PERMITEE(S) SHALL ENSURE THE INDIVIDUALS IDENTIFIED IN PART III.A.3 HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS. THE PERMITEE(S) SHALL ENSURE THE TRAINING IS RECORDED IN OR WITH THE SWPPP BEFORE THE START OF CONSTRUCTION OR AS SOON AS THE PERSONNEL FOR THE PROJECT HAVE BEEN DETERMINED. DOCUMENT THIS SHALL INCLUDE:
- A. NAMES OF THE PERSONNEL ASSOCIATED WITH THIS PROJECT THAT ARE REQUIRED TO BE TRAINED PER PART III.F.1. OF THIS PERMIT.
  - B. DATES OF TRAINING AND NAME OF INSTRUCTOR(S) AND ENTITY PROVIDING TRAINING.
  - C. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.

#### PART III.B - SWPPP AMENDMENTS

- THE PERMITEE(S) MUST AMEND THE SWPPP AS NECESSARY TO INCLUDE ADDITIONAL REQUIREMENTS, SUCH AS ADDITIONAL OR MODIFIED BMPs THAT ARE DESIGNED TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER:
1. THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR UNDERGROUND WATERS.
  2. INSPECTIONS OR INVESTIGATIONS BY SITE OWNER OR OPERATORS, USEPA OR MPCA OFFICIALS INDICATE THE SWPPP IS NOT EFFECTIVE IN ELIMINATING OR SIGNIFICANTLY MINIMIZING THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR UNDERGROUND WATERS OR THAT THE DISCHARGES ARE CAUSING WATER QUALITY STANDARD EXCEEDANCES (E.G., NUISANCE CONDITIONS AS DEFINED IN MINN. R. 7050.0210, SUBP. 2).
  3. THE SWPPP IS NOT ACHIEVING THE GENERAL OBJECTIVES OF MINIMIZING POLLUTANTS IN STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY, OR THE SWPPP IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THIS PERMIT.
  4. AT ANY TIME AFTER PERMIT COVERAGE IS EFFECTIVE, THE MPCA MAY DETERMINE THAT THE PROJECT'S STORMWATER DISCHARGES MAY CAUSE, HAVE REASONABLE POTENTIAL TO CAUSE, OR CONTRIBUTE TO NON-ATTAINMENT OF ANY APPLICABLE WATER QUALITY STANDARD, OR THAT THE SWPPP DOES NOT INCORPORATE THE APPLICABLE REQUIREMENTS IN PART III.A.8., (IMPAIRED WATERS AND TUDLS). IF A WATER QUALITY STANDARD CHANGES DURING THE TERM OF THIS PERMIT, THE MPCA MAY MAKE A DETERMINATION AS TO WHETHER A MODIFICATION OF THE SWPPP IS NECESSARY TO ADDRESS THE NEW STANDARD. IF THE MPCA MAKES SUCH DETERMINATION(S) OR ANY OF THE DETERMINATIONS IN PARTS III.B.1.-3., THE MPCA WILL NOTIFY THE PERMITEE(S) IN WRITING. IN RESPONSE, THE PERMITEE(S) MUST AMEND THE SWPPP TO ADDRESS THE IDENTIFIED CONCERNS AND SUBMIT INFORMATION REQUESTED BY THE MPCA, WHICH MAY INCLUDE AN INDIVIDUAL PERMIT APPLICATION. IF THE MPCA'S WRITTEN NOTIFICATION REQUIRES A RESPONSE, FAILURE TO RESPOND WITHIN THE SPECIFIED TIMEFRAME CONSTITUTES A PERMIT VIOLATION.

#### PART III.C. - TEMPORARY SEDIMENT BASINS

- WHERE FIVE (5) OR MORE ACRES OF DISTURBED SOIL DRAIN TO A COMMON LOCATION, THE PERMITEE(S) MUST PROVIDE A TEMPORARY SEDIMENT BASIN TO PROVIDE TREATMENT TO THE RUNOFF BEFORE IT LEAVES THE DISTURBED SITE. A TEMPORARY SEDIMENT BASIN MAY BE CONVEYED TO A PERMANENT BASIN AFTER CONSTRUCTION IS COMPLETE. THE TEMPORARY BASIN IS NO LONGER REQUIRED WHEN PERMANENT COVER HAS REDUCED THE AVERAGE OF DISTURBED SOIL TO LESS THAN FIVE (5) ACRES DRAINING TO A COMMON LOCATION. THE PERMITEE(S) IS/ARE ENCOURAGED, BUT NOT REQUIRED, TO INSTALL TEMPORARY SEDIMENT BASINS WHERE APPROPRIATE IN AREAS WITH STEEP SLOPES OR HEAVILY ERODIBLE SOILS EVEN IF LESS THAN FIVE (5) ACRES DRAIN TO ONE AREA. THE BASINS MUST BE DESIGNED AND CONSTRUCTED ACCORDING TO THE FOLLOWING REQUIREMENTS:

1. THE BASINS MUST PROVIDE LIVE STORAGE FOR A CALCULATED VOLUME OF RUNOFF FROM A TWO-YEAR, 24-HOUR STORM FROM EACH ACRE DRAINED TO THE BASIN, EXCEPT THAT IN NO CASE SHALL THE BASIN PROVIDE LESS THAN 1,800 CUBIC FEET OF LIVE STORAGE FROM EACH ACRE DRAINED TO THE BASIN.
2. WHERE THE CALCULATION IN PART III.C.1. HAS NOT BEEN PERFORMED, A TEMPORARY SEDIMENT BASIN PROVIDING 3,600 CUBIC FEET OF LIVE STORAGE PER ACRE DRAINED TO THE BASIN SHALL BE PROVIDED FOR THE ENTIRE DRAINAGE AREA OF THE TEMPORARY BASIN.
3. TEMPORARY BASIN OUTLETS MUST BE DESIGNED TO PREVENT SHORT-CIRCUITING AND THE DISCHARGE OF FLOATING DEBRIS. THE BASIN MUST BE DESIGNED WITH THE ABILITY TO ALLOW COMPLETE BASIN DRAINAGE FOR MAINTENANCE ACTIVITIES, AND MUST INCLUDE A STABILIZED EMERGENCY OVERTLOW TO PREVENT FLOODING OF POND NEARBY. THE OUTLET STRUCTURE MUST BE DESIGNED TO WITHDRAW WATER FROM THE SURFACE IN ORDER TO MINIMIZE THE DISCHARGE OF POLLUTANTS, EXCEPT THAT THE USE OF A SURFACE WITHDRAWAL MECHANISM FOR DISCHARGE OF THE BASIN MAY BE TEMPORARILY SUSPENDED DURING FROZEN CONDITIONS. ENERGY DISSIPATION MUST BE PROVIDED FOR THE BASIN OUTLET (SEE PART IV.B.3.).
4. SEDIMENT BASINS MUST BE SITUATED OUTSIDE OF SURFACE WATERS AND ANY BUFFER ZONE REQUIRED UNDER APPENDIX A.C.3., AND MUST BE DESIGNED TO AVOID DRAINING WATER FROM WETLANDS UNLESS THE IMPACT TO THE WETLAND IS IN COMPLIANCE WITH THE REQUIREMENTS OF APPENDIX A, PART D.
5. THE TEMPORARY BASINS MUST BE CONSTRUCTED AND MADE OPERATIONAL PRIOR TO 10 OR MORE ACRES OF DISTURBED SOIL DRAINING TO A COMMON LOCATION.
6. WHERE A TEMPORARY SEDIMENT BASIN MEETING THE REQUIREMENTS OF THIS PART IS INFEASIBLE, EQUIVALENT SEDIMENT CONTROLS SUCH AS SMALLER SEDIMENT BASINS, AND/OR SEDIMENT TRAPS, SILT FENCES, VEGETATIVE BUFFER STRIPS, OR ANY APPROPRIATE COMBINATION OF MEASURES ARE REQUIRED FOR ALL DOWN-SLOPE BOUNDARIES OF THE CONSTRUCTION AREA AND FOR SIDE-SLOPE BOUNDARIES AS DICTATED BY INDIVIDUAL SITE CONDITIONS. IN DETERMINING WHETHER INSTALLING A SEDIMENT BASIN IS INFEASIBLE, THE PERMITEE(S) MUST CONSIDER PUBLIC SAFETY AND MAY CONSIDER FACTORS SUCH AS SITE SOILS, SLOPE, AND AVAILABLE AREA ON SITE. THIS DETERMINATION OF INFEASIBILITY MUST BE DOCUMENTED IN THE SWPPP PER PART III.A.5.

#### PART III.E - RECORD RETENTION

- THE SWPPP (ORIGINAL OR COPIES) INCLUDING, ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE PERMITEE(S) WHO HAS/HAVE OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN EITHER THE FIELD OFFICE OR IN AN ON-SITE VEHICLE DURING NORMAL WORKING HOURS.
- ALL OWNER(S) MUST KEEP THE FOLLOWING RECORDS ON FILE FOR THREE (3) YEARS AFTER SUBMITTAL OF THE NOT AS OUTLINED IN PART II.C. THIS DOES NOT INCLUDE ANY RECORDS AFTER SUBMITTAL OF
1. THE FINAL SWPPP
  2. ANY OTHER STORMWATER RELATED PERMITS REQUIRED FOR THE PROJECT
  3. RECORDS OF ALL INSPECTION AND MAINTENANCE CONDUCTED DURING CONSTRUCTION (PART IV.E. INSPECTIONS AND MAINTENANCE)

#### PART III.F - RECORD RETENTION (CONT)

4. ALL PERMANENT OPERATION AND MAINTENANCE AGREEMENTS THAT HAVE BEEN IMPLEMENTED, INCLUDING ALL RIGHT-OF-WAY, CONTRACTS, COVENANTS AND OTHER BINDING REQUIREMENTS REGARDING PERPETUAL MAINTENANCE AND
5. ALL REQUIRED CALCULATIONS FOR DESIGN OF THE TEMPORARY AND PERMANENT STORMWATER MANAGEMENT SYSTEMS.

#### PART III.F. - TRAINING REQUIREMENTS

THE PERMITEE(S) SHALL ENSURE THE FOLLOWING INDIVIDUALS IDENTIFIED IN THIS PART HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS.

1. WHO MUST BE TRAINED:
  - A. INDIVIDUAL(S) PREPARING THE SWPPP FOR THE PROJECT
  - B. INDIVIDUAL(S) OVERSEEING IMPLEMENTATION OF, REVISING, AND AMENDING THE SWPPP AND INDIVIDUAL(S) PERFORMING INSPECTIONS AS REQUIRED IN PART II.E. INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE MPCA.
  - C. INDIVIDUAL(S) PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPs. AT LEAST ONE INDIVIDUAL ON A PROJECT MUST BE TRAINED IN THESE JOB DUTIES.
2. TRAINING CONTENT: THE CONTENT AND EXTENT OF TRAINING MUST BE COMMENSURATE WITH THE INDIVIDUAL'S JOB DUTIES AND RESPONSIBILITIES WITH REGARD TO ACTIVITIES COVERED UNDER THIS PERMIT FOR THE PROJECT. AT LEAST ONE INDIVIDUAL PRESENT ON THE PERMITTED PROJECT SITE (OR AVAILABLE TO THE PROJECT SITE IN 72 HOURS) MUST BE TRAINED IN THE JOB DUTIES DESCRIBED IN PART III.F.1.B. AND PART III.F.1.C.
3. THE PERMITEE(S) SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL, STATE, FEDERAL AGENCIES, PROFESSIONAL ORGANIZATIONS, OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT. AN UPDATE REFRESHER TRAINING MUST BE ATTENDED EVERY THREE (3) YEARS STARTING THREE (3) YEARS FROM THE ISSUANCE DATE OF THIS PERMIT.

#### IV.B. EROSION PREVENTION PRACTICES

1. THE PERMITEE(S) MUST STIP FOR AND IMPLEMENT APPROPRIATE BMPs SUCH AS CONSTRUCTION PHASING, VEGETATIVE BUFFER STRIPS, HORIZONTAL SLOPE GRADING, INSPECTION AND MAINTENANCE OF PART IV.E. AND OTHER CONSTRUCTION PRACTICES THAT MINIMIZE EROSION AS NECESSARY TO COMPLY WITH THIS PERMIT AND PROTECT WATERS OF THE STATE. THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE DELINEATED (E.G., WITH FLAGS, STAKES, SIGNS, SILT FENCE ETC.) ON THE PROJECT SITE BEFORE WORK BEGINS. THE PERMITEE(S) MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT THAT HAVE STEEP SLOPES. FOR THOSE SLOPED AREAS WHICH MUST BE DISTURBED, THE PERMITEE(S) MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINAGE AND TERRACING).
2. THE PERMITEE(S) MUST STABILIZE ALL EXPOSED SOIL AREAS (INCLUDING STOCKPILES). STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION. WHENEVER ANY CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 7 CALENDAR DAYS, STABILIZATION MUST BE COMPLETED NO LATER THAN 14 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.
3. IF USING STORMWATER CONVEYANCE CHANNELS, THE PERMITEE(S) MUST DESIGN THE CHANNELS TO ROUTE WATER AROUND UNSTABILIZED AREAS ON THE SITE AND TO REDUCE EROSION, UNLESS INFEASIBLE. THE PERMITEE(S) MUST USE EROSION CONTROLS AND VELOCITY DISSIPATION DEVICES SUCH AS CHECK DAMS, SEDIMENT TRAPS, RIPRAP, OR GROUDED RIPRAP AT OUTLETS WITHIN AND ALONG THE LENGTH OF ANY UNPROTECTED STORMWATER CONVEYANCE CHANNEL, AND AT ANY OUTLET TO PROVIDE NON-EROSIVE FLOW VELOCITY, TO MINIMIZE EROSION OF CHANNELS AND THEIR ENBANKMENTS, OUTLETS, ADJACENT STREAM BANKS, SLOPES, AND DOWNSTREAM WATERS DURING DISCHARGE CONDITIONS.
4. THE PERMITEE(S) MUST STABILIZE THE NORMAL WETTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE THAT DRAINS WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR DIVERTS WATER AROUND THE SITE, WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER. STABILIZATION OF THE LAST 200 LINEAL FEET MUST BE COMPLETED WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE.
5. THE PERMITEE(S) SHALL COMPLETE STABILIZATION OF THE REMAINING PORTIONS OF ANY TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 7 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE. THE SWPPP FOR THE CONSTRUCTION IN THAT PORTION OF THE DITCH HAS TEMPORARILY OR PERMANENTLY CEASED.
6. TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION (WITH PROPERLY DESIGNED ROCK-DITCH CHECKS, LOG ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED DURING THE TEMPORARY PERIOD OF ITS USE AS A SEDIMENT CONTAINMENT SYSTEM. THESE AREAS MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.

APPLYING MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES IS NOT ACCEPTABLE STABILIZATION IN ANY PART OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE.

5. PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
6. UNLESS INFEASIBLE DUE TO LACK OF PEROVUS OR VEGETATED AREAS, THE PERMITEE(S) MUST DIRECT DISCHARGES FROM BMPs TO VEGETATED AREAS OF THE SITE (INCLUDING ANY NATURAL BUFFERS) IN ORDER TO INCREASE SEDIMENT REMOVAL AND MAXIMIZE STORMWATER INFILTRATION. THE PERMITEE(S) MUST USE VELOCITY DISSIPATION DEVICES IF NECESSARY TO PREVENT EROSION WHEN DIRECTING STORMWATER TO VEGETATED AREAS.

#### PART IV.C. - SEDIMENT CONTROL PRACTICES

1. THE PERMITEE(S) MUST EMPLOY SEDIMENT CONTROL PRACTICES AS NECESSARY TO MINIMIZE SEDIMENT FROM ENTERING SURFACE WATERS, INCLUDING CURB AND GUTTER SYSTEMS AND STORM SEWER INLETS. A TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS THAT ARE DESIGNED AS PART OF:
  - A. SEDIMENT CONTAINMENT SYSTEM (E.G., DITCHES WITH ROCK-CHECK DAMS) REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS.
  - B. IF THE DOWN GRADIENT SEDIMENT CONTROLS ARE OVERLOADED (BASED ON FREQUENT FAILURE OR EXCESSIVE MAINTENANCE REQUIREMENT), THE PERMITEE(S) MUST INSTALL ADDITIONAL UP-DRAINAGE SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPs TO ELIMINATE THE OVERLOADING, AND THE SWPPP MUST BE AMENDED TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN PART III.B.1.-3.
2. SEDIMENT CONTROL PRACTICES MUST BE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS AND BE LOCATED UP-DRAINAGE OF ANY BUFFER ZONES. THE PERIMETER SEDIMENT CONTROL PRACTICE MUST BE IN PLACE BEFORE ANY DISTURBING ACTIVITIES BEGIN. THESE PRACTICES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED IN ACCORDANCE WITH PART IV.G.
3. THE PERMITEE(S) SHALL RE-INSTALL ALL SEDIMENT CONTROL PRACTICES THAT HAVE BEEN ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR CRUISING OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY HAS BEEN COMPLETED. THE PERMITEE(S) SHALL COMPLETE ANY SHORT-TERM ACTIVITY THAT REQUIRES REMOVAL OF SEDIMENT CONTROL PRACTICES AS QUICKLY AS POSSIBLE. THE PERMITEE(S) MUST RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE.
4. ALL STORM DRAIN INLETS MUST BE PROTECTED BY APPROPRIATE BMPs DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED. INLET PROTECTION MAY BE REMOVED FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (STREET FLOODING/FREEZING) HAS BEEN IDENTIFIED BY THE PERMITEE(S) OR THE JURISDICTIONAL AUTHORITY (E.G., CITY/COUNTY/TOWNSHIP/JANITOR ENGINEER). THE PERMITEE(S) MUST DOCUMENT THE NEED FOR REMOVAL IN THE SWPPP.
5. TEMPORARY SOIL STOCKPILES MUST HAVE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS, AND CANNOT BE PLACED IN ANY NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER.
6. WHERE VEHICLE TRAFFIC LEAVES ANY PART OF THE SITE (ON ORTO PAVED ROADS WITHIN THE SITE):
  - A. THE PERMITEE(S) MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF SEDIMENT FROM THE CONSTRUCTION SITE. EXAMPLES OF VEHICLE TRACKING BMPs INCLUDE (BUT ARE NOT LIMITED TO) ROCK PADS, MUD MATS, SLASH MULCH, CONCRETE OR STEEL WASH RACKS, OR EQUIVALENT SYSTEMS.
  - B. THE PERMITEE(S) MUST USE STREET SWEEPING IF SUCH VEHICLE TRACKING BMPs ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE STREET (SEE PART IV.E.5.D.).
7. THE PERMITEE(S) MUST INSTALL TEMPORARY SEDIMENTATION BASINS AS REQUIRED IN PART III.C. OF THIS PERMIT.

#### PART IV.C. - SEDIMENT CONTROL PRACTICES (CONT.)

8. THE PERMITEE(S) MUST MINIMIZE SOIL COMPACTION AND, UNLESS INFEASIBLE, PRESERVE TOPSOIL. MINIMIZING SOIL COMPACTION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA OF THE SITE DICTATES THAT IT BE COMPACTED.
9. THE PERMITEE(S) MUST PRESERVE A 50 FOOT NATURAL BUFFER OR (IF A BUFFER IS INFEASIBLE ON THE SITE) PROVIDE REDUNDANT SEDIMENT CONTROLS WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND STORMWATER FLOWS TO THE SURFACE WATER. NATURAL BUFFERS ARE NOT REQUIRED ADJACENT TO ROAD DITCHES, JUDICIAL DITCHES, COUNTY DITCHES, STORMWATER CONVEYANCE CHANNELS, STORM DRAIN INLETS, AND SEDIMENT BASKETS. THE PERMITEE(S) IS/ARE NOT REQUIRED TO ENHANCE THE QUALITY OF THE VEGETATION THAT ALREADY EXISTS IN THE BUFFER OR PROVIDE VEGETATION IF NONE EXISTS. HOWEVER, PERMITEE(S) CAN IMPROVE THE NATURAL BUFFER WITH VEGETATION.

#### PART IV.D. - DEWATERING AND BASIN DRAINING

1. THE PERMITEE(S) MUST DISCHARGE TURBID OR SEDIMENT-LOADED WATERS RELATED TO DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE PERMITEE(S) MAY DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASINS TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF THE WATER CANNOT BE DISCHARGED TO A SEDIMENTATION BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE BMPs, SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER OR DOWNSTREAM PROPERTIES. IF THE PERMITEE(S) MUST DISCHARGE WATER THAT CONTAINS OIL OR GREASE, THE PERMITEE(S) MUST FIRST USE AN OIL-WATER OR SUITABLE FILTRATION DEVICE (E.G., CARTRIDGE FILTERS, ABSORBENT PADS) PRIOR TO DISCHARGING THE WATER. THE PERMITEE(S) MUST ENSURE THAT DISCHARGE POINTS ARE ADEQUATELY PROTECTED FROM EROSION AND SCOUR. THE DISCHARGE MUST BE INSPECTED OVER NATURAL ROCK RIPRAP, SAND BAGS, PLASTIC SHEETING, OR OTHER ACCEPTED ENERGY DISSIPATION MEASURES.
2. ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION IN RECEIVING CHANNELS OR ON DOWN-SLOPE PROPERTIES, OR INUNDATION IN WETLANDS CAUSING SIGNIFICANT ADVERSE IMPACT TO THE WETLAND.
3. IF THE PERMITEE(S) IS/ARE USING FILTERS WITH BACKWASH WATER, THE PERMITEE(S) MUST HAUL THE BACKWASH WATER AWAY FOR DISPOSAL. RETURN THE BACKWASH WATER TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE THE BACKWASH WATER INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION. THE PERMITEE(S) MAY DISCHARGE BACKWASH WATER TO THE SANITARY SEWER IF PERMISSION IS OBTAINED BY THE SANITARY SEWER AUTHORITY. THE PERMITEE(S) MUST REPLACE AND CLEAN THE FILTER MEDIA USED IN DEWATERING DEVICES WHEN REQUIRED TO RETAIN ADEQUATE FUNCTION.

