

**CITY COUNCIL AGENDA**  
**AFTON CITY COUNCIL CHAMBERS**  
3033 St. Croix Trail South  
**TUESDAY, July 21, 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 July 21, 2015.

**5. APPROVAL OF MINUTES**

- A. Minutes of the June 16, 2015 City Council Work Session –  
B. Minutes of the June 16, 2015 Regular City Council meeting –

**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

**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 - JUNE - **Resolution 2015-51**

## **9. CITY COUNCIL BUSINESS**

### **A. Planning Commission Report –**

1. Bruce Paddock Variance Application for the property on 33rd Street with PID# 22.028.20.14.0064 – **Resolution 2015-54**
2. Bill Scheel Application for minor subdivision at 13404 15th Street, PID #s 08.028.20.21.0003 and 08.028.20.14.0001- **Resolution 2015-55**
3. Shelly and Brad Holz Variance Application at 4206 River Road – **Resolution 2015-56**
4. Valley Branch Watershed District Conditional Use Permit Application for Two Ravine Stabilization Projects at multiple properties northeast of 30th Street and Trading Post Trail and east of Neal Avenue and north of Valley Creek Trail – **Resolution 2015-57**
5. Larry Best/Chrome-X, LLC Sketch Plan Review Application at 13900 Hudson Road – Update Only

### **B. Engineering Report -**

1. 2015 Seal Coat and Crack Seal Projects
2. St. Croix Trail Roadway Improvement Project in Downtown Afton, Streetscape - Resolution 2015-52
3. Downtown Improvement Project Design – Resolution 2015-53

### **C. Administration –**

1. High Speed Internet Access Expansion Options and Funding Options
2. Ordinance Amendment to move “Chickens on < 5 acres” to Livestock Sec. 12-188 (M) – **Ordinance 02-2015**
3. St. Croix Bluffland and Shoreland Ordinance inconsistencies in impervious surface requirements and eliminate DNR certification from ordinance
4. Joint Powers Agreement between City Attorney and Washington County Sheriff for accessing state databases for prosecutions – **Resolution 2015-58**
5. Cedar Bluff Subdivision Vacation of Unneeded Drainage Easement
6. Training opportunities for Council, PC and Staff (St. Croix Workshop-on-the Water and 2015 GTS Summer and Fall Land Use Workshops)
7. Schedule Council Work sessions – Mid-year financial review, 2016 budget, City Administrator Performance Evaluation
8. Hire Seasonal Maintenance Worker

### **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.**

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

5A

DRAFT City Council Work Session Minutes  
June 16, 2015  
Afton City Hall  
3033 St. Croix Trail  
Afton, MN 55001  
6:00 p.m.

11 1. THE MEETING WAS CALLED TO ORDER at 6:00 p.m. by Mayor Bend.

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

14  
15 OTHERS PRESENT: Washington County consultant, WSB Engineer, Sean Delmore; Washington County  
16 Engineer Cory Slagle; City Administrator Ron Moore; and, Deputy Clerk Kim Swanson Linner.

17  
18 3. APPROVAL OF AGENDA –

19  
20 Motion/Second: Richter/Palmquist. To approve the June 16, 2015 City Council Work Session agenda as  
21 presented. Motion carried 5-0-0.

22  
23 4. CITY COUNCIL BUSINESS –

24  
25 a. Downtown Improvement Projects –

26  
27 1) CR-21 Design Review Committee Aesthetic Design Elements recommendations – Consultant Sean  
28 Delmore presented a set of recommendations for aesthetic elements of the Washington County Road 21  
29 Reconstruction Project for Afton's downtown improvements. The CR-21 Design Review Committee had  
30 worked for months with Washington County and its consultant engineers, WSB, to identify aesthetic priorities  
31 and options. This presentation to City Council was to review the committee's "ultimate build" recommendations  
32 and identify Council priorities and options in light of the associated costs. The 50/50 cost share by the County is  
33 up to \$150,000; the City matches that amount and bears any costs above that. Maintenance of the aesthetic  
34 elements will be borne by the City. Aesthetic elements highlighted were: tree grates and planters; crosswalk  
35 treatment options (brushed or painted concrete); bumpout treatment options (stamped, colored or brushed);  
36 lighting fixtures and options; "wayfinding" signage; and the treatment for Kelle's Coulee bridge wall.

37 Council discussed options for completing some of the work in phases or reducing the number of trees  
38 and/or lighting fixtures; having less expensive treatments for crosswalks; cut some items from the project, such  
39 as, benches and trash bins, and possibly the lighting fixtures for Town Square Park, as these could be funded  
40 through the Park Donation Program.

41 Each council member was asked to list their priorities regarding the aesthetic recommendations. Most  
42 felt that staging parts of the project for completion in the future would not be advisable, as they were concerned  
43 that portion of the work would not be done for 20 years, if at all. Most agreed that the trees, lighting and  
44 crosswalks were the priority. However, they differed in the cost options available (painted crosswalks vs banded  
45 concrete crosswalks, for instance). The overall increase in the tax levy was a concern for some, as one council  
46 member reviewed the 2004 tax levy was \$900,000 prior to the 2005 paving road bond, which bumped up the tax  
47 levy in 2005 to \$1.4 million. Some felt using significant amounts of street funds for the downtown  
48 improvements was a concern when weighed against other continuing needed road repairs elsewhere in the City.