#### PART IV.E. - INSPECTIONS AND MAINTENANCE

1. THE PERMITEE(S) MUST ENSURE THAT A TRAINED PERSON (AS IDENTIFIED IN PART III.A.3.A.) WILL ROUTINELY INSPECT THE ENTIRE CONSTRUCTION SITE, AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS, FOLLOWING AN INSPECTION THAT OCCURS WITHIN 24 HOURS AFTER A RAINFALL EVENT, THE NEXT INSPECTION MUST BE CONDUCTED WITHIN SEVEN (7) DAYS AFTER THE RAINFALL EVENT.
2. ALL INSPECTIONS AND MAINTENANCE CONDUCTED DURING CONSTRUCTION MUST BE RECORDED WITHIN 24 HOURS IN WRITING AND THESE RECORDS MUST BE RETAINED WITH THE SWPPP IN ACCORDANCE WITH PART III.E. RECORDS OF EACH INSPECTION AND MAINTENANCE ACTIVITY SHALL INCLUDE:
  - A. DATE AND TIME OF INSPECTIONS
  - B. NAME OF PERSON(S) CONDUCTING INSPECTIONS
  - C. FINDINGS OF INSPECTIONS, INCLUDING THE SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE NEEDED
  - D. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES)
  - E. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 1/2 INCH (0.5 INCHES) IN 24 HOURS. RAINFALL AMOUNTS MUST BE OBTAINED BY A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ON-SITE. A WEATHER STATION THAT IS WITHIN 1 MILE OF YOUR LOCATION OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SURMARES.
  - F. IF ANY DISCHARGE IS OBSERVED TO BE OCCURRING DURING THE INSPECTION, A RECORD OF ALL PORTIONS OF THE PROPERTY FROM WHICH THERE IS A DISCHARGE MUST BE MADE, AND THE DISCHARGE SHOULD BE DESCRIBED (I.E., COLOR, ODOUR, FLOATING, SETTLED, OR SUSPENDED SOLIDS, FOAM, OIL SHEEN, AND OTHER OBVIOUS INDICATORS OF POLLUTANTS) AND PHOTOGRAPHED.
  - G. ANY AMENDMENTS TO THE SWPPP PROPOSED AS A RESULT OF THE INSPECTION MUST BE DOCUMENTED AS REQUIRED IN PART III.B. WITHIN SEVEN (7) CALENDAR DAYS.
3. INSPECTION FREQUENCY ADJUSTMENT
  - A. WHERE PARTS OF THE PROJECT SITE HAVE PERMANENT COVER, BUT WORK REMAINS ON OTHER PARTS OF THE SITE, THE PERMITEE(S) MAY REDUCE INSPECTIONS OF THE AREAS WITH PERMANENT COVER TO ONCE PER MONTH.
  - B. WHERE CONSTRUCTION SITES HAVE PERMANENT COVER ON ALL EXPOSED SOIL AREAS AND NO CONSTRUCTION ACTIVITY IS OCCURRING ANYWHERE ON THE SITE, THE SITE MUST BE INSPECTED DURING THE FROZEN GROUND PERIOD AT LEAST ONCE PER MONTH FOR A PERIOD OF TWELVE (12) MONTHS, FOLLOWING THE TWELFTH MONTH OF PERMANENT COVER AND NO CONSTRUCTION ACTIVITY. INSPECTIONS MAY BE TERMINATED UNTIL CONSTRUCTION ACTIVITY IS ONCE AGAIN INITIATED UNLESS THE PERMITEE(S) IS/ARE NOTIFIED IN WRITING BY THE MPCA THAT EROSION ISSUES HAVE BEEN DETECTED AT THE SITE AND INSPECTIONS NEED TO RESUME.
  - C. WHERE WORK HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, THE INSPECTIONS MAY BE SUSPENDED. THE REQUIRED INSPECTIONS AND MAINTENANCE SCHEDULE MUST BEGIN WITHIN 24 HOURS AFTER RUNOFF OCCURS AT THE SITE OR 24 HOURS PRIOR TO RESUMING CONSTRUCTION, WHICHEVER COMES FIRST.
4. THE PERMITEE(S) IS/ARE RESPONSIBLE FOR THE INSPECTION AND MAINTENANCE OF TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT DEVICES AS WELL AS AN EROSION PREVENTION AND SEDIMENT CONTROL BMPs, UNTIL ANOTHER PERMITEE HAS OBTAINED COVERAGE UNDER THIS PERMIT ACCORDING TO PART III.E.5. OR THE PROJECT HAS UNDERGONE FINAL STABILIZATION, AND AN NOT HAS BEEN SUBMITTED TO THE MPCA.
5. THE PERMITEE(S) MUST INSPECT ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPs AND POLLUTION PREVENTION MANAGEMENT MEASURES TO ENSURE INTEGRITY AND EFFECTIVENESS DURING ALL ROUTINE AND POST-RAINFALL EVENT INSPECTIONS. ALL NONFUNCTIONAL BMPs MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPs BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS UNLESS ANOTHER TIME FRAME IS SPECIFIED BELOW. THE PERMITEE(S) MUST INVESTIGATE AND COMPLY WITH THE FOLLOWING INSPECTION AND MAINTENANCE REQUIREMENTS:
  - A. ALL PERIMETER CONTROL DEVICES MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES ONE-HALF (1/2) OF THE HEIGHT OF THE DEVICE. THESE REPAIRS MUST BE MADE BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR THEREAFTER AS SOON AS FIELD CONDITIONS ALLOW ACCESS.
  - B. TEMPORARY AND PERMANENT SEDIMENTATION BASINS MUST BE DRAINED AND THE SEDIMENT REMOVED WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES ONE-HALF (1/2) THE STORAGE VOLUME. DRAINAGE AND REMOVAL MUST BE COMPLETED WITHIN 72 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS (SEE PART IV.D.).
  - C. SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS, MUST BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION DURING EACH INSPECTION. THE PERMITEE(S) MUST REMOVE DELTAS AND SEDIMENT DEPOSITION FROM SURFACE WATERS, INCLUDING DRAINAGE, REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPs BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.
  - D. CONSTRUCTION SITE VEHICLE EXIT LOCATIONS MUST BE INSPECTED FOR EVIDENCE OF OFF-SITE SEDIMENT TRACKING ONTO PAVED SURFACES. TRACKED SEDIMENT MUST BE REMOVED FROM ALL PAVED SURFACES BOTH ON AND OFF SITE WITHIN 24 HOURS OF DISCOVERY, OR IF APPLICABLE, WITHIN A SHORTER TIME TO COMPLY WITH PART IV.E.6.
  - E. STREETS AND OTHER AREAS ADJACENT TO THE PROJECT MUST BE INSPECTED FOR EVIDENCE OF OFF-SITE ACCUMULATIONS OF SEDIMENT. IF SEDIMENT IS PRESENT, IT MUST BE REMOVED IN A MANNER AND AT A FREQUENCY SUFFICIENT TO MINIMIZE OFF-SITE IMPACTS (E.G., FUGITIVE SEDIMENT IN STREETS COULD BE WASHED INTO STORM SEWERS BY THE NEXT RAIN AND/OR POSE A SAFETY HAZARD TO USERS OF PUBLIC STREETS).
6. ALL INFILTRATION AREAS MUST BE INSPECTED TO ENSURE THAT NO SEDIMENT FROM ONGOING CONSTRUCTION ACTIVITY IS REACHING THE INFILTRATION AREA. ALL INFILTRATION AREAS MUST BE INSPECTED TO ENSURE THAT EQUIPMENT IS NOT BEING DRIVEN ACROSS THE INFILTRATION AREA.

#### PART IV.F. - POLLUTION PREVENTION MANAGEMENT MEASURES

- THE PERMITEE(S) SHALL IMPLEMENT THE FOLLOWING POLLUTION PREVENTION MANAGEMENT MEASURES ON THE SITE:
- A. STORAGE, HANDLING, AND DISPOSAL OF CONSTRUCTION PRODUCTS, MATERIALS, AND WASTES: THE PERMITEE(S) SHALL COMPLY WITH THE FOLLOWING TO MINIMIZE THE EXPOSURE TO STORMWATER OF ANY OF THE PRODUCTS, MATERIALS, OR WASTES. PRODUCTS OR WASTES WHICH ARE EITHER NOT A SOURCE OF CONTAMINATION TO STORMWATER OR ARE DESIGNED TO BE EXPOSED TO STORMWATER ARE NOT HELD TO THIS REQUIREMENT.
    - B. BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS MUST BE UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) TO PREVENT THE DISCHARGE OF POLLUTANTS OR PROTECTED BY A SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
    - B. PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) TO PREVENT THE DISCHARGE OF POLLUTANTS OR PROTECTED BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
    - C. HAZARDOUS MATERIALS, TOXIC WASTE, (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM-BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS) MUST BE PROPERLY STORED IN SEALED CONTAINERS TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE. RESTRICTED ACCESS STORAGE AREAS MUST BE PROVIDED TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE OR HAZARDOUS MATERIALS MUST BE IN COMPLIANCE WITH MINN. R. CH. 7045 INCLUDING SECONDARY CONTAINMENT AS APPLICABLE.
    - D. SOLID WASTE MUST BE STORED, COLLECTED AND DISPOSED OF PROPERLY IN COMPLIANCE WITH MINN. R. CH. 7033.
    - E. PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MINN. R. CH. 7041.
  2. FUELING AND MAINTENANCE OF EQUIPMENT OR VEHICLES: SPILL PREVENTION AND RESPONSE: THE PERMITEE(S) SHALL TAKE REASONABLE STEPS TO PREVENT THE DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED INCLUDING THE USE OF DRIP PANS OR ABSORBENTS UNLESS INFEASIBLE. THE PERMITEE(S) MUST CONDUCT FUELING IN A CONTAINERED AREA UNLESS INFEASIBLE. THE PERMITEE(S) MUST ENSURE ADEQUATE SUPPLIES ARE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD IS AVAILABLE FOR RECOVERED SPILLED MATERIALS. THE PERMITEE(S) MUST CLEAN UP SPILLS IMMEDIATELY AS REQUIRED BY MINN. STAT. § 115.061, USING DRY CLEAN UP MEASURES WHERE POSSIBLE.
  3. VEHICLE AND EQUIPMENT WASHING: IF THE PERMITEE(S) WASH THE EXTERIOR OF VEHICLES OR EQUIPMENT ON THE PROJECT SITE, WASHING MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF FROM THE WASHING AREA MUST BE CONTAINED IN A SEDIMENT BASIN OR OTHER SIMILARLY EFFECTIVE CONTROLS AND WASTE FROM THE WASHING ACTIVITY MUST BE PROPERLY DISPOSED OF. THE PERMITEE(S) MUST PROPERLY USE AND STORE SOAPS, DETERGENTS, OR SOLVENTS. NO ENGINE DEGREASING IS ALLOWED ON SITE.
  4. CONCRETE AND OTHER WASHOUTS WASTE: THE PERMITEE(S) MUST PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OPERATIONS (CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY. THE LIQUID AND SOLID WASHOUT WASTES MUST NOT CONTACT THE GROUND, AND THE CONTAINMENT MUST BE DESIGNED SO THAT IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA RULES. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY THAT REQUIRES SITE PERSONNEL TO UTILIZE THE PROPER FACILITIES FOR DISPOSAL OF CONCRETE AND OTHER WASHOUT WASTES.

#### PART IV.G. FINAL STABILIZATION

- THE PERMITEE(S) MUST ENSURE FINAL STABILIZATION OF THE SITE. FINAL STABILIZATION IS NOT COMPLETE UNTIL ALL REQUIREMENTS OF PARTS IV.G.1.-5. ARE COMPLETE.
1. ALL SOIL DISTURBING ACTIVITIES AT THE SITE HAVE BEEN COMPLETED AND ALL SOILS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH A DENSITY OF 70 PERCENT OF ITS EXPECTED FINAL GROWTH DENSITY OVER THE ENTIRE PEROVUS SURFACE AREA, OR OTHER EQUIVALENT MEANS NECESSARY TO PREVENT SOIL FAILURE UNDER ERODIVE CONDITIONS.
  2. THE PERMANENT STORMWATER MANAGEMENT SYSTEM IS CONSTRUCTED, MEETS ALL REQUIREMENTS IN PART III.D. AND IS OPERATING AS DESIGNED. TEMPORARY OR PERMANENT SEDIMENTATION BASINS THAT ARE TO BE USED AS PERMANENT WATER QUALITY MANAGEMENT BASINS HAVE BEEN CLEANED OF ANY ACCUMULATED SEDIMENT. ALL SEDIMENT HAS BEEN REMOVED FROM CONVEYANCE SYSTEMS AND DITCHES ARE STABILIZED WITH PERMANENT COVER.
  3. ALL TEMPORARY SYNTHETIC AND STRUCTURAL EROSION PREVENTION AND SEDIMENT CONTROL BMPs (SUCH AS SILT FENCE) HAVE BEEN REMOVED ON THE PORTIONS OF THE SITE FOR WHICH THE PERMITEE(S) IS/ARE RESPONSIBLE. BMPs DESIGNED TO DECOMPOSE ON SITE (SUCH AS SOME COMPOST LOGS) MAY BE LEFT IN PLACE.
  4. FOR RESIDENTIAL CONSTRUCTION ONLY, INDIVIDUAL LOTS ARE CONSIDERED FINALLY STABILIZED IF THE STRUCTURE(S) ARE FINISHED AND TEMPORARY EROSION PROTECTION AND DOWNGRADIENT PERIMETER CONTROL HAS BEEN COMPLETED AND THE RESIDENCE HAS BEEN SOLD TO THE HOMEOWNER. ADDITIONALLY, THE PERMITEE HAS DISTRIBUTED THE MPCA'S "HOMEOWNER FACT SHEET" TO THE HOMEOWNER TO INFORM THE HOMEOWNER OF THE NEED FOR, AND BENEFITS OF, PERMANENT COVER.
  5. FOR CONSTRUCTION PROJECTS ON AGRICULTURAL LAND (E.G., PIPELINES ACROSS CROP, FIELD PASTURE OR RANGE LAND) THE DISTURBED LAND HAS BEEN RETURNED TO ITS PRECONSTRUCTION AGRICULTURAL USE.

DRAWN BY:	DESIGN BY:
C.M.	C.W.P.
CHECKED BY:	PROJ. NO.
C.W.P.	14-1516

ORIGINAL DATE:  
NOVEMBER 20, 2014

DATE REVISION DESCRIPTION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**PRELIMINARY**

CHARLES W. PLOWE  
Lic. No. 16227

DATE: 11-20-2014

TRADING POST TRAIL PRESERVE

AFTON, MINNESOTA

STORM WATER POLLUTION PREVENTION PLAN

PREPARED FOR:  
LAKEVIEW INVESTMENT



SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**

6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-9210  
FAX: (651) 361-4701

**C5.1**

# TRADING POST TRAIL PRESERVE

## STORM WATER POLLUTION PREVENTION PLAN

AFTON, MINNESOTA

### SITE SPECIFIC INFORMATION

**PROJECT NAME**  
TRADING POST TRAIL PRESERVE

**PROJECT LOCATION**  
14833 50TH STREET SOUTH, AFTON, MINNESOTA 55001  
WASHINGTON COUNTY, MINNESOTA

**PROJECT OWNER**  
LAKEVIEW INVESTMENT #1, LLC  
2593 LAKE AVENUE  
WHITE BEAR LAKE, MN 55110

**CONSTRUCTION ACTIVITY DESCRIPTION**  
THIS PROPOSED PROJECT INCLUDES THE DEVELOPMENT OF 8 SINGLE FAMILY HOME LOTS, AN EXISTING HOUSE ON ONE OF THE PROPOSED LOTS WILL REMAIN. ALL LOTS ARE 5.0 ACRES OR LARGER IN SIZE.

SITE AREAS	BEFORE CONSTRUCTION		AFTER CONSTRUCTION	
	PERVIOUS	IMPERVIOUS	PERVIOUS	IMPERVIOUS
TOTAL SITE AREA		47.27 ACRES		
TOTAL ESTIMATED IMPERVIOUS	0.26 ACRES	1.95 ACRES		
TOTAL ESTIMATED PERVIOUS	47.01 ACRES	45.32 ACRES		

**TOTAL DISTURBED AREA**  
9.07 ACRES

**RECEIVING WATERS WITHIN ONE MILE**

NAME OF WATER BODY	TYPE OF WATER BODY	SPECIAL WATER	IMPAIRED WATER
ON-SITE POND	POND	NO	NO
TROUT BROOK	CREEK	NO	YES

### SITE MAP AND DESIGN CALCULATIONS

SEE STORM WATER DRAINAGE REPORT FOR QUANTIFICATION OF STORM WATER MANAGEMENT REQUIREMENTS AND DRAINAGE AREA MAPS.

**SOILS, SLOPES, VEGETATION**  
SOIL TYPE(S): SEE "CONSTRUCTION ACTIVITY DESCRIPTION" FOR LIST OF SOILS TYPES.

SLOPES: PROPOSED SLOPES WILL BE GENERALLY MODERATE AND ARE NOT EXPECTED TO EXCEED 3:1.

VEGETATION: SEED AND MULCH IS PROPOSED FOR DISTURBED AREAS.

**PERSON WHO PREPARED SWPPP ("DESIGNER")**  
CHARLES W. PLOWE  
PLOWE ENGINEERING, INC.  
6776 LAKE DRIVE  
LINO LAKES MN 55014  
(651) 361-8200

**PERSON WHO WILL OVERSEE IMPLEMENTATION OF SWPPP ("CONTRACTOR")**  
TBD

**PERSON(S) WHO WILL INSPECT ON-SITE ESC MEASURES ("INSPECTOR")**  
TBD

**TRAINING DOCUMENTATION**  
DOCUMENTATION MUST ACCOMPANY THE SWPPP INDICATING THAT THE INDIVIDUALS IDENTIFIED IN PART III.F. HAVE BEEN TRAINED IN ACCORDANCE WITH THE REQUIREMENTS OF PART III.F. DOCUMENTATION SHALL INCLUDE:

- NAMES OF THE PERSONNEL ASSOCIATED WITH THIS PROJECT THAT ARE REQUIRED TO BE TRAINED PER PART III.F.1. OF THIS PERMIT.
- DATES OF TRAINING AND NAME OF INSTRUCTOR(S) AND ENTITY PROVIDING TRAINING.
- CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.

### SITE SEQUENCING & ESC NOTES

PRIOR TO ANY LAND-DISTURBING ACTIVITY, THE CONTRACTOR SHALL INSTALL SILT FENCE AS SHOWN ON PLAN. ADDITIONAL SILT FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE. SILT FENCE SHALL REMAIN IN-PLACE UNTIL THE FINAL STABILIZATION HAS BEEN ESTABLISHED IN ACCORDANCE WITH PART IV.G.

THE CONTRACTOR SHALL PERFORM SITE GRADING ON AN AREA-BY-AREA BASIS TO MINIMIZE UNSTABILIZED AREAS. AS EACH AREA IS COMPLETED, ALL EXPOSED SOILS MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR PERMANENT COVER WITHIN FOURTEEN (14) DAYS.

THE CONTRACTOR SHALL PROVIDE ALL SOD, SEED, MULCH AND FERTILIZER WHICH SHALL CONFORM WITH THE FOLLOWING MNDOT SPECIFICATIONS AS MODIFIED BELOW.

ITEM	MNDOT SPECIFICATION/NOTES
SOD	3878
SEED **	3876
* FOR TURF ESTABLISHMENT	
COMMERCIAL TURF	MNDOT MIX 25-131 (220 LBS/ACRE)
RESIDENTIAL TURF	MNDOT MIX 25-131 (120 LBS/ACRE)
TEMPORARY FALL COVER	MNDOT MIX 21-112 (100 LBS/ACRE)
TEMPORARY SPRING/SUMMER	MNDOT MIX 21-111 (100 LBS/ACRE)
SOIL-BUILDING COVER	MNDOT MIX 21-113 (110 LBS/ACRE)
1-2 YEARS COVER	MNDOT MIX 22-111 (30.5 LBS/ACRE)
2-5 YEARS COVER	MNDOT MIX 22-112 (40 LBS/ACRE)
MULCH	3882 (TYPE 1 - DISC ANCHORED)
FERTILIZER	3881
WOOD FIBER BLANKET	3885 (CATEGORY 2)

\* NOW A MINIMUM OF:  
RESIDENTIAL TURF - ONCE PER 2 WEEKS  
COMMERCIAL TURF - ONCE PER 4 WEEKS

\*\* SEEDED AREAS SHALL BE EITHER MULCHED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION.

TEMPORARY OR PERMANENT MULCH MUST BE UNIFORMLY APPLIED BY MECHANICAL OR HYDRAULIC MEANS AND STABILIZED BY DISC-ANCHORING OR USE OF HYDRAULIC SOIL STABILIZERS.

ALL EROSION AND SEDIMENT CONTROL MEASURES SHOWN ON THE PLANS OR IMPLEMENTED IN THE FIELD SHALL BE IN ACCORDANCE WITH THE CITY AND NPDES PHASE II PERMIT REQUIREMENTS, AND THE MPCA'S "PROTECTING WATER QUALITY IN URBAN AREAS BEST MANAGEMENT PRACTICES FOR MINNESOTA."

THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES IN PLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.

THE CONTRACTOR SHALL MAINTAIN SILT FENCE, INCLUDING THE REMOVAL OF ACCUMULATED SEDIMENT, THROUGH COMPLETION OF BUILDING CONSTRUCTION. SILT FENCE TO BE REMOVED ONLY AFTER COMPLETION OF BUILDING CONSTRUCTION AND UPON ESTABLISHMENT OF VEGETATION.

THE CONTRACTOR SHALL PROVIDE WOOD FIBER BLANKET FOR ALL AREAS OF CONCENTRATED FLOW AND FOR ALL SLOPES 3:1 OR GREATER.

PROTECT ALL STORM WATER MANAGEMENT FACILITIES FROM CONSTRUCTION RUN-OFF. CONTRACTOR TO INSTALL AND CONSTRUCT SAID FACILITIES ONCE SITE HAS BEEN STABILIZED.

IF ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BIOROLLS AND EROSION CONTROL BLANKET AS NEEDED.

THE CONTRACTOR SHALL FINAL GRADE SWALE AREAS UPON STABILIZATION OF UPSTREAM AREAS.

UPON GRADING COMPLETION THE CONTRACTOR SHALL PROVIDE NATIVE TOPSOIL, SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC WITHIN 48 HOURS OF FINAL GRADING.

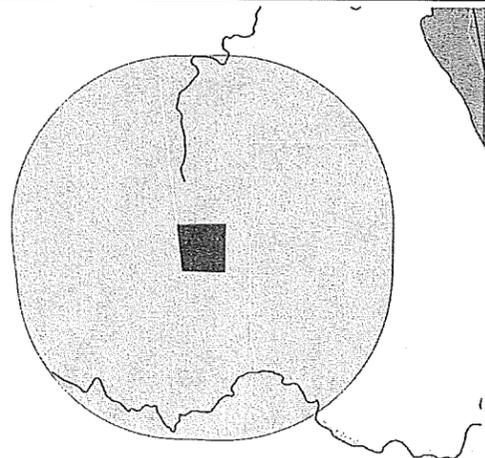
EXCESS SOIL SHOULD BE TREATED LIKE OTHER EXPOSED SOIL AND STABILIZED WITHIN 72 HOURS. ANY SOIL STOCKPILES ARE TO HAVE SILT FENCE PLACED ON DOWNSTREAM SIDES AND SHALL NOT BE PLACED IN SURFACE WATERS.

ADJACENT STREETS SHALL BE KEPT CLEAN OF CONSTRUCTION MATERIALS, DIRT, AND OTHER UNDESIRABLE MATERIALS. WHEN MATERIALS OR DEBRIS HAVE WASHED/FLOWED ONTO ADJACENT STREETS, IT IS THE CONTRACTOR'S RESPONSIBILITY TO SWEEP/SCRAPE STREETS AS NECESSARY OR AS DIRECTED BY THE CITY.

### ESC QUANTITIES

ITEM	EST. QTY	UNIT
SILT FENCE	4,300	LF
ROCK CONSTRUCTION ENTRANCE	4,000	CF
INLET PROTECTION	1	EA
TEMPORARY SEEDING	372,000	SF
PERMANENT SEEDING	310,000	SF

### MAP OF SURFACE WATERS



TROUT BROOK IS AN IMPAIRED RIVER SEGMENT.  
ASSESSMENT UNIT: 07030005-568  
IMPAIRMENTS: ESCHERICHIA COLI  
IMPAIRMENTS AFFECT AQUATIC RECREATION

UNNAMED CREEK IS AN IMPAIRED RIVER SEGMENT.  
ASSESSMENT UNIT: 07030005-606  
IMPAIRMENTS: ESCHERICHIA COLI  
IMPAIRMENTS AFFECT AQUATIC RECREATION

### G.1 DURING CONSTRUCTION

A. ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN SEVEN (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

B. TEMPORARY SEDIMENT BASH REQUIREMENTS DESCRIBED IN PART III.B.1-5 MUST BE USED FOR COMMON DRAINAGE LOCATIONS THAT SERVE AN AREA WITH FIVE (5) OR MORE ACRES DISTURBED AT ONE TIME.

### G.2 POST CONSTRUCTION

THE WATER QUALITY VOLUME THAT MUST BE TREATED BY THE PROJECT PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART III.C. SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT, WHERE SITE CONDITIONS ALLOW, AT LEAST 1/4 INCH OF WATER QUALITY VOLUME MUST BE INFILTRATED. SEE PART III.C.2 FOR MORE INFORMATION ON INFILTRATION DESIGN AND APPROPRIATE SITE CONDITIONS. IF IT IS DETERMINED THAT SITE CONDITIONS ARE NOT APPROPRIATE FOR INFILTRATION (E.G. LACK OF 3 FT. OF SEPARATION TO SEASONALLY SATURATED GROUND WATER, PROXIMITY TO BEDROCK, CONTAMINATED SOILS) THE REASONS SHOULD BE DOCUMENTED IN THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE PROJECT. INFILTRATION IS NOT REQUIRED IN HYDROLOGIC SOIL GROUP D SOILS.

DRAWN BY: C.M.  
DESIGN BY: C.W.P.  
CHKD BY: PROJ. NO.  
C.W.P. 14-1516  
ORIGINAL DATE:  
NOVEMBER 20, 2014

REVISION DESCRIPTION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**PRELIMINARY**  
CHARLES W. PLOWE  
DATE: 11.20.2014 LIC. NO. 18227

TRADING POST TRAIL PRESERVE  
AFTON, MINNESOTA  
STORM WATER POLLUTION PREVENTION PLAN

PREPARED FOR:  
LAKEVIEW INVESTMENT



SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**

6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701

**C5.2**

**RESOLUTION 2015 - 25**

CITY OF AFTON  
COUNTY OF WASHINGTON, MINNESOTA

**A RESOLUTION APPROVING THE FINAL PLAT FOR LAKEVIEW INVESTMENT #1, LLC  
“TRADING POST TRAIL PRESERVE”**

**WHEREAS**, Lakeland Investment #1, LLC has made application for approval of a final plat approval to subdivide eight lots from 47.27 acres to be known as Trading Post Trail Preserve; and,

**WHEREAS**, applications for final plat approval are processed in accordance with Section 12-1332 of the Subdivision Ordinance, and

**WHEREAS**, the planning report dated 11 March 2015 prepared by The Planning Company LLC is incorporated herein.

**WHEREAS**, based upon review of the application and evidence received, the Afton City Council now makes the following findings of fact:

- A. The legal description of the property is attached as Exhibit A.
- B. The property is guided for rural residential land uses by the 2008 Afton Comprehensive Plan, as amended.
- C. The property is zoned RR, Rural Residential District, which allows single family dwellings as a permitted use.
- D. The subject site is surrounded by the following existing and planned land uses:

<b>Direction</b>	<b>Land Use Plan</b>	<b>Zoning Map</b>	<b>Existing Use</b>
North	Agriculture	AG District RR District	Agriculture Single family
East	Rural Residential	RR District	Single family
South	Rural Residential	RR District	Single family
West	Rural Residential	RR District	Single family

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Afton that based on the foregoing information and applicable ordinances, the request is hereby **APPROVED** and is subject to the following conditions:

- 1. The following minimum setbacks shall apply to lots within final plat:

Trading Post Tr./ Osgood Ave.	50 <sup>th</sup> Street	Interior Side	Rear
105ft.	150ft.	50ft.	50ft.

- 2. The developer shall be required to remove the existing cul-de-sac turnaround for Osgood Avenue and restore the adjacent yard areas with turf grass.
- 3. The developer be required to install a culver under Osgood Avenue to address an existing stormwater drainage issue from the subject site and all storm pipes installed under public streets must be concrete consistent with MN/DoT specifications, subject to review and approval of the City Engineer.

4. All proposed right-of-way dedication and street construction plans are subject to review and approval of the City Engineer.
5. The developer shall provide updated street signs for Osgood Avenue in accordance with City specifications and obtained from the City's designated supplier, subject to review and approval of the City Engineer.
6. All driveways shall comply with Section 12-84 of the Zoning Ordinance and be subject to review and approval by the City Engineer.
7. All grading, drainage and erosion control issues are subject to review and approval by the City Engineer and South Washington County Watershed District.
8. All drainage and utility easements shall be subject to review and approval of the City Engineer.
9. The developer shall record the proposed conservation easement concurrent with the final plat.
10. Park dedication requirements shall be satisfied at the time of final plat approval as a cash fee in lieu of land in accordance with Section 12-1270(D) of the Subdivision Ordinance and Section 3-41 of the City Code.
11. The developer shall enter into a development agreement with the City, pay all required fees and post all required securities, subject to approval of the City Attorney.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17<sup>TH</sup> DAY OF MARCH, 2015.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

Motion by:  
Second by:  
Palmquist:  
Richter:  
Ross:  
Nelson:  
Bend:

**RESOLUTION 2015 - 26**

CITY OF AFTON  
COUNTY OF WASHINGTON, MINNESOTA

**A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT FOR THE LAKEVIEW  
INVESTMENT #1, LLC "TRADING POST TRAIL PRESERVE" FINAL PLAT**

**WHEREAS**, the City of Afton approved a final plat of Trading Post Trail Preserve submitted by Lakeland Investment #1, LLC; and,

**WHEREAS**, the Trading Post Trail Preserve Final Plat includes construction of certain public improvements, payment of City fees and expenses and places certain restrictions on the development; and,

**WHEREAS**, those obligations are specified and memorialized in the attached Developers Agreement; and,

**WHEREAS**, the Developers Agreement also sets forth the security required to assure satisfactory construction of public improvements and establishes various remedies available to the City in the event that Lakeland Investment #1, LLC breaches the terms and conditions of the Developers Agreement.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Afton as follows:

1. The Developers Agreement between Lakeland Investment #1, LLC and the City of Afton is hereby approved.
2. The Mayor and City Administrator are hereby authorized to execute the Developers Agreement on behalf of the City of Afton.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17<sup>TH</sup> DAY OF MARCH, 2015.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moose, City Administrator

Motion by:  
Second by:  
Palmquist:  
Richter:  
Ross:  
Nelson:  
Bend:

**RESOLUTION 2015 - 27**

CITY OF AFTON  
COUNTY OF WASHINGTON, MINNESOTA

**A RESOLUTION APPROVING VACATION OF EXISTING PUBLIC RIGHT-OF-WAY  
EASEMENTS WITHIN THE LAKEVIEW INVESTMENT #1, LLC  
“TRADING POST TRAIL PRESERVE” FINAL PLAT**

**WHEREAS**, the City of Afton approved a final plat of Trading Post Trail Preserve submitted by Lakeland Investment #1, LLC; and,

**WHEREAS**, the Trading Post Trail Preserve Final Plat included dedication to the City of public right-of-way; and,

**WHEREAS**, platting of Trading Post Trail Preserve and dedication of public right-of-way as shown on the final plat makes unnecessary certain public rights-of-way described by Exhibit A; and,

**WHEREAS**, Lakeland Investment #1, LLC has applied for vacation of the public rights-of-way previously dedicated and described by Exhibit A; and,

**WHEREAS**, the Afton Planning Commission held a public hearing at their regular meeting on 5 December 2014 to consider the application, preceded by published and mailed notice. Based upon review of the application and evidence received, the Afton Planning Commission closed the public hearing and recommended unanimously that the City Council approve the request based on the aforementioned findings.

**WHEREAS**, the City Council having considered all information received related to the proposed vacation and final plat finds that vacating a portion of the existing right-of-way as shown on Exhibit A would be in the public interest; and,

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Afton hereby orders:

1. That the public right-of-way located in the City of Afton, Washington County, State of Minnesota described by Exhibit A is hereby vacated.
2. The vacation of said public right-of-way shall be effective upon the recording of a final plat for Trading Post Trail Preserve.
3. The City Council hereby determines that the vacation of said drainage and utility easement shall cause no damage to any abutting or nearby property owners and therefore no damages are awarded to any such property owners.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17<sup>TH</sup> DAY OF MARCH, 2015.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

---

Ronald J. Moore, City Administrator

Motion by:  
Second by:  
Palmquist:  
Richter:  
Ross:  
Nelson:  
Bend:

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

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 12, 2015  
Re: Regulations Regarding Contiguous Non-Conforming Parcels Under Common Ownership

---

#### Background

At its February 17, 2015 meeting, the Council discussed the current ordinance language regarding buildability restrictions on contiguous substandard lots under common ownership. While some members were supportive of adding flexibility to the current language, others requested more time to analyze the impacts of the change being recommended by the Planning Commission. The topic was tabled to the March 17 Council meeting.

#### Planning Commission Recommendation

The Planning Commission has been reviewing the current code language that treats contiguous non-conforming parcels under common ownership differently than other nonconforming parcels in some instances. Non-conforming parcels in the Ag or RR zoning districts are considered buildable if they have 2.5 acres of buildable land and meet 60% of the required frontage on a public road. However, if a non-conforming parcel is contiguous to another parcel under common ownership, the parcel needs to meet 100% of the lot area and lot width requirements in order to be considered as a separately buildable lot.

There is agreement on the Planning Commission that the more restrictive requirements for contiguous non-conforming parcels under common ownership are not needed, because the general requirements for the buildability of nonconforming parcels adequately control the use of all non-conforming parcels. The Planning Commission is proposing to draft an ordinance amendment that would eliminate the language in Section 12-132. B regarding contiguous non-conforming parcels under common ownership.

#### Lower St. Croix River Bluffland and Shoreland Management Ordinance

There is similar language regarding contiguous substandard parcels under common ownership in the Lower St. Croix River Bluffland and Shoreland Management ordinance. Molly Shodeen, of the DNR, has indicated that language that allows a lot with 2.5 acres of buildable area to be considered buildable would meet the State's lot size standard. However, language that allows a lot width less than 200 feet would not meet the State's standard. As indicated above, Sec. 12-132. B. requires a nonconforming parcel to meet 60% of the required 300 foot frontage on a public road, which is 180 feet. To meet the State's 200 foot width standard for the St. Croix Bluffland area, any amended ordinance language would need to include the 200 foot minimum width standard.

The Council may want to consider eliminating the contiguous substandard lot language for lots in the Rural Residential and Agricultural zoning districts, with the requirement that rural lots in the Lower St. Croix Bluffland and Shoreland District must meet the 200 foot minimum lot width requirement.

#### VHS Zoning Districts

Section 12-132. B. does not clearly address the buildability of non-conforming lots in the VHS-C and VHS-R zoning districts. However, Section 12-581 of the Lower St. Croix Bluffland and Shoreland Management ordinance does clearly address the requirements for buildability through the following language: "...in the VHS District, the preexisting single parcel shall meet or exceed 22,500 square feet in area and shall meet or exceed all other dimensional requirements for a new lot in the VHS district." This language should be added to Section 12-132. B.

#### History of the Ordinance Language

Much of the language of the City's zoning code was taken from the Washington County development code, which was put in place in 1974, and was published as a model ordinance for use by cities that did not have a zoning ordinance. The Washington County development code has similar language to that in Afton's zoning code regarding contiguous nonconforming lots under common ownership. The Washington County Planner indicated that this ordinance language has been particularly useful in the shoreland area where there are a large number of very substandard lots. He also indicated that, outside of the shoreland area, if a substandard parcel meets 60% of the minimum lot size and width, it is considered buildable regardless whether it is contiguous to a commonly owned parcel.

#### Council Discussion

At the February 17 Council meeting, some Council members felt that if a conforming lot is next to a non-conforming lot and the non-conforming lot meets 60% of the required public road frontage and has 2-1/2 acres of buildable land, then both should be buildable. If both are below the 60% frontage and 2-1/2 acres of buildable land, then the lots would need to be combined. Other discussion included the question of the fairness of using common ownership as a factor for determining buildability, the impact of a language change on density and the lack of knowledge by property owners of the requirement to combine non-conforming parcels.

#### Council Action Requested:

**Motion to provide direction to the Planning Commission regarding regulations concerning contiguous non-conforming parcels under common ownership.**

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

**Meeting Date Mar. 17, 2015**

## **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 12, 2015  
Re: Support for Lower St. Croix Community Foundation Efforts to Renovate the Lower St. Croix Trail- **Resolution 2015-28**

---

A representative of the Lower St. Croix Community Foundation will present information about the Foundation's efforts to obtain funding for the renovation of the Lower St. Croix Trail. Attached for the Council's consideration is a resolution of support for the renovation of the Lower St. Croix Trail and efforts of the Lower St. Croix Community Foundation and Washington County to renovate the trail.

### **Council Action Requested**

**Motion regarding the adoption of a resolution of support for the Lower St. Croix Foundation efforts to renovate the Lower St. Croix Trail.**

**RESOLUTION 2015-28**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION IN SUPPORT OF THE LOWER ST. CROIX COMMUNITY FOUNDATION'S  
EFFORTS TO RENOVATE THE LOWER ST. CROIX TRAIL**

**WHEREAS**, the Lower St. Croix Trail is used by many residents of our community; and,

**WHEREAS**, the Trail is an amenity that connects all five communities in the Lower St Croix River Valley; and,

**WHEREAS**, the Trail is a primary means by which many elementary students travel to Afton-Lakeland Elementary School; and,

**WHEREAS**, visitors to the region utilize the Trail and are an important part of the local economy; and,

**WHEREAS**, the current condition of the trail is very poor; and,

**NOW THEREFORE BE IT RESOLVED**, that the City of Afton does hereby voice its support of the renovation of the Lower St. Croix Trail and efforts of the Lower St. Croix Community Foundation and Washington County to renovate the trail.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17th DAY OF MARCH, 2015**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

Motion by:  
Second by:  
Palmquist:  
Richter:  
Nelson:  
Ross:  
Bend:

9C4

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

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 12, 2015  
Re: Order Downtown Improvement Projects - **Resolution 2015-21**

---

At the conclusion of the February 24 public hearing regarding the downtown improvement projects, the Council took action to order the improvements. Staff has been advised by the City's bond counsel that the action to order the improvements requires a 4/5ths majority vote of the Council. Because there were only three Council members present for the February 24 hearing, the Council's action did not meet this requirement. The resolution to order the projects is attached again for the Council's action.

#### **Council Action Requested**

**Motion regarding the adoption of a resolution ordering the downtown improvement projects.**

**RESOLUTION 2015-21**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ORDERING THE DOWNTOWN IMPROVEMENTS OF 2015**

**WHEREAS**, the City Council deems it necessary and expedient that the City of Afton, Minnesota, construct certain improvements, to-wit: Downtown Improvements of 2015 in the City as described in and in accordance with the preliminary plans and report prepared by WSB and Associates, consulting engineers; and,

**WHEREAS**, the City Council has been advised by the consulting engineers that said Downtown Improvements of 2015 are necessary, cost-effective, and feasible and should best be made as proposed, and the consulting engineers' report to this effect has heretofore been received by the Council, and filed with the City Administrator; and,

**WHEREAS**, Minnesota Statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and,

**WHEREAS**, this City Council has heretofore discussed and made determinations about the Impact of Assessments; and,

**WHEREAS**, the City Council has provided the required notice of, and held, a public hearing on February 24, 2015 for the Downtown Improvements of 2015; and,

**WHEREAS**, a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing; and,

**WHEREAS**, the ordering of said Downtown Improvements requires a "supermajority" vote of the City Council;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton does hereby order the Downtown Improvement Projects.

**APPROVED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 24TH DAY OF FEBRUARY, 2015.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross

Nelson:

Bend:

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

# Meeting Date Mar. 17, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 12, 2015  
Re: 2015 Pay Adjustments

### Background

The annual pay adjustments for City staff are generally based on the level of pay adjustments being provided by other cities in the metro area, and on the Consumer Price Index (CPI). The CPI for urban wage earners in Minnesota, from the last half of 2013 to the last half of 2014 is 1.4%. The US CPI for the 12 months ending in January, 2015 is -.01%. While during the early portion of 2014 annualized CPI increases were in the 1.5%, the CPI increases in recent months have been in the negative.

Staff has obtained survey information regarding 2015 pay adjustments in the metro area. The information, which is summarized below, indicates that the majority of cities are providing pay adjustments in the range of 2% to 2.5%. The full range of adjustments runs from 1.4% to 3.0%.

### Survey of Metro Area City Pay Adjustments for 2015

<u>% Adjustment</u>	<u>Number of Cities</u>
1.4%:	1
1.5%	1
1.75%	1
2.25%	1
<b>2%:</b>	<b>5</b>
<b>2.5%:</b>	<b>8</b>
3.0%	1
Range:	1.4% - 3.0%
Average:	2.21%
Mode:	2.5%

### Personnel Committee Recommendation

The survey results indicate a pay adjustment of between 2.0% and 2.5% is appropriate. Based on the quality of staff performance over the past year, the Personnel Committee is recommending that a pay adjustment of 2.5% be provided to City staff, including the seasonal staff, and that the pay adjustments be made effective as of March 1, 2015. (Note, the City Administrator's pay adjustment will be determined in July)

### Council Action Requested

**Motion regarding a pay adjustment of 2.5% for 2015, effective March 1, 2015.**

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

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: March 12, 2015  
Re: Advertise for Internship

---

During the summer of 2014, the City hired two part-time interns to assist with administrative tasks and projects. The interns were very helpful in assisting regular staff with priority workload tasks. The 2015 budget includes \$4,500 to fund an intern position. The focus of the intern position will be in the area of planning and zoning, including assisting with follow-up regarding zoning code complaints, assisting with the review and administrative process regarding zoning applications, and assisting with planning and zoning related projects that come from the Council and Planning Commission. The intern may also provide assistance to the Technology and High Speed Internet Access Committee and the Natural Resources and Groundwater Committee. The intern will also assist with general office and administrative tasks as needed and to free up the Deputy Clerk for priority projects. The intern position is proposed to be 30-40 hours per week through the summer at a pay rate of \$10.00 per hour. A posting for the internship is attached.

#### Council Action Requested

**Motion regarding authorizing the advertisement for a summer intern position.**

## City of Afton

### Summer 2015 Internship

#### Responsibilities

The selected candidate will assist the City Administrator and administrative staff with the following projects and tasks

- Assist with the review and administrative process regarding zoning applications
- Assist with follow-up regarding zoning code complaints
- Assist with planning and zoning related projects that come from the Council and Planning Commission
- Assist with other administrative projects and tasks

#### Preferred Qualifications

- Interest in and knowledge of public administration and/or land use planning
- Strong analytical, writing and communication skills
- One year of graduate level coursework in public administration, urban and regional planning, or similar; or equivalent training and experience.
- Ability to manage time and work effectively without close supervision
- Proficient in Microsoft Office applications

#### Internship Details

- Work schedule of 30 to 40 hours per week. Specific work schedule can be flexible to accommodate the individual's schedule. May include attendance at evening meetings.
- The internship will generally run from May through August. Specific dates are negotiable. The internship may be extended into the fall with a work schedule of up to 20 hours per week.
- Compensation – hourly wage of \$10.00 with no benefits

#### How to Apply:

Please submit a cover letter, resume and writing sample by March 30, 2015 to:

Ron Moorse  
City Administrator  
City of Afton  
3033 St. Croix Trail S.  
P.O. Box 219  
Afton, MN 55001  
Administrator@ci.afton.mn.us

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Kim Swanson Linner, Deputy Clerk  
Date: March 12, 2015  
Re: Temporary Liquor License request – Afton Historical Museum for Afton Fest, August 1, 2015

---

The Afton Historical Museum has for the past four years conducted an annual fundraising event in Town Square Park with music, food and raffles. In conjunction with the event they request approval to receive a Temporary Liquor License for the day, August 1, 2015.

#### Council Action Requested

**Motion to approve the Afton Historical Museum's request for a Temporary Liquor License in conjunction with their annual fundraiser, Afton Fest to be held on August 1, 2015.**



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
444 Cedar Street, Suite 222, St. Paul, MN 55101  
651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

CITY OF AFTON

FEB 18 2015

RECEIVED

Name of organization	Date organized	Tax exempt number	
AFTON HISTORIC MUSEUM	1985	31071	
Address	City	State	Zip Code
3165 ST. CROIX TRAIL SO.	AFTON	Minnesota	55001
Name of person making application	Business phone	Home phone	
STAN ROSS			
Date(s) of event	Type of organization		
AUGUST 1ST 2015	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip
X <del>ROSS</del>	AFTON	Minnesota	55001
<b>Add New Officer</b>			

Location where permit will be used. If an outdoor area, describe.

AFTON'S TOWN SQUARE PARK, AFTON FEST

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

AUTO OWNERS

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 12, 2015  
Re: March 25 Special Council Meeting

---

A Special Council meeting is needed on March 25 to take action regarding the sale of temporary bonds to provide temporary financing for the downtown improvement projects. The timing of the process of obtaining and reviewing bids for the bonds does not allow the Council to take action regarding the bonds until 4:30 p.m. on the 25<sup>th</sup>. The Council may want to meet earlier than 4:30, or plan to extend the meeting, to address other topics. One additional item that could be scheduled as part of the Special Council meeting is an opportunity to interview recent applicants for the two newly created Committees. There are five recent applicants for the Technology and High Speed Internet Access Committee and three recent applicants for the natural Resources and Groundwater Committee.

#### Council Action Requested

**Motion regarding Scheduling a Special Council meeting on March 25.**

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

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator and Kim Swanson Linner, Deputy Clerk  
Date: March 12, 2015  
Re: City Laptop Replacement

---

The City has a laptop in the Council chambers that is used during Council and Planning Commission meetings, and is used by staff if needed for off-site work. The laptop is old and often does not function properly during meetings.

PressEnter has quoted the cost to replace the council chambers laptop including a business-grade Dell laptop with Office 2013 Professional software (includes Publisher, which is needed for offsite work), and an INTERNAL DVD drive (as the current laptop has).

**The cost of this laptop and software is \$1,474.89.**

The city could also consider a lower-grade Dell laptop with lower end software, Home and Business (a difference in price of \$150), but it would NOT include Publisher software or an internal DVD drive. We could purchase an EXTERNAL DVD drive for an additional \$50. Staff is not recommending this, as it does not meet the specifications of staff.

**The cost of this laptop and software is \$969.88 + \$50 = \$1,019.88**

A hybrid option would be for the lower-grade laptop with the Office 2013 Professional software (which includes Publisher) and an EXTERNAL DVD drive for an additional \$50. Staff is not recommending this, as it requires transporting additional equipment for off-site work.

**The cost of this option is \$969.88 + \$150 + \$50 = \$1,169.88**

Costs for technology are funded from the Cable Commission fund which has a balance of \$18,378.00.

#### Council Action Requested

**Motion regarding the replacement of the City's laptop computer at a cost of \$1,474.89.**



## Technology Management Quote

**Customer:** City of Afton

**Date:** 11-Mar-15  
Valid for 30 days

**Remarks:**

Service Work Quote				
Rate per hour	Hours			Labor Charge
\$ 135.00	0.00			\$ -
Equipment Description		Qty	Unit Price	Extension
Dell Latitude E6540				
Intel Core i5-4310M CPU				
Windows 7 Professional 64-bit				
4GB RAM				
320GB Hard Drive				
15.6" Display				
DVD +/-RW				
Office 2013 Professional		1	\$ 1,398.00	\$ 1,398.00
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		<b>Labor Charge</b>		\$ -
		<b>Equipment</b>		\$ 1,398.00
		<b>Sub-total</b>		\$ 1,398.00
		<b>WI Sales Tax</b>		\$ 76.89
		<b>Grand Total</b>		\$ 1,474.89

# **SUPPLEMENTAL PACKET**

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

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 12, 2015  
Re: Lakeview Investment #1 Application for Final Plat at 14833 50<sup>th</sup> Street – **Supplemental**

---

#### Developer's Agreement

Attached is the Developer's Agreement that provides financial security regarding the completion of the improvements and erosion control measures required for the Plat. The Developer's Agreement was drafted by staff, including the City Attorney, City Engineer, Planning Consultant and City Administrator. The draft agreement was provided to the developer for review and comment, and the developers comments were reviewed by staff.

While most of the developer's comments were incorporated into the final agreement, the one item that was not incorporated was the reduction of the amount of the letter of credit from 150% of the estimated cost of the improvements to 125% of the cost of the improvements. The 150% letter of credit amount is specifically required in the City's subdivision ordinance. A copy of the ordinance language is attached. The 150% amount was also used in the Cedar Bluff Subdivision developer's agreement. Staff recommends retaining that amount. The recommended Developer's Agreement is attached for Council's consideration.

#### Right-of-Way Vacation

There are two small pieces of right-of-way on Osgood Avenue that will no longer be needed when the sides of the current cul-de sac bulb are removed and the roadway is extended to a new cul de sac within the new subdivision. There is also a 16 foot wide road right-of-way within Lot 2, Block 1 that does not appear to serve a public purpose as there is no existing or planned public street or other utilities within the area. The right-of-way vacation resolution refers to an Exhibit A that includes legal descriptions of the areas to be vacated. These legal descriptions are attached.

## LAND USE

- E. *Drainage facilities.* Such facilities and easements shall be installed as will adequately provide for the drainage of surface waters; a storm sewer system may be required when such easements or land is needed in the public interest for purposes of floodplain management, proper drainage, prevention of erosion, pedestrian access to water bodies, or other public purpose. If there is a watershed district, that board must approve all surface water drainage. If SCS structures exist on the land to be subdivided or will be required, SCS must approve the plan for structures and restoration.
- F. *Miscellaneous facilities.* Tree planting, traffic control signs, oversized utility trunk lines, pedestrian ways, and other improvements may be required.
- G. *Erosion control.* Prior to the commencement of any grading or disturbance of any area within a subdivision, silt fences or other erosion control devices required and approved by the City Engineer shall be installed on site. Such devices shall include but not be limited to: staging, grading operations, side slopes, silt fences, mulching, culverts, ponding areas, netting, etc. Such erosion control devices shall remain in place and shall be maintained in working order until the disturbed areas are stabilized and roadways are approved, at which time they shall be removed at the expense of the developer.

### Sec. 12-1472. Payment for installation.<sup>375</sup>

- A. The required improvements as listed elsewhere are to be furnished and installed at the sole expense of the subdivider.
- B. If the platting and development of the subject property shall necessitate the construction and improvement of public roads outside of the subdivided property, the City may require the owner to provide sufficient financial guarantees for the portion of the estimated cost of such construction or improvement as represents the benefit to the subdivided property using usual assessment apportionment practices.

### Sec. 12-1473. Agreement providing for the installation.<sup>376</sup>

- A. Prior to the installation of any required improvements and prior to approval of the final plat, the subdivider shall enter into a contract in writing with the City requiring the subdivider to have such improvements ~~constructed by the subdivider in accordance with the plans and specifications prepared by the City Engineer,~~ which plans shall be in conformance with all applicable standards and ordinances. Such contract shall provide for the observation of construction by the City Engineer to ensure conformance to the plans and specifications, and shall require that the City be reimbursed for all costs incurred by the City for planning, engineering, and legal fees, and other expenses in connections with making such improvements; and shall contain such other provisions as may be required by the City Council.



1. The subdivider shall, concurrently with the execution of the contract, make a cash escrow deposit, or in lieu thereof, provide an irrevocable letter of credit, the amount of which shall be equal to 150 percent of the City Engineer's estimate of the total cost of the improvements to be furnished under the contract, including the costs for legal, administrative, and engineering expenses, including inspection. The City shall be entitled to reimburse itself out of such cash deposit or irrevocable letter of credit for all expenses incurred by the City for the completion of the work, and upon completion of the work, any balance remaining in said deposit shall be refunded to the subdivider. The subdivider shall also agree to reimburse the City for any costs and expenses incurred in excess of the original cash deposit or irrevocable letter of credit, and shall replenish the deposit or letter of credit as necessary and requested by the City to secure the subdivider's obligations to the City.
2. On request of the subdivider, the contract may provide for completion of part or all of the improvements covered thereby prior to acceptance of the plat. In such event, the amount of the deposit or letter of credit may be reduced in a sum equal to one-half of the estimated cost of covered improvements completed prior to acceptance of the plat. The time for completion of the work and the several parts thereof shall be determined by the City Council upon recommendation of the City Engineer. It shall be reasonable with relation to the work to be done, the seasons of the year, and proper correlations with construction activities in the plat and subdivision.

<sup>375</sup> Code 1982, § 305.902

<sup>376</sup> Code 1982, § 305.903

## CITY OF AFTON

WASHINGTON COUNTY, MINNESOTA

PRIVATE IMPROVEMENT DEVELOPER'S AGREEMENT FOR  
LAKEVIEW INVESTMENT #1, LLCTHIS AGREEMENT, made and entered into this 17th day of March, 2015 by and between the

CITY OF AFTON  
3033 St. Croix Trail  
P.O. Box 219  
AFTON, MN 55001

A municipal corporation and statutory city organized under the laws of the State of Minnesota, (the "City"), and

Lakeview Investment #1, LLC  
2103 County Road D, Suite C  
Maplewood, MN 55109

A Limited Liability Company organized under the laws of the State of Minnesota (the "Developer").

**WITNESSETH**, That:**WHEREAS**, the Developer has made application to the City Council for approval of a subdivision within the corporate limits of the City described as follows:**LEGAL DESCRIPTION:** As provided on the Preliminary Plat of Trading Post Trail Preserve for Lakeview Investment #1, LLC as prepared by E.G. Rud & Sons, Inc. and dated 11/21/14, and as provided for on the Final Plat for the City Council meeting of March 17, 2015.**WHEREAS**, the City Council has on January 20, 2015 granted preliminary and final approval to the Lakeview Investment #1, LLC, a.k.a **Trading Post Trail Preserve Subdivision**, plat dated March 17, 2015 on the condition that the Developer enter into this agreement stipulating the conditions for the installation of stormwater treatment as well as the development of on-site improvements hereinafter described, all in accordance with the terms and conditions hereinafter set forth.**Conditions:***Completion of the Development:* A point in time when all improvements required by the Plans and Specifications of Plowe Engineering are verified by the City Engineer to have been completed.*Improvements:* Shall include all Developer specific Grading, Landscaping, stormwater drainage, and Street and Roadway improvements as shown by the Plans and Specifications prepared by Plowe Engineering, Inc. titled Trading Post Trail Preserve dated November 20, 2015 and revised through January 9, 2015 as approved by the City of Afton.**NOW, THEREFORE**, in consideration of the premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

## **DESIGNATION OF IMPROVEMENTS:**

Improvements to be installed at Developer's expense by the Developer including; Grading, Landscaping, Stormwater treatment, and Street and Roadway Improvements as shown by the Plans (pages C1 through C5.1) and Specifications prepared by Plowe Engineering entitled **TRADING POST TRAIL PRESERVE** dated and revised through January 20, 2015 as approved by the City of Afton and as hereinafter referred to as "Improvements." For purposes herein, any grading, erosion control, landscaping, or other improvements shown on individual lots, other than for common development areas such as retaining ponds, is for informational purposes only and is not part of the Developer's improvements. Each lot will be custom graded by buildings purchasing lots in accordance with the overall Development plans and specifications, and each builder will be responsible for grading in accordance with those plans and City standards.

### **A. Improvements**

The Developer will construct and install at the Developer's expense the following improvements according to the following terms and conditions:

#### **1. Site Work**

All site grading, including rights-of-way for all interior public streets, pathways, park areas, common areas, open spaces, storm water storage ponds and surface drainage ways, all in accordance with the approved grading, drainage, and site plan. A grading plan with maximum two (2) foot contours and cross sections, as necessary, shall be submitted and approved by the City prior to commencement of any site grading or construction.

#### **2. Erosion and Siltation Control**

The Developer shall be responsible for controlling soil erosion according to the Plowe Engineering Record Plans, and the following provisions:

- a. All development shall conform to the natural limitations presented by the topography and soil of the Subdivision in order to create the best potential for preventing soil erosion. The Developer shall submit an erosion control plan, detailing all erosion control measures to be implemented during Developer's construction, said plan shall be approved by the City prior to the commencement of site grading or construction.
- b. Erosion and siltation control measures shall be coordinated with the different stages of development. Appropriate control measures as required by the City shall be installed prior to development when necessary to control erosion and siltation.
- c. Land shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time. Such exposed areas shall be identified on the approved grading plan.
- d. Failed erosion control structures or apparent need for additional erosion control measures will be addressed within twenty-four (24) hours notification by the City. If the Developer fails to perform the requested corrections in the time frame given, the Developer hereby grants the City consent to enter onto the property to perform the corrective work. The Developer will reimburse the City for all erosion control work performed on their behalf.
- e. The Developer shall obtain a NPDES permit from the MPCA for site grading and erosion control. The Fee Owners of record shall in perpetuity be responsible for all maintenance operation and

future construction of said stormwater facilities such that said facilities shall remain in compliance with all federal, state, county and local regulations. The developer shall cause to be added to any deed transferring any lot of the Trading Post Trail Preserve a covenant, acceptable to the City Attorney, committing him/her and all subsequent land owners to this requirement, and to bear all costs attributable thereto. Notwithstanding the requirements herein, each builder purchasing lots shall be responsible for lot specific erosion control measures.

### 3. Utilities

The Developer shall be responsible for constructing the following utilities;

- a. Storm Sewer System and Appurtenances and Ponding Improvements as described on pages C1-C5.1 of the Plowe Engineering, Inc. Surveying & Engineering Plans.
- b. Roadway described on page C1-C5.1 of the Trading Post Trail Preserve Surveying & Engineering Record Plans. Said facilities shall include roadway base, curb and gutter, signage, and parking stalls associated with said improvements.

### 4. Record Drawings

The Developer shall prepare As-Built Drawings of the Public Improvements from construction data collected by the Construction Contractor and the City Engineer. The As-Built Drawings shall be provided to the City of Afton within 90 days of Completion of the Development in hard copy and electronic format acceptable to the City. These drawings shall include and not be limited to any grading to be done by the Developer.

### 5. Iron Monuments

As per Minnesota State Statute 505.03 the Developer shall place iron monuments at all lot and block corners and at all other angle points on boundary lines. Where lot lines are platted in wetland areas, the Developer shall place approved wetland boundary markers on the designated wetland edge. Markers shall be placed on every other lot line where the wetland boundary intersects with the lot line. Markers shall be placed before grading activities begin, and shall remain undisturbed during the course of grading activities.

### 6. Restoration

The Developer shall complete all plantings seeding or sodding as described by the approved Plowe Engineering Plans. The Developer shall maintain the plantings installed seeding or sodding as described by the Plowe Engineering Plans for a period of twelve months following the completion and final acceptance by the City of the development. Any plant stock, seeded plants or sod which dies or fails to flourish during the twelve-month period shall be replaced by the Developer and maintained through a further twelve-month period.

The Developer will be responsible for seeding or sodding all interior and right-of-way areas that are not paved and all disturbed areas. The Developer will also be responsible for sodding or seeding, as needed and appropriate, drainage swales and emergency overflow swales as directed by the City. The responsibility for seed or sodding boulevards may be transferred to a building permit applicant when proper security is provided to the City. The seeding or sodding limits must extend to the back curb or to the shoulders of all adjacent roadways.

A restoration plan shall be submitted to and approved by the City before building permits will be issued or by a time as authorized by the City in writing.

The Developer shall provide a financial guarantee for all improvements, as described herein and shall include the estimated cost of the seeding or sodding.

7. Signage

The Developer shall be financially responsible for all traffic signage required by the development and determined to be necessary by the City as determined by the City Engineer.

8. Street Maintenance

The Developer shall be responsible for street maintenance, including seeding or sodding of right-of-way areas, and street sweeping until the project is complete. All streets shall be maintained free of debris and soil until the development is completed. Warning signs shall be placed when hazards develop in streets to prevent the public from traveling on same and directing attention to detours. If and when the street becomes impassible, such streets shall be barricaded and closed. In the event residences are occupied or actively under construction prior to completing streets, the Developer shall maintain a smooth driving surface, adequate drainage, and provide snow and ice control on all incomplete streets.

9. Damage Responsibilities

The Developer shall be financially responsible for the repair of any damage done to the streets and public utilities from the time of installation until the development is fully completed and approved by the City.

10. Park Dedication and Improvements

Cash payment in lieu of, or in addition to, land dedication shall be a cash fee in lieu of land for a total of \$ 44,743.00 calculated in accordance with the City Code and paid prior to execution of the final plat by the City.

11. Storm Water Holding Ponds/Groundwater Issues

The Developer shall maintain ownership of all storm water holding facilities as located on said property, as required by the City, until such time as the lots are sold, at which time such ownership will be proportionately that of the lot owner. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development. Upon completion of the development, the Developer shall submit to the City a certified as built grading plan showing that the facilities meets all design contours as set by the City. Ongoing maintenance costs of the Stormwater collection and ponding system shall be the responsibility of the property owner(s) and shall be provided as a covenant in all deeds transferring lots of the subdivision to subsequent owners. The City shall be designated in said covenants as having express authority to enforce their provisions.

12. The Developer shall refrain from the use of any phosphorous fertilizers on the property and shall cause to be included on any deed transferring all or any part of the aforesaid development a covenant prohibiting the use of any phosphorous or phosphate fertilizer on said property.

13. The Developer shall be financially responsible for any corrective action deemed necessary by the City as a result of groundwater encountered during, or as a result of, the building phase of development.

14. Other Governmental Jurisdictions

The Developer shall be responsible for securing all necessary approvals and permits from all appropriate Federal, State, Regional, and local jurisdictions prior to the commencement of site grading or construction

and prior to the City awarding construction contracts for public utilities.

15. Time of Performance

The Developer shall install all listed improvements by October 30, 2015, with the exception of the final wear course of asphalt on streets and landscaping. The final wear course on streets shall be installed between August 15<sup>th</sup> and October 15<sup>th</sup> the first summer after the base layer of asphalt has been in place one freeze thaw cycle. The Developer may request an extension of time from the City to be submitted in writing to the City Clerk, for which said extension shall be conditioned upon updating the security posted by Developer to reflect cost increases and the extended completion date. Final wear course placement outside of the above time frame must have the written approval of the City Engineer. The City may impose additional conditions on the extension necessary to ensure performance.

16. Building Permits. The Developer shall be allowed to be issued up to two building permits prior to completion of improvements. Such building permits shall be restricted to lots 2, 3, 4 & 5 Block 1. Under no circumstances shall lots 1, 7, or 8 Block 1 be issued a building permit until such time the major improvements are completed.

B. Plan Security Requirements

Estimated Costs listed below shall be verified as shown by the Developer's Engineer construction estimates.

<u>Description of Improvement</u>	<u>Estimated Cost</u>
1. Grading and Ponding	\$41,250.00
2. Improvements	
a. Storm Sewer and Erosion Control	\$ 58,705.00
b. Roadway Construction	\$ 37,075.00
c. Signage	\$ 250.00
d. Landscaping	\$ 3,940.00
3. Street Sweeping and Debris Control	\$ 2,000.00
a. Utility Protection and Repair	\$ 500.00
<b>Subtotal of items 1-3</b>	<b><u>\$ 140,174.00</u></b>
Subtotal X 150%	\$ 210,261.00
Estimated Legal and Engineering Escrow (15%)	\$ 21,026.00
City Administration Fee (1%)	\$1,402.00
<b>Subtotal Items 1-3, plus Legal, Engineering &amp; Administrative Fees</b>	<b><u>\$ 162,602.00</u></b>
<b>TOTAL SECURITY REQUIREMENT</b>	<b><u>\$ 232,689.00</u></b>

It is recognized and noted that the funds associated with each category in paragraph B are for estimating the total Plan security. The City reserves the right to utilize this security partially or wholly to insure the compliance of any and all of the requirements set forth in paragraph A of this document.

C. Construction of Plan Improvements

1. Construction

The construction, installation, materials, and equipment shall be in accordance with Plans and Specifications prepared by Plowe Engineering entitled Trading Post Trail Preserve dated and revised through January 20, 2015 as approved by the City of Afton. All costs associated with said construction; maintenance and operation through Completion of the Development shall be the responsibility of the Developer.

2. Inspection

All of the work shall be under and subject to the inspection and approval of the City and, where appropriate, any other governmental agency having jurisdiction, any costs associated with said inspections shall be borne by the Developer.

3. Faithful Performance of Construction Contracts

The Developer will fully and faithfully comply with all terms and conditions of any and all contracts entered into by the Developer for the installation and construction of all Improvements and hereby guarantees the workmanship and materials for a period of two (2) years following the City's final acceptance of Improvements. Concurrently with the execution hereof by the Developer, the Developer will furnish to, and at all times thereafter maintain with the City, a cash escrow deposit or approved Letter of Credit, based on one hundred fifty percent (150%) of the total estimated cost of the Improvements as indicated in Section B. The issuer and form of the security (other than cash escrow) shall be subject to City approval. The security shall be issued by a banking institution in good standing as determined by the City and approved by the City Administrator. The City shall have the ability to draw on the security at a bank or branch bank located within seventy-five (75) miles of the City Hall. The Escrow or Letter of Credit shall be for the exclusive use and benefit of the City of Afton and shall state thereon that the same is issued to guarantee and assure performance by the Developer of all the terms and conditions of this Developer's Agreement and construction of all required improvements in accordance with the ordinances and specifications of the City. Cash Escrow in the amount of \$ 22,428 shall be deposited with the City for payment of Legal, Engineering, and Administrative fees. The City reserves the right to draw, in whole or in part, on any portion of the Letter of Credit Cash Escrow for the purpose of guaranteeing the terms and conditions of this agreement. The Letter of Credit shall be renewed or replaced by not later than thirty (30) days prior to its expiration with a like letter. In the event that the Letter of Credit is not renewed by the Developer and the City elects to undertake legal action to cause renewal of the Letter of Credit all the City's Legal and Administrative costs incurred in said action shall be borne by the Developer. The face value of the Letter of Credit may be reduced, upon application of the Developer, to an amount necessary to guarantee the two year warranty following acceptance of the improvements by the City. At least \$25,000 shall be held by the City until the development and the improvements thereon have been fully approved and constructed.

4. Reduction of Security Guarantee for Improvements

The Developer may request reduction of the Security Guarantee based on prepayment or the value of the completed improvements at the time of the requested reduction. If requested, by the Developer the City will perform an evaluation of the work completed only twice per calendar year. If additional evaluations are requested, the Developer will be responsible for the estimated costs incurred by the City for performing the additional evaluations. The amount of reduction will be determined by the City.

5. Payment of Costs and Assessments for Plan Improvements

If the construction of the Plan Improvements does not proceed, the Developer hereby agrees to pay the

City for the costs incurred by the City for engineering services, detailed design, right-of-way acquisition, and related City and consultant legal, administrative and fiscal costs incurred regarding the proposed Plan Improvements.

a. Easements

Prior to approval of the final plat, the Developer shall dedicate to the City, at no cost, all temporary and permanent easements necessary for the construction of the Plan Improvements as determined by the City. All such easements required by the City shall be provided on City easement documents, containing such terms and conditions as the City shall determine.

All permanent easements necessary for the installation and maintenance of storm water improvements shall be shown on the final plat and be granted to the City upon recording of said plat. All other required easements such as roadway, path, trail, scenic, and wetland conservation easements, shall be fully executed by the grantee and submitted to the City on separate documents prior to the execution of the final plat by the City. Copies of the recorded documents shall be provided to the City.

After recording of said plat, additional easements necessitated by Developer initiated changes to the utility or grading design shall be provided on an amended final plat and be granted to the City upon recording of said plat. Separate documents in lieu of an amended final plat may be allowed at the City's discretion.

6. Required Prepayment of any Assessment upon Sale of Developer

If a transfer of a lot is made, before a building permit will be issued, all delinquencies shall be paid on said lot.

**GENERAL:**

A. Binding Effect

1. The terms and provisions hereof shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto and shall be binding upon all future owners of all or any part of the Trading Post Trail Preserve Subdivision and shall be deemed covenants running with the land. References herein to Developer, if there be more than one, shall mean each and all of them. The Developer's Agreement, at the option of the City, shall be placed on record so as to give notice hereof to subsequent purchasers and encumbrances of all or any part of the Trading Post Trail Preserve Subdivision and all recording fees, if any, shall be paid by the Developer.

The terms and provisions of this Developer's Agreement shall be binding upon the owners of individual units, and shall be deemed to run with the title of the individual units of the development. This provision does not release any future Developer or the Developer's successors or assigns from the terms and provisions of this Developer's Agreement.

2. Final Plat Approval

The City agrees to sign the final plat of the Subdivision upon execution and delivery of this Developer's Agreement and of all required documents, and security.

3. Incorporation of Reference

All plans, special provisions, proposals, specifications, and contracts for the improvements furnished and let pursuant to this Developer's Agreement shall be and hereby are made part of this Developer's

Agreement by reference as fully as if set out herein in full.

4. Conditions of Approval

- a. No grading or building permits shall be issued by the City unless the plans or application are in conformance with the City's Comprehensive Plan, and engineering standards as determined by the City Engineer, this agreement, approval of site clean-up and remediation in whole or in part by the MPCA, and all local, state and federal regulations.
- b. If the Developer does not pay all bills submitted by the City pursuant to the Developer's Agreement within thirty (30) days after receipt, the City may halt all plat development work until the bills are paid in full, and that the Developer shall reimburse the City for its costs incurred in the enforcement of this Developer's Agreement including reasonable engineering and attorney's fees.

5. Notice/Remedies on Default or Violation of this Developer's Agreement

- a. Whenever any event of default or failure to conform to the terms and conditions of this Developer's Agreement occurs, the City shall give written notice of the event of default or failure to perform to the Developer by United States Mail at its last known addresses. If the Developer fails to cure the event of default or failure to perform within fifteen 15 days after the date of the mailed notice, in addition to any other remedy provided in this Developer's Agreement and without waiver of any such right, the City may avail itself of any or all of the following remedies for as long as the Developer is in default.
  - a.5.1 Halt all plat development work and construction of development improvements until such time as the event of default is cured.
  - a.5.2 Refuse to issue building permits or occupancy permits as to any lot until such time as the event of default is cured.
  - a.5.3 Apply to a court of competent jurisdiction to enjoin continuation of the event of default.
  - a.5.4 If the event of default is a failure of the Developer to complete, construct, install or correct the development improvements in accordance with the plans and specifications and this Developer's Agreement, the City may perform the construction or work and the Developer shall reimburse the City for its expenses incurred. This provision shall be a license granted by the Developer to the City to act, but shall not require the City to take any such action. The Developer consents to such an action by the City and waives any claims Developer may have against the City for damage in the event the City exercises its rights in accordance with this provision. This remedy is in addition to and not in lieu of the City's right to draw on all security referenced in this Developer's Agreement.
  - a.5.5 Terminate this Developer's Agreement by written notice to Developer, at which time all terms and conditions as contained herein shall be of no further force and effect and all obligations of the parties imposed hereunder shall be null and void.
  - a.5.6 Draw upon and utilize Developer's funds and/or security in order to cover the costs of the City in order to correct the event of default.

6. Indemnification

To the fullest extent permitted by law, the Developers shall indemnify and hold harmless the City of Afton, its agents and employees from and against any and all claims, damages, losses or expenses, including but



Afton, the municipal corporation named in the foregoing instrument; and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said municipal corporation by authority of its City Council and \_\_\_\_\_ and \_\_\_\_\_ acknowledged said instrument to be the free act and deed of said municipal corporation.

\_\_\_\_\_  
Notary Public

**DEVELOPER**

\_\_\_\_\_ By \_\_\_\_\_  
Its \_\_\_\_\_

\_\_\_\_\_ By \_\_\_\_\_  
Its \_\_\_\_\_

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF WASHINGTON )

**(CORPORATE ACKNOWLEDGEMENT)**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, a Notary Public within and for said County personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me personally known, who being each by me duly sworn did say that they are respectively the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_, the corporation named in the foregoing instrument, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors and said \_\_\_\_\_ and \_\_\_\_\_ acknowledged said instrument to be the free act and deed of said corporation.

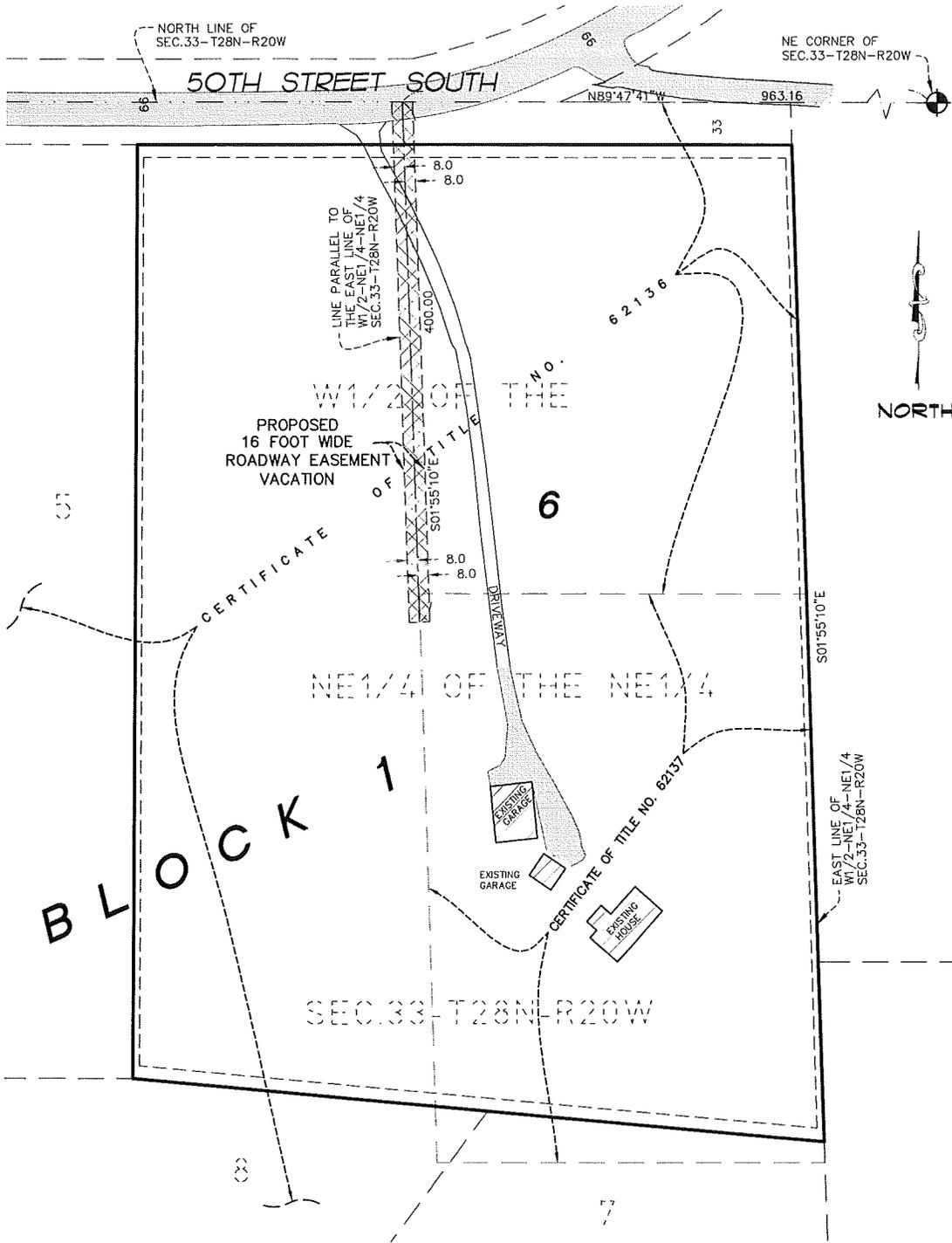
\_\_\_\_\_  
Notary Public

City Seal

# SKETCH AND DESCRIPTION

9C1c

~of~ PROPOSED 16 FOOT ROADWAY EASEMENT VACATION  
 ~for~ TRADING POST TRAIL PRESERVE



**NOTE:**  
 Surrounding parcel is to be platted as Lot 6, Block 1, TRADING POST TRAIL PRESERVE, Washington County, Minnesota.

**PROPOSED DESCRIPTION FOR THE VACATION OF THE 16 FOOT WIDE ROADWAY EASEMENT AS DESCRIBED IN CERTIFICATE OF TITLE NUMBERS 62136 AND 62137.**  
 All of the 16 foot wide Roadway Easement as described in Certificate of Title Numbers 62136 and 62137, more particularly described as being 8 feet on either side of a line described as follows:

Commencing at a point on the north line of said Section 33, Township 28 North, Range 20 West, a distance of 963.16 feet west of the northeast corner of said Section 33, Township 28, North, Range 20 West; thence southerly on a line parallel to the east line of the West Half of the Northeast Quarter of the Northeast Quarter a distance of 400 feet.

 DENOTES PROPOSED VACATION OF 16 FOOT WIDE ROAD EASEMENT

Scale 1" = 80'	Drawn By: JEN	Project Manager: JER	Job No.: 14475PP
○ Denotes Iron Set	● Denotes Iron Found	Bearings shown are on County Coordinate System	

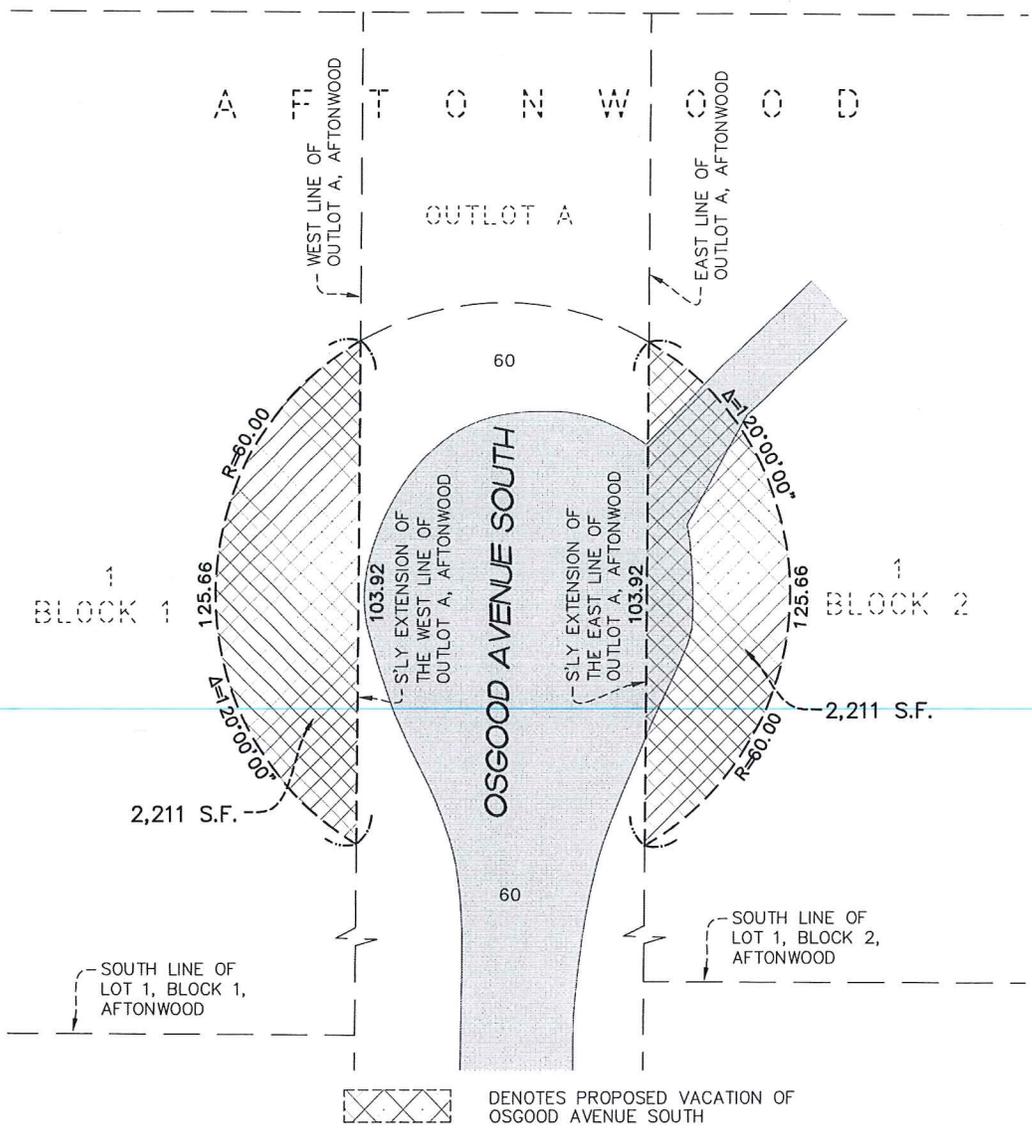
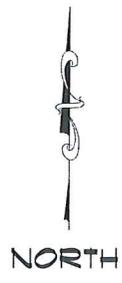
I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota. Dated this 10th day of February, 2015.

 License No. 41578

**E. G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701

# SKETCH AND DESCRIPTION

~of~ PROPOSED VACATION OF OSGOOD AVENUE SOUTH  
 ~for~ TRADING POST TRAIL PRESERVE



**PROPOSED DESCRIPTION FOR THE VACATION OF THOSE PARTS OF OSGOOD AVENUE SOUTH DEDICATED IN THE RECORDED PLAT OF AFTONWOOD**

That part of Osgood Avenue South as dedicated to the public, according to the recorded plat of AFTONWOOD, Washington County, Minnesota, which lies west of the southerly extension of the west line of Outlot A, said AFTONWOOD and northerly of the south line of Lot 1, Block 1, said AFTONWOOD.

AND

That part of Osgood Avenue South as dedicated to the public, according to the recorded plat of AFTONWOOD, Washington County, Minnesota, which lies east of the southerly extension of the east line of Outlot A, said AFTONWOOD and northerly of the south line of Lot 1, Block 2, said AFTONWOOD.

Scale 1"= 30'    ● Denotes Iron Monument    Bearing Datum: County    Job No. 14475PP    Drwg By JEN

I hereby certify that this plan, survey or report 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.  
**E. G. RUD & SONS, INC.**  
 By:   
 Dated this 10th day of February 2015. Minnesota License No. 41578

**E. G. RUD & SONS, INC.**  
 PROFESSIONAL LAND SURVEYORS  
 6776 LAKE DRIVE NE, SUITE 110  
 LINO LAKES, MINNESOTA 55014  
 TEL. (651) 361-8200  
 FAX (651) 361-8701  
 www.egrud.com

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

## Meeting Date Mar. 17, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 12, 2015  
Re: 2015 Pay Adjustments **Supplemental**

---

#### Cost of 2.5% Pay Adjustment

The cost of the 2.5% pay adjustment for the office staff and the public works staff, including the impact on pension and payroll taxes, would be \$2,276. This amount is within the amount budgeted for 2015 wages.

# Meeting Date Mar. 17, 2015

## Council Action Memo

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

To: Mayor Bend and Members of the City Council  
From: Kim Swanson Linner, Deputy Clerk  
Date: March 17, 2015  
Re: Afton Fest, August 1, 2015, Request for Fee Waivers

---

The Afton Historical Museum has for the past four years conducted an annual fundraising event in Town Square Park with music, food and raffles. Because this is the Museum's fundraiser, and they are a non-profit Afton business, they are requesting to have the fees waived, as they have been in the past, for this event:

Town Square Park Reservation (\$100.00 Fee + \$200 Deposit)  
Special Event Permit (\$25.00 Fee)  
Temporary Liquor License (Fee as determined by City Council)

### Council Action Requested

**Motion to waive the fees for the Afton Historical Museum's use of Town Square Park, reservations, permits and liquor license for their annual fundraiser, Afton Fest, on August 1, 2015.**

**The \$200 Park Deposit will still be required.**

# CITY OF AFTON PARK RESERVATION AGREEMENT

## ORGANIZATION OR INDIVIDUAL

GROUP OR INDIVIDUAL NAME: Afton Historical Museum  
 STREET ADDRESS: 3165 St. Croix trail South  
 CITY/STATE/ZIP: Afton, Mn 55001  
 PHONE NUMBER: 651-436-3500 EMAIL: info@aftonhistoricalmuseum.com  
 EVENT / ACTIVITY: Afton fest  
 NUMBER IN GROUP: 500 -1000  
 DATE & TIME OF EVENT: August 1st, 2015 - 1:00PM - 11:00PM

## FACILITIES NEEDED

BASEBALL FIELD:	<u>X</u>	PICNIC SHELTER:	<u>X</u>
HORSE SHOE PITS:	<u>X</u>	GAZEBO:	<u>X</u>
TENNIS / B-BALLCOURTS:	<u>X</u>	WHOLE PARK:*	<u>X</u>

## APPLICANT: PLEASE REMEMBER

1. No alcoholic beverages or bonfires are allowed in the park.
2. The deposit is to ensure the park is clean and has no damages when the event is over.
3. The Applicant (person/group making the reservation) is responsible for removing all trash in the park each day of their event.
4. Applicants are **REQUIRED TO ARRANGE** for additional satellite toilets and traffic control for groups of 200 or more.
5. Applicants shall contact Washington County Sheriff, Sgt. Amy Larson, 430-7905, for event traffic control attendance over 200.
6. Applicants shall obtain a **REQUIRED PERMIT** from Washington County Health Department (651-430-6655) if food is sold.
7. Applicants may request **RECYCLING BINS** to be placed in the park in advance of event & removed at the end for pickup.
8. Activities must be contained to the park boundaries; **OBSTRUCTING SURROUNDING STREETS IS NOT ALLOWED!**

As the applicant for this event, I assume full responsibility for the conduct of the group, trash cleanup, ensuring **ONLY RECYCLING ITEMS** go into the recycling bins (no trash) and any damages to the property during the time Town Square Park is being used under this agreement.

 <small>Digitally signed by Stan Ross DN: cn=Stan Ross, o=RDInc, ou, email=stan@rossdesigninc.com, c=US Date: 2015.03.16 14:23:08 -0500</small>	<u>3.16.15</u> Date
Applicant Signature	

<u>CIRCLE APPLICABLE FEES:</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
WHOLE PARK *Does not include playground/play structure.	\$100 Fee/\$200 Deposit	\$200 Fee/\$200 Deposit
PICNIC SHELTER	\$ 25 Fee/\$100 Deposit	\$100 Fee/\$100 Deposit
GAZEBO	\$ 25 Fee/\$100 Deposit	\$100 Fee/\$100 Deposit
BALLFIELD	No Fee	
TENNIS/B-BALL COURT	No Fee	
HORSESHOE PITS	No Fee	
RECYCLING BINS (check if requesting Recycling Bins)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Circle # of bins: One Two

## FOR OFFICE USE

<u>          </u> / <u>          </u> / <u>          </u> FEE PAID  <u>          </u> / <u>          </u> / <u>          </u> DEPOSIT PAID	<b><u>CHECK BELOW IF REQUIRED:</u></b> <input type="checkbox"/> ADDITIONAL SATELLITE TOILETS <input type="checkbox"/> EVENT TRAFFIC CONTROL -- WASHINGTON COUNTY <input type="checkbox"/> FOOD / BEVERAGE PERMIT -- WASHINGTON COUNTY <input type="checkbox"/> RECYCLING BINS -- CITY OF AFTON
--	--

## TO BE COMPLETED AFTER EVENT

           Release entire Deposit                 Charges for Park Cleanup/Damage      /                 Staff Initials/Date  
 Describe Park Cleanup/Damage:             
 Charge for cleanup/damage: \$            deducted from Deposit: \$            = Refund of Deposit: \$

RECEIVED

MAR 16 2015

City of Afton

Special Event Permit Application - \$25.00 Fee

CITY OF AFTON

Afton City Hall, 3033 St. Croix Trail S., Afton MN 55045 (651) 436-5090 Fax (651) 436-1453

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: Afton Historical Museum

APPLICANT NAME: Stan Ross

ADDRESS: 3165 St. Croix Trail South CITY: Afton STATE: MN ZIP: 55001

DAYTIME PHONE: 651-436-3500 EVE.PHONE: 651-436-1346 CELL OR FAX: 612-720-6478

MANAGER ON SITE DAY OF EVENT: Stan Ross PAGER/CELL: 612-720-6478

Any change in the above information, please notify City Hall. Event may trigger additional License requirements.

SPECIAL EVENT INFORMATION

- Run/Walk Rally Parade Wedding Ceremony/Photos Fair Concert Picnic Other (Specify) Music & Cars

EVENT TITLE: Afton Fest

EVENT DATE(S): August 1st, 2015 ESTIMATED ATTENDANCE 500 - 1000

LOCATION: Town Square park AREA OR PARK Entire Park

HOURS OF EVENT: 13:00 AM/PM TO 22:30 AM/PM SET UP TIMES 13:00 AM/PM TO 22:30 AM/PM

TAKE DOWN TIME: 13:00 AM/PM TO 22:30 AM/PM DESCRIPTION OF EVENT SET UP:

ALCOHOL/FOOD SERVED: XX YES NO ALCOHOL/SOLD: XX YES NO GAMBLING/RAFFLE yes

OPEN TO PUBLIC: yes \*EVENTS ARE SUBJECT TO NOISE ORDINANCE Sec. 12-208(D)(3&4)

REQUESTED RESOURCES, SUCH AS BARRICADES, POLICE, ETC.

\*\*\*\*Please attach additional sheets as necessary, including plans, fencing, maps, etc. If staff is needed the event will be billed accordingly.

DEPARTMENTAL/OFFICE ROUTING

CONDITIONS FOR APPROVAL:

Blank lines for conditions for approval.

Reason for Denial:

City Administrator Date Police Date Public Works Date Fire Dept. (if required) Date FEE of \$25.00 Collected

DATE: DEPT: PHONE:



Frederic W. Knaak\*  
Wayne B. Holstad\*\*

*\*Also Licensed in  
Wisconsin & Colorado*

*\*\*Also Licensed in  
Massachusetts, Iowa,  
Federal Court of Claims*

**HOLSTAD & KNAAK PLC**  
"Local in character, national in reputation, international in reach"

*Of Counsel*  
Donald W. Kohler  
Thomas M. Dailey, P.A.  
Matthew E. Ludt  
Joseph B. Marshall

*Paralegals*  
Michelle E. Hagland  
mhagland@klaw.us  
Jacqueline M. Stai  
jstai@klaw.us

**MEMORANDUM: MONTHLY AFTON PROSECUTION REPORT**

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL  
FROM: FRITZ KNAAK, AFTON CITY ATTORNEY  
DATE: March 5, 2015

This past month, our office has represented the City in a total of 6 prosecutions that were followed through to conviction or alternative disposition. They break down as follows:

Arraignments & Rule 8 Hearings: 3  
Pretrials: 3  
Omnibus Hearings: 0  
Court Trials: 0  
Jury Trials: 0  
Revocation/Plea Hearings/Sentencing: 0

The report from the court Hearing Officer regarding Afton tickets for the month of February is summarized as follows:

**Afton**

Customers	1	
Citations	1	
Charges	1	
Disposed	1	% Resolved
CFD/DUP	0	100%
Contest/NG	0	
DNQ	0	
Extension	0	
No Guidelines	0	
Parking	0	
Petty Misdemeanor	0	
Misdemeanor	1	

# City of Afton – Financial Reports

## January and February, 2015

Ref	Description	Pages
A.	Balance Sheet	A1
B.	Statement of Changes in Fund Balance: Current Month	B1
C.	Statement of Changes in Fund Balance: Year to Date	C1
D.	Statement of Revenue and Expenditures: General Fund Summary plus Detail for All Other Funds	D1 to D8
E.	Detail Statement of Revenue and Expenditures: General Fund Only	E1 to E6
F.	Summary and Detail of Special Activities Fund - YTD	F1 to F2
G.	Street Improvement Fund: YTD Detail by Account	G1
H.	Building and Land Fund: YTD Detail by Account	H1
I.	City Dock Fund: YTD Detail by Account	I1
J.	General Fund Streets, Rehab and Public Works: YTD Detail by Account	J1
K.	Customer Receipts and Other Deposits – MTD Sorted by Account	K1 to K2
L.	Claims Paid during <b>Jan &amp; Feb: \$3,735,246.67</b>	L1 to L27
M.	Permit Escrow and Fee Detail	M1 to M13
N.	Building Insp Fees by Acct: YTD Detail for Afton	N1
O.	Park Reserve Fund – YTD Detail by Account	O1
P.	Road Debt Service Fund – YTD Detail by Account	P1
Q.	City Infra-Structure Improvement Fund – Full Years 2012, 2013, 2014 + YTD 2015 Detail	Q1 to Q10
R.	Bank Transfers	R1

**This is the first report for 2015 and covers the combined months of January and February. The unaudited 2014 results are now reflected in a “history” column along with audited results for 2012 and 2013. 2015 actual results for the current period and YTD are the active columns along with the 2015 budget.**

**Significant Jan & Feb 2015 Revenue: None**

**Significant Jan & Feb 2015 Expense:**

**\$54,988** #100 Gen'l Fd Acct 5625 1<sup>st</sup> Qtr Fire & Ambulance Services  
**\$30,907** #100 Gen'l Fd Acct 5830 Snow & Ice Control

**Cash Flow Watch:** The #800 City Infra-Structure Improvement Fund owes the Special Reserve Fund \$406,737. The available balance in the Special Reserve Fund for additional transfers is \$22,133.



Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton  
Balance Sheet  
February 28, 2015**

Account #	Account Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Serv Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>Assets</b>													
100	4M Fund: General Fund	231,473											231,473
100.8	Petty Cash	141											141
115	4M Fund: Bldg & Land Capital Fund		43,275										43,275
120	4M Fund: Street Imp Capital Fund			474,894									474,894
200	4M Fund: Park Reserve Fund				51,242								51,242
250	4M Fund: Special Reserve Fund					22,133							22,133
400	4M Fund: 201 Project Fund						3,265						3,265
500	4M Fund: Fire Station Debt Serv Fund							2,158					2,158
550	4M Fund: Special Activities Fund								154,726				154,726
600	4M Fund: MN Investment Fund								104,368				104,368
700	4M Fund: Road Construction Fund												0
725	4M Fund: Road Debt Service Fund										163,065		163,065
800	4M Fund: Disaster Fund									0			0
810	4M Fund: City Dock Fund											52,387	52,387
	<b>Total Cash and Investments</b>	231,614	43,275	474,894	51,242	22,133	3,265	2,158	259,094	0	163,065	52,387	1,303,128
1170	Taxes Receivable from County	0											0
11xx	Fees & Other Receivables	0											0
2001	Permit Escrow & Fees (net receivable)	10,726											10,726
Various	Due (Owed) between Funds	0	0	0	0	406,737	0	0	0	(406,737)	0	0	0
	<b>Total Assets and Other Debits</b>	242,340	43,275	474,894	51,242	428,869	3,265	2,158	259,094	(406,736)	163,065	52,387	1,313,854

<b>Liabilities and Fund Balances</b>													
2001	Permit Escrow & Fees (net payable)	0											0
2002	Accounts Payable	86,051											86,051
2022	Accrued Expenses	0											0
2035	Accrued Interest - Road Bond	0									17,200		17,200
2120	Building Surcharges Payable	50											50
2200	Payroll Tax Liabilities/Withholding	4,126											4,126
	<b>Total Accounts and Other Payables</b>	90,227	0	0	0	0	0	0	0	0	17,200	0	107,427
2500	Grants Received	0											0
2700	Road GO Tax Abatement Bds										0		0
2701	2014A Refunding Road Bonds										3,184,040		3,184,040
Various	Fund Balance - Beginning of Year	301,307	43,274	474,880	51,241	428,867	3,374	2,158	259,383	(397,086)	(3,010,159)	52,383	(1,790,378)
Various	Current Year Net Increase (Decrease)	(149,194)	1	14	1	2	(109)	0	(289)	(9,650)	(28,016)	4	(187,235)
Various	<b>Fund Balance - End of Period</b>	152,113	43,275	474,894	51,242	428,869	3,265	2,158	259,094	(406,736)	(3,038,175)	52,387	(1,977,613)
	<b>Total Liabilities and Fund Balances</b>	242,340	43,275	474,894	51,242	428,869	3,265	2,158	259,094	(406,736)	163,065	52,387	1,313,854



Prepared by Thomas H. Niedzwiecki, Accountant

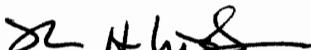
**City of Afton - Statement of Changes in Fund Balances  
for Months of January and February 2015**

#	Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Service Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>A</b>	<b>Beginning Fund Balances</b>	<b>301,807</b>	<b>43,274</b>	<b>474,880</b>	<b>51,241</b>	<b>428,867</b>	<b>3,374</b>	<b>2,158</b>	<b>258,883</b>	<b>(397,086)</b>	<b>(3,010,159)</b>	<b>52,383</b>	<b>(1,790,378.06)</b>
<b>Section I. Revenues</b>													
1	Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0
	Intergovernmental Revenues	(2,333)	0	0	0	0	0	0	0	0	0	0	(2,333)
19	Charges for Services	0	0	0	0	0	0	0	900	0	0	0	900
21	Fines and Forfeitures	2,413	0	0	0	0	0	0	0	0	0	0	2,413
	Licenses, Fees and Permits	1,150	0	0	0	0	0	0	0	0	0	0	1,150
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	0	0	0	0	0	0	0	0	0	0	0	0
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	0	0	0	0
36	Other Grants/State Fire Aid	0	0	0	0	0	0	0	0	0	0	0	0
	Interest Income	18	1	14	1	2	0	0	11	0	37	4	89
37	TIF District/MN Inv Fund Loan	0	0	0	0	0	0	0	0	0	0	0	0
	Park Fees	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
<b>B</b>	<b>Total Revenue</b>	<b>1,248</b>	<b>1</b>	<b>14</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>911</b>	<b>0</b>	<b>37</b>	<b>4</b>	<b>2,219</b>
<b>C</b>	<b>Other Financing Sources/Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Section II. Expenditures</b>													
1	General and Administrative												
	Wages and Benefits	39,143	0	0	0	0	0	0	0	0	0	0	39,143
2	Professional Services	11,551	0	0	0	0	0	0	900	0	0	0	12,451
3	Other Expenditures	4,549	0	0	0	0	0	0	300	0	0	0	4,849
	Total General and Administrative	55,243	0	0	0	0	0	0	1,200	0	0	0	56,443
5	Public Safety/State Fire Aid	55,753	0	0	0	0	0	0	0	0	0	0	55,753
9	Public Health/Cons of Natural Resources	0	0	0	0	0	0	0	0	0	0	0	0
11	Streets	35,535	0	0	0	0	0	0	0	0	0	0	35,535
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	9,650	0	0	9,650
13	Other Street Imp/Road Paving Project	21	0	0	0	0	109	0	0	0	0	0	130
14	Buildings and Land/City Dock	2,140	0	0	0	0	0	0	0	0	0	0	2,140
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	1,750	0	0	0	0	0	0	0	0	0	0	1,750
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	0	28,053	0	28,053
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	<b>150,442</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>	<b>0</b>	<b>1,200</b>	<b>9,650</b>	<b>28,053</b>	<b>0</b>	<b>189,454</b>
<b>E</b>	<b>Other Financing Uses/Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	<b>(149,194)</b>	<b>1</b>	<b>14</b>	<b>1</b>	<b>2</b>	<b>(109)</b>	<b>0</b>	<b>(289)</b>	<b>(9,650)</b>	<b>(28,016)</b>	<b>4</b>	<b>(187,235)</b>
<b>F</b>	<b>Ending Fund Balances</b>	<b>152,613</b>	<b>43,275</b>	<b>474,894</b>	<b>51,242</b>	<b>428,869</b>	<b>3,265</b>	<b>2,158</b>	<b>258,594</b>	<b>(406,736)</b>	<b>(3,038,175)</b>	<b>52,387</b>	<b>(1,977,613)</b>

  
Prepared by Thomas H. Medzinski, Accountant

**City of Afton - Statement of Changes in Fund Balances  
for Year to Date February 28, 2015**

#	Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Service Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>A</b>	<b>Beginning Fund Balances</b>	<b>301,307</b>	<b>43,274</b>	<b>474,880</b>	<b>51,241</b>	<b>428,867</b>	<b>3,374</b>	<b>2,158</b>	<b>259,383</b>	<b>(397,086)</b>	<b>(3,010,159)</b>	<b>52,383</b>	<b>(1,790,378)</b>
<b>Section I. Revenues</b>													
1	Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0
	Intergovernmental Revenues	(2,333)	0	0	0	0	0	0	0	0	0	0	(2,333)
19	Charges for Services	0	0	0	0	0	0	0	900	0	0	0	900
21	Fines and Forfeitures	2,413	0	0	0	0	0	0	0	0	0	0	2,413
	Licenses, Fees and Permits	1,150	0	0	0	0	0	0	0	0	0	0	1,150
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	0	0	0	0	0	0	0	0	0	0	0	0
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	0	0	0	0
36	Other Grants/State Fire Aid	0	0	0	0	0	0	0	0	0	0	0	0
	Interest Income	18	1	14	1	2	0	0	11	0	37	4	89
37	TIF District/MN Invest Fund Proceeds	0	0	0	0	0	0	0	0	0	0	0	0
	Park Fees	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
<b>B</b>	<b>Total Revenue</b>	<b>1,248</b>	<b>1</b>	<b>14</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>911</b>	<b>0</b>	<b>37</b>	<b>4</b>	<b>2,219</b>
<b>C</b>	<b>Other Financing Sources/Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Section II. Expenditures</b>													
	General and Administrative												
1	Wages and Benefits	39,143	0	0	0	0	0	0	0	0	0	0	39,143
2	Professional Services	11,551	0	0	0	0	0	0	900	0	0	0	12,451
3	Other Expenditures	4,549	0	0	0	0	0	0	300	0	0	0	4,849
	Total General and Administrative	55,243	0	0	0	0	0	0	1,200	0	0	0	56,443
5	Public Safety/State Fire Aid	55,753	0	0	0	0	0	0	0	0	0	0	55,753
9	Public Health/Cons of Natural Resources	0	0	0	0	0	0	0	0	0	0	0	0
11	Streets	35,535	0	0	0	0	0	0	0	0	0	0	35,535
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	9,650	0	0	9,650
13	Other Street Imp/Road Paving Project	21	0	0	0	0	109	0	0	0	0	0	130
14	Buildings and Land/City Dock	2,140	0	0	0	0	0	0	0	0	0	0	2,140
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	1,750	0	0	0	0	0	0	0	0	0	0	1,750
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	0	28,053	0	28,053
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	<b>150,442</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>	<b>0</b>	<b>1,200</b>	<b>9,650</b>	<b>28,053</b>	<b>0</b>	<b>189,454</b>
<b>E</b>	<b>Other Financing Uses/Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	<b>(149,194)</b>	<b>1</b>	<b>14</b>	<b>1</b>	<b>2</b>	<b>(109)</b>	<b>0</b>	<b>(289)</b>	<b>(9,650)</b>	<b>(28,016)</b>	<b>4</b>	<b>(187,235)</b>
<b>F</b>	<b>Ending Fund Balances</b>	<b>152,113</b>	<b>43,275</b>	<b>474,894</b>	<b>51,242</b>	<b>428,869</b>	<b>3,265</b>	<b>2,158</b>	<b>259,094</b>	<b>(406,736)</b>	<b>(3,038,175)</b>	<b>52,387</b>	<b>(1,977,613)</b>

  
Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#100 GENERAL FUND</b>									
<b>A: REVENUES</b>									
1-PROPERTY TAXES	1,556,120	1,560,592	1,604,540	1,634,042	0	0	1,704,183	1,704,183	0.0%
2-INTERGOVERNMENTAL REVENUES	1,227	8,031	1,811	4,715	(2,333)	(2,333)	(1,266)	1,067	
3-CHARGES FOR SERVICES	51	205	72	70	0	0	135	135	0.0%
4-FINES AND FORFEITURES	17,856	19,292	15,901	10,359	2,413	2,413	16,250	13,837	14.8%
5-LICENSES, FEES, PERMITS	147,715	156,437	253,353	162,119	1,150	1,150	131,750	130,600	0.9%
7-MISCELLANEOUS REVENUE	4,951	7,546	4,622	4,043	0	0	1,625	1,625	0.0%
9-OTHER GRANTS	8,298	8,298	8,298	8,378	0	0	8,290	8,290	0.0%
10-INTEREST INCOME	38	45	57	54	18	18	50	32	36.5%
11-TIF DISTRICT	0	0	0	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<b>1,736,256</b>	<b>1,760,445</b>	<b>1,888,654</b>	<b>1,823,780</b>	<b>1,248</b>	<b>1,248</b>	<b>1,861,017</b>	<b>1,859,769</b>	<b>0.1%</b>
<b>B: EXPENDITURES</b>									
GENERAL AND ADMINISTRATIVE									
1-WAGES & BENEFITS	163,249	175,091	190,806	213,147	39,143	39,143	245,281	206,138	16.0%
2-PROFESSIONAL SERVICES	179,195	125,944	176,224	133,198	11,551	11,551	148,100	136,549	7.8%
4-OTHER EXPENDITURES	75,608	56,448	58,082	53,668	4,549	4,549	68,900	64,351	6.6%
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>418,051</b>	<b>357,484</b>	<b>425,111</b>	<b>400,012</b>	<b>55,243</b>	<b>55,243</b>	<b>462,281</b>	<b>407,038</b>	<b>12.0%</b>
5-PUBLIC SAFETY	363,897	363,453	368,944	384,098	55,753	55,753	393,103	337,350	14.2%
6-PUBLIC HEALTH	1,458	1,294	887	1,780	0	0	2,000	2,000	0.0%
7-STREETS	218,899	174,009	268,207	274,047	35,535	35,535	253,700	218,165	14.0%
9-OTHER PUBLIC WORKS	4,504	3,581	1,692	2,836	21	21	7,450	7,429	0.3%
10-BUILDINGS & LAND	7,792	7,511	11,203	10,446	2,140	2,140	10,750	8,610	19.9%
11-TIF DISTRICT	0	0	0	0	0	0	0	0	
12-PARKS & RECREATION	6,036	5,049	3,805	5,018	1,750	1,750	5,100	3,350	34.3%
<b>TOTAL EXPENDITURES</b>	<b>1,020,638</b>	<b>912,381</b>	<b>1,079,849</b>	<b>1,078,237</b>	<b>150,442</b>	<b>150,442</b>	<b>1,134,384</b>	<b>983,942</b>	<b>13.3%</b>
<b>C: OTHER FINANCING SOURCES (USES)</b>									
	(714,524)	(845,255)	(805,608)	(708,350)	0	0	(726,633)	(726,633)	
<b>Net GENERAL FUND</b>	<b>1,094</b>	<b>2,810</b>	<b>3,197</b>	<b>37,193</b>	<b>(149,194)</b>	<b>(149,194)</b>	<b>0</b>	<b>149,194</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#115 BUILDINGS AND LAND CAPITAL FUND</b>									
A: Revenues									
4012 Current Tax Levy - Bldg & Land	2,500	2,500	5,000	6,000	0	0	6,000	6,000	0.0%
4022 Levy: Afton Septic System - City Bldgs	0	0	0	15,000	0	0	15,000	15,000	0.0%
4600 Grant/Insurance: City Hall	5,038	0	27,654	(64)	0	0	0	0	
4831 Trf in re. Park Structures	0	0	0	0	0	0	0	0	
6910 Trf in fr General Fund (Non Budgeted)			25,000	0	0	0	0	0	
4906 Interest - Bldg & Land Fund	4	4	2	3	1	1	0	(1)	
<b>TOTAL REVENUE</b>	<b>7,542</b>	<b>2,504</b>	<b>57,656</b>	<b>20,939</b>	<b>1</b>	<b>1</b>	<b>21,000</b>	<b>20,999</b>	<b>0.0%</b>
B: Expenditures									
6003 City Hall Improvements	1,603	3,801	8,437	4,114	0	0	0	0	
6004 Bldg Repair & Maintenance	8,352	485	31,248	0	0	0	0	0	
6005 City Garage Improvements	900	0	0	0	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>10,855</b>	<b>4,286</b>	<b>39,685</b>	<b>4,114</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net BLDG &amp; LAND CAPITAL FUND</b>	<b>(3,313)</b>	<b>(1,783)</b>	<b>17,971</b>	<b>16,825</b>	<b>1</b>	<b>1</b>	<b>21,000</b>	<b>20,999</b>	<b>0.0%</b>
<b>#120 STREET IMP CAPITAL FUND</b>									
A: Revenues									
4013 Current Tax Levy - Street Improvements	114,649	171,000	190,000	200,000	0	0	200,000	200,000	0.0%
4907 Interest - Street Imp Fund	64	27	38	66	14	14	0	(14)	
<b>TOTAL REVENUE</b>	<b>114,713</b>	<b>171,027</b>	<b>190,038</b>	<b>200,066</b>	<b>14</b>	<b>14</b>	<b>200,000</b>	<b>199,986</b>	<b>0.0%</b>
B: Expenditures									
7935 Pennington Av Improvements	293,422	5,980	3,550	2,227	0	0	0	0	
7936 2012 Street Projects (Various)	0	179,704	0	0	0	0	0	0	
7937 Bridge Repair & Replacement	0	4,444	4,655	2,469	0	0	0	0	
7938 Culvert Repair & Replacement	0	5,089	135	0	0	0	0	0	
7939 2013 Street Projects (Various)	0	0	113,816	0	0	0	0	0	
7940 2014 Street Projects (Various)	0	0	0	115,839	0	0	0	0	
7941 2015 Street Projects (Various)	0	0	0	0	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>293,422</b>	<b>195,217</b>	<b>122,156</b>	<b>120,535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
C: Oth Fin Sources (Uses)/Transfers									
6910 Oper Trf fr General Fd (Non Budgeted)	55,000	175,000	25,000	0	0	0	0	0	
69xx Oper Trf from Road Construction Fund	0	0	0	0	0	0	0	0	
<b>TOTAL OTH FIN SOURCES (USES)</b>	<b>55,000</b>	<b>175,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net STREET IMP CAPITAL FUND</b>	<b>(123,709)</b>	<b>150,810</b>	<b>92,882</b>	<b>79,531</b>	<b>14</b>	<b>14</b>	<b>200,000</b>	<b>199,986</b>	<b>0.0%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#200 PARK RESERVE FUND</b>									
<b>A: Revenues</b>									
4425 Park Dedication Fees	0	7,612	10,000	10,000	0	0	0	0	
4426 Afton Donation Program - Parks	0	1,200	0	1,200	0	0	0	0	
4903 Interest Income - 4M Fund	60	58	29	7	1	1	0	(1)	
	0	0	0	0	0	0	0	0	
TOTAL REVENUE	60	8,870	10,029	11,207	1	1	0	(1)	
<b>B: Expenditures</b>									
6115 Park & Open Space Public Works	3,526	1,418	0	10,803	0	0	0	0	
6117 Grant - Lucy Winton Bell Athletic Fields	0	0	0	0	0	0	0	0	
6125 Bike Trail Improvements	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	3,526	1,418	0	10,803	0	0	0	0	
<b>C: Oth Fin Sources (Uses)/Transfers</b>									
Transfer to City Infrastructure Imp Fund	0	0	(100,000)	0	0	0	0	0	
TOTAL OTH FIN SOURCES (USES)	0	0	(100,000)	0	0	0	0	0	
<b>Net PARK RESERVE FUND</b>	<b>(3,466)</b>	<b>7,452</b>	<b>(89,971)</b>	<b>404</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>(1)</b>	
<b>#250 SPECIAL RESERVE FUND</b>									
<b>A: Revenues</b>									
6936 Trf from General Fund - Special Reserve	0	17,579	85,000	294	0	0	0	0	
4912 Interest - Spec Reserve 4M Fund	424	427	37	34	2	2	0	(2)	
TOTAL REVENUE	424	18,006	85,037	328	2	2	0	(2)	
<b>B: Expenditures</b>									
6918 Trf to General Fund	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	
<b>Net SPECIAL RESERVE FUND</b>	<b>424</b>	<b>18,006</b>	<b>85,037</b>	<b>328</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>(2)</b>	
<b>#400 201 PROJECT FUND</b>									
<b>A: Revenues</b>									
4625 201 Project Revenue	4,048	1,488	9,538	1,347	0	0	0	0	
4904 Interest - 201 Project	0	0	0	(1)	0	0	0	0	
TOTAL REVENUE	4,048	1,488	9,538	1,346	0	0	0	0	
<b>B: Expenditures</b>									
5915 201 Project maintenance	894	461	10,811	696	109	109	0	(109)	
5918 201 Project Mgmt	1,051	1,155	805	10	0	0	0	0	
TOTAL EXPENDITURES	1,944	1,616	11,616	706	109	109	0	(109)	
<b>Net 201 PROJECT FUND</b>	<b>2,104</b>	<b>(128)</b>	<b>(2,078)</b>	<b>641</b>	<b>(109)</b>	<b>(109)</b>	<b>0</b>	<b>109</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#500 FIRE STATION DEBT SERV FUND</b>									
A: Revenues									
4050 Fire Station Curr Tax Levy	54,875	55,546	55,808	57,356	0	0	57,933	57,933	0.0%
4904 Interest - Fire Station 4M Fund	1	2	2	2	0	0	0	0	
TOTAL REVENUE	54,876	55,548	55,810	57,358	0	0	57,933	57,933	0.0%
B: Expenditures									
6850 Fire Station Debt Service Expense	54,875	55,546	55,808	57,356	0	0	57,933	57,933	0.0%
	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	54,875	55,546	55,808	57,356	0	0	57,933	57,933	0.0%
<b>Net FIRE STATION DEBT SERV FUND</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>#550 SPECIAL ACTIVITIES FUND</b>									
A. 4914 Interest - Spec Activity Fd (Unallocated)	59	23	22	23	4	4	0	(4)	
B. Cable Comm/4th of July Reserve/CC Contingency/Comm Garden									
4815 Cable Distributions Received	9,073	5,177	0	0	0	0	0	0	
4816 Community Garden	0	1,250	(1,338)	(2,478)	0	0	0	0	
4817 MN Historic Preservation Design Guidelines	0	5,350	(5,350)	5,267	0	0	0	0	
4th of July Celebration Reserve	0	0	(915)	0	0	0	0	0	
6910 Oper Trf fr Gen'l Fd/City Council Contingency	0	8,000	0	0	0	0	0	0	
6366 City Council Contingency Expenses	(500)	(750)	(300)	0	0	0	0	0	
5561 Communications Expenses	(200)	(532)	0	(10,867)	0	0	0	0	
Total B. Cable Comm/4th of July Reserve	8,373	18,495	(7,903)	(8,078)	0	0	0	0	
C. Codification/Comp Plan/Moratoria									
6934 Oper Trf fr Gen'l Fd - Codification + Oth Rev	6,000	(12,358)	100	100	0	0	100	100	0.0%
6935 Oper Trf fr Gen'l Fund - Comprehensive Plan	5,000	(7,762)	100	2,000	0	0	2,000	2,000	
6958 Comm Growth Options (1000 Friends Grant)	0	0	0	0	0	0	0	0	
6356 Comprehensive Plan Expenses	0	0	0	(1,518)	0	0	0	0	
6358 Community Growth Options: Expense	0	0	0	0	0	0	0	0	
Total C. Codification of Ordinances	11,000	(20,120)	200	582	0	0	2,100	2,100	0.0%

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>D. Flood &amp; Storm Water Control and Mitigation</b>									
6931 Oper Trf fr Gen'l Fund (Flood Control)	5,500	5,500	5,500	5,500	0	0	5,500	5,500	0.0%
6932 Oper Trf fr Gen'l Fund (Storm Water Run-off)	3,500	3,500	3,500	3,500	0	0	3,500	3,500	0.0%
6942 LSCV Water Mgmt Org Revenue	0	0	0	0	0	0	0	0	
7833 TAG re. Wastewater Community Assessment	(319)	(3,499)	(12,164)	(8,881)	0	0	0	0	
7836 Flood & Storm Water Exp - General	(748)	(12,613)	0	0	0	0	0	0	
7842 Engineering Exp re. Old Village Public Process	0	0	0	0	0	0	0	0	
69xx Trf to Gen'l Fund (Stormwater Levee Prior Years)	0	0	0	0	0	0	0	0	
<b>Total D. Flood Control &amp; Mitigation</b>	<b>7,933</b>	<b>(7,112)</b>	<b>(3,164)</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>0.0%</b>
<b>F. Developer/Applicant Pass-Thru Expenses</b>									
4341 Engineering Services Reimbursed	16,313	2,727	3,159	4,696	0	0	0	0	
4342 Legal Services Reimbursed	387	0	0	0	0	0	0	0	
4343 Planner Services Reimbursed	0	0	0	3,991	900	900	0	(900)	
4344 Other Dev Fees Reimbursed	34,267	184	92	0	0	0	0	0	
5341 Engineering Services Pass-Thru	(16,313)	(2,727)	(3,159)	(4,696)	0	0	0	0	
5342 Legal Services Pass-Thru	(387)	0	0	0	0	0	0	0	
5343 Planner Services Pass-Thru	0	0	0	(3,991)	(900)	(900)	0	900	
5344 Other Dev Fees Pass-Thru	(34,267)	(184)	(92)	0	0	0	0	0	
<b>Total F. Developer/Applicant Pass-Thru Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>G. TIF District No. 1 (Afton Market Square)</b>									
4924 TIF District #1 Taxes	3,415	0	0	0	0	0	0	0	
5424 TIF District #1 Distributions/Expenses	(3,789)	1,223	0	0	0	0	0	0	
<b>Total G. TIF District No. 1 (Afton Market Square)</b>	<b>(374)</b>	<b>1,223</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>H. State Fire Aid</b>									
4940 State Fire Aid Received	32,226	30,968	45,218	44,687	0	0	40,000	40,000	0.0%
5440 State Fire Aid Distributed	(32,226)	(30,968)	(45,218)	(44,687)	0	0	(40,000)	(40,000)	
<b>Total H. State Fire Aid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>I. City Vehicles/Equipment</b>									
69xx Oper Trf fr Gen'l - City Vehicles	2,500	2,500	2,500	2,500	0	0	2,500	2,500	0.0%
5508 City Equipment	0	0	(201)	0	0	0	0	0	
5977 John Deere X749 Tractor	0	(10,651)	0	0	0	0	0	0	
<b>Total I. City Vehicles</b>	<b>2,500</b>	<b>(8,151)</b>	<b>2,299</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0.0%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>J. Public Health Community Outreach</b>									
4840 Wash Cty Grant 4669: Flu Pandemic	0	0	0	0	0	0	0	0	
6340 Pub Health Flu Pandemic Expenses	0	0	0	0	0	0	0	0	
4845 Well Water Testing Receipts (Residents)	0	0	0	0	0	0	0	0	
6345 Well Water Testing Expense (Coliform)	0	0	0	0	0	0	0	0	
<b>Total J. Public Health Community Outreach</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>K. Audit/Legal Reserve</b>									
4842 Oper Trf fr Gen'l - Audit/Legal	150,000	20,000	100	100	0	0	100	100	0.0%
6342 Legal Exp - Deductible/CoPays	(302,629)	0	0	0	0	0	0	0	
<b>Total K. Audit/Legal Reserve</b>	<b>(152,629)</b>	<b>20,000</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>0.0%</b>
<b>L. MN Unemployment Claims</b>									
4843 Oper Trf fr Gen'l - MN Unemployment	20,000	10,000	10,000	3,000	0	0	3,000	3,000	0.0%
4844 Oper Trf fr Gen'l - Severance & Oth PTO	20,000	0	0	0	0	0	0	0	
6343 MN Unemployment Claim Expense	(12,949)	(10,898)	(3,637)	0	0	0	0	0	
6344 Severance Pay	0	(14,700)	0	0	0	0	0	0	
6345 Vacation, Sick & Other PTO	0	(4,526)	0	0	0	0	0	0	
<b>Total L. MN Unemployment Claims</b>	<b>27,051</b>	<b>(20,125)</b>	<b>6,363</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0.0%</b>
<b>M. Parks Capital Repairs/Trail &amp; Ped Bridge &amp; Sidewalk</b>									
4844 Oper Trf fr Gen'l - Parks Capital Repairs/Trail & Ped Brid	6,000	3,000	3,500	5,500	0	0	5,500	5,500	0.0%
4846 Oper Trf fr Gen'l - Sidewalk	2,000	2,000	2,000	2,000	0	0	2,000	2,000	0.0%
6348 Parks Capital Repairs/Trail & Ped Bridge Expense	0	0	(13,540)	0	0	0	0	0	
<b>Total M. Parks Capital Repairs/Trail &amp; Ped Bridge &amp; Sidewalk</b>	<b>8,000</b>	<b>5,000</b>	<b>(8,040)</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>0.0%</b>
<b>N. Election Expense Reserve</b>									
4847 Oper Trf fr Gen'l - Election Levy	0	12,250	5,500	5,500	0	0	5,500	5,500	0.0%
6347 Election Expenses	0	(10,580)	(768)	(6,122)	(300)	(300)	0	300	
<b>Total N. Election Expense Reserve</b>	<b>0</b>	<b>1,670</b>	<b>4,732</b>	<b>(622)</b>	<b>(300)</b>	<b>(300)</b>	<b>5,500</b>	<b>5,800</b>	<b>-5.5%</b>
<b>Net SPECIAL ACTIVITIES FUND</b>	<b>(115,138)</b>	<b>9,359</b>	<b>(5,390)</b>	<b>5,125</b>	<b>(296)</b>	<b>(296)</b>	<b>21,200</b>	<b>21,096</b>	<b>-1.4%</b>
<b>#600 MN INVESTMENT FUND</b>									
<b>A: Revenues</b>									
4886 Chandler Exhibits Loan Repayment	27,612	27,612	27,612	9,204	0	0	0	0	
4904 Interest - MN Invest 4M Fund	31	39	38	43	7	7	0	(7)	
<b>TOTAL REVENUE</b>	<b>27,642</b>	<b>27,650</b>	<b>27,650</b>	<b>9,247</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>(7)</b>	
<b>B: Expenditures</b>									
8986 Chandler Exhibits Repay MN Invest Fd	17,612	17,612	17,612	5,871	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>17,612</b>	<b>17,612</b>	<b>17,612</b>	<b>5,871</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net MN INVESTMENT FUND</b>	<b>10,031</b>	<b>10,039</b>	<b>10,038</b>	<b>3,376</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>(7)</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#700 ROAD PAVING CONSTRUCTION FUND</b>									
A: Revenues									
4915 Interest - Road Const 4M Fund	0	0	0	0	0	0	0	0	
TOTAL REVENUE	0	0	0	0	0	0	0	0	
B: Expenditures									
69xx Transfer to Street Imp for Afton Hills (Close out)	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	
<b>Net ROAD PAVING CONSTRUCTION FUND</b>	0	0	0	0	0	0	0	0	
<b>#725 ROAD PAVING DEBT SERVICE FUND</b>									
A: Revenues									
4725 Road Paving Debt Levy Proceeds	267,000	282,000	292,000	305,000	0	0	310,000	310,000	0.0%
4916 Interest - Road Debt Service 4M Fund	41	44	47	63	37	37	0	(37)	
TOTAL REVENUE	267,041	282,044	292,047	305,063	37	37	310,000	309,963	0.0%
B: Expenditures									
7725 Interest Expense - 2005A Road Bonds	143,482	139,610	135,380	130,632	10,853	10,853	0	(10,853)	
7726 2005A Bond Admin Expense	403	403	403	425	0	0	0	0	
7735 Interest Expense - 2014A Refunding Bonds	0	0	0	0	17,200	17,200	120,000	102,800	14.3%
7736 2014A Refunding Bonds Admin Expense	0	0	0	38,845	0	0	0	0	
TOTAL EXPENDITURES	143,884	140,013	135,783	169,902	28,053	28,053	120,000	91,947	23.4%
<b>Net ROAD PAVING DEBT SERV FUND</b>	123,157	142,031	156,265	135,161	(28,016)	(28,016)	190,000	218,016	-14.7%
<b>800 CITY INFRASTRUCTURE IMPROVEMENT F</b>									
A: Revenues									
4917 Interest Income (Expense)	0	2	3	3	0	0	0	0	
4871 Rental Income - Flood Levee Property	0	850	1,700	0	0	0	0	0	
4895 DNR Flood Improvement Grant	0	360,921	756,544	0	0	0	0	0	
4896 DNR Flood Imp Grant Match - Tax Levy	0	95,000	95,000	95,000	0	0	95,000	95,000	0.0%
TOTAL REVENUE	0	456,773	853,247	95,003	0	0	95,000	95,000	0.0%
B: Expenditures									
8890 DNR Flood Improvement Expense	6,673	436,755	935,490	523,191	9,650	9,650	0	(9,650)	
TOTAL EXPENDITURES	6,673	436,755	935,490	523,191	9,650	9,650	0	(9,650)	
C: Oth Fin Sources (Uses)/Transfers									
4848 Oper Trf from Park Reserve Fund	0	0	100,000	0	0	0	0	0	
	0	0	0	0	0	0	0	0	
TOTAL OTH FIN SOURCES (USES)	0	0	100,000	0	0	0	0	0	
<b>Net 800 CITY INFRASTRUCTURE IMPROVEME</b>	(6,673)	20,018	17,756	(428,188)	(9,650)	(9,650)	95,000	104,650	-10.2%

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/15**

	Audited 2011	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#810 CITY DOCK FUND</b>									
<b>A: Revenues</b>									
4812 Lease of City Docks	3,850	3,850	3,850	3,850	0	0	3,850	3,850	0.0%
4909 Interest Income - 4M Fund	19	18	20	22	4	4	0	(4)	
<b>TOTAL REVENUE</b>	<b>3,869</b>	<b>3,868</b>	<b>3,870</b>	<b>3,872</b>	<b>4</b>	<b>4</b>	<b>3,850</b>	<b>3,846</b>	<b>0.1%</b>
<b>B: Expenditures</b>									
8930 Dock Improvements	0	0	0	1,115	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net 810 CITY DOCK FUND</b>	<b>3,869</b>	<b>3,868</b>	<b>3,870</b>	<b>2,757</b>	<b>4</b>	<b>4</b>	<b>3,850</b>	<b>3,846</b>	<b>0.1%</b>

**TOTAL ALL FUNDS COMBINED**

TOTAL REVENUE	2,512,711	2,864,822	3,454,401	2,605,178	2,219	2,219
TOTAL EXPENDITURES	1,957,756	1,864,998	2,478,415	2,055,069	189,454	189,454
OTH FINANCING SOURCES (USES)	(639,524)	(655,796)	(686,408)	(696,956)	0	0
<b>Net ALL FUNDS COMBINED</b>	<b>(84,569.53)</b>	<b>344,027.89</b>	<b>289,578.57</b>	<b>(146,846.90)</b>	<b>(187,235.13)</b>	<b>(187,235.13)</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/15**

	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#100 GENERAL FUND</b>								
<b>1-PROPERTY TAXES:</b>								
4000 Current Tax Levy	840,790	870,158	860,094	0	0	931,792	931,792	0.0%
4003 Market Value Credit (Special Levies)	0	0	0	0	0	0	0	
4005 Fiscal Disparity	51,127	46,685	47,649	0	0	45,758	45,758	0.0%
4015 Delinq Taxes, Penalties, Int & Adj	6,421	17,089	17,950	0	0	0	0	
4013 Street Improvement Capital Fund	171,000	190,000	200,000	0	0	200,000	200,000	0.0%
6928 Special Reserve Fund	17,579	0	294	0	0	5,000	5,000	0.0%
6932 Stormwater Fund	3,500	3,500	3,500	0	0	3,500	3,500	0.0%
6933 Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	0	0	2,500	2,500	0.0%
6935 Comprehensive Plan	(7,762)	100	2,000	0	0	2,000	2,000	0.0%
6936 Flood Fund	5,500	5,500	5,500	0	0	5,500	5,500	0.0%
6937 DNR Grant Match	95,000	95,000	95,000	0	0	95,000	95,000	0.0%
6934 Codification	(12,358)	100	100	0	0	100	100	0.0%
4843 MN Unemployment Claims	10,000	10,000	3,000	0	0	3,000	3,000	0.0%
4847 Election Fund	4,250	5,500	5,500	0	0	5,500	5,500	0.0%
6910 City Council Contingency Fund	8,000	0	0	0	0	0	0	
4842 Audit and Legal Reserve	20,000	100	100	0	0	100	100	0.0%
4844 Parks Capital Repairs/Trail & Ped Bridge	3,000	3,500	5,500	0	0	5,500	5,500	0.0%
4022 Afton Septic System - City Bldgs	0	0	15,000	0	0	15,000	15,000	0.0%
xxxx Public Facilities Authority (PFA) Loan Interest	0	0	0	0	0	8,000	8,000	0.0%
4846 Sidewalk	2,000	2,000	2,000	0	0	2,000	2,000	0.0%
4012 Bldg & Land Capital Fund	2,500	5,000	6,000	0	0	6,000	6,000	0.0%
4050 Debt Service Levy, Fire Hall Remodeling	55,546	55,808	57,356	0	0	57,933	57,933	0.0%
4725 Debt Serv Levy - Road Construction Bonds	282,000	292,000	305,000	0	0	310,000	310,000	0.0%
TOTAL PROPERTY TAXES	1,560,592	1,604,540	1,634,042	0	0	1,704,183	1,704,183	0.0%
<b>2-INTERGOVERNMENTAL REVENUE:</b>								
4100 Gravel Tax/West Lakeland Cent College	0	(2,301)	(2,374)	(2,333)	(2,333)	(2,400)	(67)	
4108 Market Value Credit - Ag	6,606	2,950	5,797	0	0	0	0	
4112 PERA Rate Increase Aid	634	634	634	0	0	634	634	0.0%
4175 Agricultural perserve credit	790	528	659	0	0	500	500	0.0%
TOTAL INTERGOVT REVENUES	8,031	1,811	4,715	(2,333)	(2,333)	(1,266)	1,067	
<b>3-CHARGES FOR SERVICES:</b>								
4205 Assessment Search	80	20	50	0	0	35	35	0.0%
4210 Sale of City Data (Various Media)	125	52	20	0	0	100	100	0.0%
4230 Recycling bin revenue	0	0	0	0	0	0	0	
4270 Misc Planning & Zoning Fees	0	0	0	0	0	0	0	
TOTAL CHARGES FOR SERVICES	205	72	70	0	0	135	135	0.0%

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/15**

	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>4-FINES &amp; FORFEITURES:</b>								
4300 County Fines & Fees	19,292	15,901	10,359	2,413	2,413	16,000	13,587	15.1%
4305 Other Fines & Forfeitures	0	0	0	0	0	250	250	0.0%
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>19,292</b>	<b>15,901</b>	<b>10,359</b>	<b>2,413</b>	<b>2,413</b>	<b>16,250</b>	<b>13,837</b>	<b>14.8%</b>
<b>5-LICENSES, FEES, PERMITS:</b>								
4400 Building Permit Fees - Afton	85,983	181,192	86,885	950	950	65,000	64,050	1.5%
4401 Building & Eng'g Inspection Fees	965	2,729	800	0	0	250	250	0.0%
4404 4th of July permits	919	200	250	0	0	500	500	0.0%
4405 Pet License & Impound Fees	230	1,825	335	200	200	300	100	66.7%
4410 Liquor Licenses	2,600	3,000	3,000	0	0	2,600	2,600	0.0%
4415 Other Licenses	156	339	413	0	0	350	350	0.0%
4435 Street Opening & Utility Permit Fees	3,250	2,500	750	0	0	1,750	1,750	0.0%
4437 Utility Franchise Fees	58,409	58,383	59,438	0	0	58,000	58,000	0.0%
4440 Zoning Fees & Permits	3,925	3,185	10,248	0	0	3,000	3,000	0.0%
<b>TOTAL LICENSES, FEES, PERMITS</b>	<b>156,437</b>	<b>253,353</b>	<b>162,119</b>	<b>1,150</b>	<b>1,150</b>	<b>131,750</b>	<b>130,600</b>	<b>0.9%</b>
<b>7-MISCELLANEOUS REVENUE:</b>								
4601 Insurance dividend	6,162	4,072	3,208	0	0	1,125	1,125	0.0%
4604 Park rental & cleaning fees	1,221	550	825	0	0	500	500	0.0%
4615 Settlements/Other Income/Transfer	163	0	10	0	0	0	0	0.0%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>7,546</b>	<b>4,622</b>	<b>4,043</b>	<b>0</b>	<b>0</b>	<b>1,625</b>	<b>1,625</b>	<b>0.0%</b>
<b>9-OTHER GRANTS:</b>								
4810 County Grant-recycling grant	7,098	7,098	7,178	0	0	7,090	7,090	0.0%
4815 Cable Commission Grant	1,200	1,200	1,200	0	0	1,200	1,200	0.0%
<b>TOTAL OTHER GRANTS</b>	<b>8,298</b>	<b>8,298</b>	<b>8,378</b>	<b>0</b>	<b>0</b>	<b>8,290</b>	<b>8,290</b>	<b>0.0%</b>
<b>10-INTEREST REVENUES:</b>								
4901 Interest - 4M Fund General	45	57	54	18	18	50	32	36.5%
<b>TOTAL INTEREST REVENUES</b>	<b>45</b>	<b>57</b>	<b>54</b>	<b>18</b>	<b>18</b>	<b>50</b>	<b>32</b>	<b>36.5%</b>
<b>TOTAL REVENUES</b>	<b>1,760,445</b>	<b>1,888,654</b>	<b>1,823,780</b>	<b>1,248</b>	<b>1,248</b>	<b>1,861,017</b>	<b>1,859,769</b>	<b>0.1%</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/15**

	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>B: EXPENDITURES</b>								
<b>1-WAGES &amp; BENEFITS:</b>								
5002 Mayor & Council	13,200	13,200	13,200	2,400	2,400	13,200	10,800	18.2%
5004 Administrator	68,235	75,000	81,575	14,692	14,692	89,025	74,333	16.5%
5005 Intern (s)	0	0	0	0	0	4,500	4,500	0.0%
5007 Office Assistant	15,168	15,676	17,717	2,603	2,603	15,606	13,003	16.7%
5008 Office Manager/Deputy Clerk	34,975	36,436	38,593	5,984	5,984	41,616	35,632	14.4%
5020 Maintenance Personnel incl Vehicle Allowance	18,464	19,055	17,849	1,318	1,318	23,253	21,935	5.7%
5014 FICA & Medicare	10,782	11,754	13,425	2,232	2,232	14,321	12,089	15.6%
5018 Insurance Benefits (Disability)	362	728	642	108	108	720	612	14.9%
5037 Other Financial Benefits	1,617	6,000	16,200	4,400	4,400	26,400	22,000	16.7%
5053 PERA	10,106	10,772	11,416	1,944	1,944	14,040	12,096	13.8%
5024 Workers Comp Insurance	2,183	2,185	2,530	3,462	3,462	2,600	(862)	133.2%
TOTAL WAGES & BENEFITS	175,091	190,806	213,147	39,143	39,143	245,281	206,138	16.0%
<b>2-PROFESSIONAL SERVICES:</b>								
5120 Contract - Videographer	556	523	606	0	0	1,000	1,000	0.0%
5302 Assessor Fees	18,683	18,977	20,191	220	220	21,200	20,980	1.0%
5304 Accounting fees	12,705	13,020	13,365	2,150	2,150	14,150	12,000	15.2%
5305 Auditing fees	5,810	4,665	5,350	0	0	5,700	5,700	0.0%
5310 Engineering Fees	15,896	16,852	12,722	(216)	(216)	30,000	30,216	-0.7%
5315 Recording fees	92	0	151	0	0	300	300	0.0%
5320 Legal fees - Prosecution	26,824	28,273	29,698	3,936	3,936	28,000	24,064	14.1%
5321 Legal fees - General/Civil	21,176	24,383	13,772	4,064	4,064	22,000	17,936	18.5%
5330 Planning Fees	(12,134)	0	0	0	0	0	0	
5335 Other Fees for Service	0	0	0	0	0	1,500	1,500	0.0%
5350 Building Inspection Fees - Stensland	35,805	68,952	36,910	908	908	22,750	21,842	4.0%
5360 Misc Dev Fees	0	91	(200)	0	0	0	0	
5370 Well Monitoring Program	72	0	144	0	0	1,000	1,000	0.0%
5380 Watershed Management	459	488	488	488	488	500	12	97.7%
TOTAL PROFESSIONAL SERVICES	125,944	176,224	133,198	11,551	11,551	148,100	136,549	7.8%

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/15**

	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>4-OTHER EXPENDITURES:</b>								
5500 Office Equipment	0	527	176	0	0	600	600	0.0%
5505 Bank/IRS Fees/Penalties/Sales Tax	496	664	135	69	69	400	331	17.2%
5510 Comp Svc (All Hard/Software, GIS, Web, Email)	7,645	7,476	4,825	937	937	9,500	8,563	9.9%
5516 Copier Lease	6,186	7,148	6,424	820	820	7,500	6,680	10.9%
5520 Equipment Maintenance	0	0	62	0	0	1,000	1,000	0.0%
5525 Insurance-General Liability	19,564	20,824	18,377	0	0	20,000	20,000	0.0%
5535 Misc. Expense	708	357	230	0	0	3,000	3,000	0.0%
5540 Office Supplies	3,533	3,281	2,673	464	464	4,500	4,036	10.3%
5545 Other Administration	139	100	475	200	200	500	300	40.0%
5550 Postage	3,164	3,720	4,816	127	127	3,500	3,373	3.6%
5555 Publishing & Printing	2,068	1,777	2,336	401	401	2,800	2,399	14.3%
5560 Newsletter	6,250	4,833	5,281	476	476	6,600	6,124	7.2%
5565 Telephone	2,707	2,901	2,759	1,056	1,056	3,500	2,444	30.2%
5575 Travel & Mileage	47	30	180	0	0	500	500	0.0%
5580 Membership & Dues	2,916	2,987	2,987	0	0	3,000	3,000	0.0%
5585 Seminars & Education	1,025	1,455	1,932	0	0	2,000	2,000	0.0%
5595 Election Expenses	0	0	0	0	0	0	0	
5598 Charter Commission/Special Election	0	0	0	0	0	0	0	
<b>TOTAL OTHER EXPENDITURES</b>	<b>56,448</b>	<b>58,082</b>	<b>53,668</b>	<b>4,549</b>	<b>4,549</b>	<b>68,900</b>	<b>64,351</b>	<b>6.6%</b>
<b>SUBTOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>357,484</b>	<b>425,111</b>	<b>400,012</b>	<b>55,243</b>	<b>55,243</b>	<b>462,281</b>	<b>407,038</b>	<b>12.0%</b>
<b>5-PUBLIC SAFETY:</b>								
5605 Animal Control	3,834	1,969	1,899	764	764	4,000	3,236	19.1%
5625 Fire & Ambulance Service	189,316	199,472	213,705	54,988	54,988	219,953	164,965	25.0%
5626 Fire Relief Association	6,782	2,470	0	0	0	0	0	
5635 Police Service - County	163,521	165,033	168,494	0	0	169,150	169,150	0.0%
<b>TOTAL PUBLIC SAFETY</b>	<b>363,453</b>	<b>368,944</b>	<b>384,098</b>	<b>55,753</b>	<b>55,753</b>	<b>393,103</b>	<b>337,350</b>	<b>14.2%</b>
<b>6-PUBLIC HEALTH:</b>								
5705 Recycling - Afton	0	0	150	0	0	500	500	0.0%
5720 Refuse Hauling - City Hall	1,294	887	1,630	0	0	1,500	1,500	0.0%
<b>TOTAL PUBLIC HEALTH</b>	<b>1,294</b>	<b>887</b>	<b>1,780</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/15**

	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>7-STREETS:</b>								
5820 Gravel Road Maintenance	3,114	2,517	1,755	0	0	4,000	4,000	0.0%
5825 Crackseal/Seal Coat/Gravel Shouldering	6,009	720	90,685	0	0	71,000	71,000	0.0%
5830 Snow & Ice Control	95,457	162,076	115,692	30,907	30,907	110,000	79,093	28.1%
5835 Surf maint/Sweeping/Pothole Repair	21,432	25,054	29,844	0	0	30,000	30,000	0.0%
5845 Brush,Tree,Mow,Bridge,Culvert,Guardrail	33,893	65,736	25,502	2,650	2,650	25,000	22,350	10.6%
5850 Street Lighting	4,480	4,682	3,982	594	594	5,000	4,406	11.9%
5855 Gas Lamps - Operating Costs	2,870	2,688	2,851	613	613	2,700	2,087	22.7%
5856 Gas Lamps - Capital	2,841	2,468	0	0	0	0	0	
5860 Signs & Signals	2,123	1,691	2,977	663	663	4,000	3,337	16.6%
5870 Other - Road Maint.	1,791	575	758	107	107	2,000	1,893	5.4%
<b>TOTAL STREETS</b>	<b>174,009</b>	<b>268,207</b>	<b>274,047</b>	<b>35,535</b>	<b>35,535</b>	<b>253,700</b>	<b>218,165</b>	<b>14.0%</b>
<b>9-OTHER PUBLIC WORKS EXPENDITURES:</b>								
5910 Flood Control (Operate Pump/Dike)	658	264	803	0	0	4,000	4,000	0.0%
5920 Repair & Maint - Equipment	1,740	518	1,312	0	0	1,500	1,500	0.0%
5925 Fuel & Lubricants	696	694	478	21	21	1,000	979	2.1%
5930 Tools & Minor Equipment	487	217	243	0	0	950	950	0.0%
5940 Sidewalk improvements	0	0	0	0	0	0	0	
<b>TOTAL OTHER PUBLIC WORKS</b>	<b>3,581</b>	<b>1,692</b>	<b>2,836</b>	<b>21</b>	<b>21</b>	<b>7,450</b>	<b>7,429</b>	<b>0.3%</b>
<b>SUBTOTAL STREETS, REHAB &amp; PUBLIC WORKS</b>	<b>177,590</b>	<b>269,899</b>	<b>276,883</b>	<b>35,556</b>	<b>35,556</b>	<b>261,150</b>	<b>225,594</b>	<b>13.6%</b>
<b>9-BUILDINGS &amp; LAND:</b>								
6010 Gas Heat	1,186	1,721	2,060	495	495	2,500	2,005	19.8%
6020 Electricity	1,707	2,030	1,822	248	248	1,750	1,502	14.1%
6030 Miscellaneous Expense	1,044	1,565	777	54	54	500	446	10.8%
6035 Cleaning	150	957	1,031	343	343	1,000	657	34.3%
6040 Repair & Maintenance	1,175	1,404	898	0	0	2,000	2,000	0.0%
6045 City Garage Expense	2,017	3,266	3,264	1,000	1,000	2,500	1,500	
6050 Supplies	231	260	594	0	0	500	500	0.0%
<b>TOTAL BUILDINGS &amp; LAND</b>	<b>7,511</b>	<b>11,203</b>	<b>10,446</b>	<b>2,140</b>	<b>2,140</b>	<b>10,750</b>	<b>8,610</b>	<b>19.9%</b>

ES

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/15**

	Audited 2012	Audited 2013	Unaudited 2014	Month of Jan & Feb 2015	YTD Actual 2/28/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>12-PARKS &amp; RECREATION:</b>								
6105 4th of July Celebration	4,265	2,985	3,691	1,750	1,750	3,500	1,750	50.0%
6135 Park Maintenance	783	713	1,275	0	0	1,200	1,200	0.0%
6140 Miscellaneous expense	0	107	52	0	0	300	300	0.0%
6145 Park Equipment	0	0	0	0	0	0	0	
6205 Cemetery maintenance	0	0	0	0	0	100	100	0.0%
<b>TOTAL PARKS &amp; RECREATION</b>	<b>5,049</b>	<b>3,805</b>	<b>5,018</b>	<b>1,750</b>	<b>1,750</b>	<b>5,100</b>	<b>3,350</b>	<b>34.3%</b>
<b>OVERALL TOTAL EXPENDITURES</b>	<b>912,381</b>	<b>1,079,849</b>	<b>1,078,237</b>	<b>150,442</b>	<b>150,442</b>	<b>1,134,384</b>	<b>983,942</b>	<b>13.3%</b>
<b>C: OTHER FINANCING SOURCES (USES)</b>								
4725 Tax Levy to Road Debt Service Fund	(282,000)	(292,000)	(305,000)	0	0	(310,000)	(310,000)	
4050 Tax Levy to Fire Hall Debt Service Fund	(55,546)	(55,808)	(57,356)	0	0	(57,933)	(57,933)	
6920 Oper trf to Bldg & Land Fund - Budgeted	(2,500)	(5,000)	(6,000)	0	0	(6,000)	(6,000)	
6920 Oper trf to Bldg & Land Fund - UnBudgeted		(25,000)	0	0	0			
6921 Oper trf to Street Imp -UnBudgeted	(175,000)	(25,000)	0	0	0	0		
6925 Oper trf to Street Imp -Budgeted	(171,000)	(190,000)	(200,000)	0	0	(200,000)	(200,000)	
6928 Oper Trf from(to) Special Reserve Fund	(17,579)	(85,000)	(294)	0	0	(5,000)	(5,000)	
6932 Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	0	0	(3,500)	(3,500)	
6933 Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	0	0	(2,500)	(2,500)	
6935 Oper Trf to Comprehensive Plan	7,762	(100)	(2,000)	0	0	(2,000)	(2,000)	
6936 Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	0	0	(5,500)	(5,500)	
6937 Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	0	0	(95,000)	(95,000)	
UnBud Trf to Spec Act MN UI Claims, Sev, PTO	0	0	0	0	0	0	0	
6934 Oper trf to Codification (Spec Act Fd)	12,358	(100)	(100)	0	0	(100)	(100)	
4843 Oper Trf to MN Unemployment Claims	(10,000)	(10,000)	(3,000)	0	0	(3,000)	(3,000)	
4847 Oper Trf to Election Expense Fund	(12,250)	(5,500)	(5,500)	0	0	(5,500)	(5,500)	
6910 City Council Contingency Fund	(8,000)	0	0	0	0	0	0	
4842 Oper Trf to Audit and Legal Reserve	(20,000)	(100)	(100)	0	0	(100)	(100)	
4844 Oper Trf to Parks Capital Repairs/Trail & Ped Bridge	(3,000)	(3,500)	(5,500)	0	0	(5,500)	(5,500)	
xxxx Oper Trf to Afton Septic System - City Bldgs			(15,000)	0	0	(15,000)		
xxxx Oper Trf to PFA Loan Interest (Spec Act Fd)			0	0	0	(8,000)		
4846 Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	0	0	(2,000)	(2,000)	
6929 Trf (to)/from Special Activities Fund (Various)	0	0	0	0	0	0	0	
<b>TOTAL OTH FINANCING/TRANSFERS</b>	<b>(845,255)</b>	<b>(805,608)</b>	<b>(708,350)</b>	<b>0</b>	<b>0</b>	<b>(726,633)</b>	<b>(703,633)</b>	
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$2,810</b>	<b>3,197</b>	<b>37,193</b>	<b>(149,194)</b>	<b>(149,194)</b>	<b>\$0</b>	<b>149,194</b>	
Fund Balance - Beginning of Period	\$258,108	260,918	264,114		\$301,307			
Fund Balance - End of Period	\$260,918	264,114	301,307		\$152,113			

**City of Afton**  
**Summary of Special Activities and MN Investment Funds**  
**YTD 2/28/15**

	Balance 12/31/2012	Balance 12/31/2013	Balance 12/31/2014	Receipts	Disbursements	Transfers	Balance 2/28/2015
<b>#550 Special Activities Fund</b>							
A. Interest (unallocated)	3,826.56	3,848.46	3,871.67	4.13			3,875.80
B1. Cable Commission	23,978.90	23,978.90	18,378.87				18,378.87
B2. 4th of July Reserve	914.75	0.00	0.00				0.00
B3. City Council Contingency Reserve	13,752.60	13,452.60	10,975.00				10,975.00
B4. Community Garden	1,250.00	(87.88)	(87.88)				(87.88)
B4. MN Historic Preservation Design Guidelines	5,350.00	0.00	0.00				0.00
C1. Codification	3,550.20	3,650.20	3,750.20				3,750.20
C2. Comprehensive Plan	7,573.28	7,673.28	8,155.36				8,155.36
D1. Flood Control (Acct 7836)	2,945.20	8,445.20	5,063.99				5,063.99
D2. Storm Water Control	14,433.70	17,933.70	21,433.70				21,433.70
D6. TAG Wastewater Comm Assessmnt (Acct 7833)	(3,818.12)	(15,982.34)	(15,982.34)				(15,982.34)
F. Applicant Pass-Thru Expenses	0.00	0.00	0.00	900.00	900.00		0.00
G. TIF Dist No. 1 (Afton Market Square)	849.01	849.01	849.01				849.01
H. State Fire Aid (Pass-Thru)	0.00	0.00	0.00				0.00
I. City Vehicles	(650.52)	1,648.96	4,148.96				4,148.96
K. Audit/Legal Reserve	38,236.57	38,336.57	38,436.57				38,436.57
L. MN UI Claims, Severance & Oth PTO	14,425.53	20,788.53	23,788.53				23,788.53
M. Pedestrian Bike Trail & Bridge	21,000.00	10,959.94	16,459.94				16,459.94
N. Election Expense	1,670.12	6,402.20	5,780.27		300.00		5,480.27
O. Sidewalk	6,000.00	8,000.00	10,000.00				10,000.00
<b>Total #550 Special Activities Fund</b>	<b>155,287.78</b>	<b>149,897.33</b>	<b>155,021.85</b>	<b>904.13</b>	<b>1,200.00</b>	<b>0.00</b>	<b>154,725.98</b>
<b>#600 MN Investment Fund</b>							
4886/8986 Chandler Exhibits	90,946.70	100,985.08	104,361.13			0.00	104,361.13
<b>Total #600 MN Investment Fund</b>	<b>90,946.70</b>	<b>100,985.08</b>	<b>104,361.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>104,361.13</b>

FI