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51 ADJOURN –

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53 Motion/Second: Palmquist/Ross. To adjourn the meeting at 6:59 p.m. Motion carried 5-0-0.  
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Afton City Council  
Work Session Minutes **DRAFT**  
June 16, 2015

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Respectfully submitted by:

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

**Approved by City Council on July 21, 2015 as: Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**

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

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

DRAFT Regular City Council Meeting Minutes  
June 16, 2015  
Afton City Hall  
3033 St. Croix Trail  
Afton, MN 55001  
7:00 p.m.

12 1. THE MEETING WAS CALLED TO ORDER at 7:04 p.m. by Mayor Bend.

13 2. PLEDGE OF ALLEGIANCE was recited.

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

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16 OTHERSPRESENT: City Attorney Fritz Knaak, Planning Commission Chair Barbara Ronningen, City  
17 Administrator Ron Moose and Deputy Clerk Kim Swanson Linner.

18 4. APPROVAL OF AGENDA –

19 A. Approval of the Agenda for the Regular City Council Meeting of June 16, 2015 – Move Item 7C and  
20 Item 9C1, Bill Isaacson Mount Hope Cemetery request to Item 7A as Mr. Isaacson was in attendance; Item  
21 9C10, Remove unused outhouse in Town Square Park was moved to Item 9D3, Parks Committee report.

22 Motion/Second: Palmquist/Nelson. To approve the June 16, 2015 Regular City Council Meeting agenda  
23 as amended. Motion carried 5-0-0.

24 5. APPROVAL OF MINUTES

25 A. Minutes of the May 19, 2015 Regular City Council Meeting –

26 Motion/Second: Palmquist/Nelson. To approve the minutes of the May 19, 2015 Regular City Council  
27 Meeting minutes as presented. Motion carried 5-0-0.

28 B. Minutes of the May 27, 2015 City Council Work Session –

29 Motion/Second: Palmquist/Nelson. To approve the May 27, 2015 City Council Work Session minutes as  
30 presented. Motion carried 5-0-0.

31 6. PUBLIC INPUT – none.

32 7. REPORTS/PRESENTATIONS

33 A. Sheriff's Monthly Report – Deputy Sullivan and Sergeant Van Klie were in attendance. Deputy Sullivan  
34 reported that the monthly incidents include significantly higher traffic stops. They informed the bears are back  
35 and active; residents are urged to just leave them alone; if they are threatening your house or person, then call  
36 911. A rash of mail theft and mailbox bashings is a concern. [RESIDENTS: DON'T HESITATE TO CALL  
37 911 TO REPORT SUSPICIOUS VEHICLES IN YOUR NEIGHBORHOOD-DAY OR NIGHT; an immediate  
38 call can go a long way to catching perpetrators.] Deputy Sullivan advised on an Animal Control issue; residents  
39 DO NOT pay the Animal Control Officer for picking up animals; the City gets billed for Animal Control calls.

40 B. Bill Isaacson Mount Hope Cemetery request – Jim Stanton, representing Bill Isaacson, 15616 Upper  
41 34<sup>th</sup> Street S, read Mr. Isaacson's letter requesting to inter the ashes of his wife, Chrismarie, her mother and  
42 father, and eventually his at Mount Hope Cemetery. He maintained the cemetery from 1985 until 2014.  
43 Item 9C1: Council discussed that former mayor, Pat Tierney, was allowed to be buried at Mount Hope  
44 Cemetery, for his service to the City, and this is a similar request. Council requested that the area for interment

54 be coordinated with the Afton Historical Society, as they have a map of identified burials, and to ensure it will  
55 be within the boundaries of the cemetery; care should be taken that the existing cemetery and its pioneer burial  
56 sites be undisturbed.

57  
58 **Motion/Second: Richter/ Palmquist. To approve interring the ashes of Bill Isaacson’s wife, Chrismarie,**  
59 **her mother and father, and eventually his at Mount Hope Cemetery and to work with the Afton**  
60 **Historical Society for placement in the cemetery and to ensure and its pioneer burial sites be undisturbed.**  
61 **Motion carried 5-0-0.**

62  
63 C. Lower St. Croix Valley Fire District – Jim Stanton, presented the LSCV Fire District’s 2016 Budget and  
64 Levy, which was passed at their meeting on June 15, 2015. Chief Chris Peterson and Asst Chief Jim Stanley  
65 were also in attendance. He reminded that the formula for costs is set by a unanimous vote of all the cities, and  
66 that Afton, being the largest contributor, has the right to call a meeting of all the cities to discuss the formula. He  
67 informed that the tax capacities this year have fluctuated quite a bit. He updated that this year’s increases came  
68 essentially from three areas: 1) Training costs are going up, but they are working to bring it down. 2) They  
69 moved to hourly rates for callouts, instead of one flat rate per call, as LSCV Fire District was losing firefighters  
70 to other cities. 3) The higher gas prices of last year caused increases in expenses.

71  
72 D. Mary Planten Krell, Youth Service Bureau – updated the Council on services provided to Afton  
73 families; she reviewed the formula on which the request for 2015 contribution was based: 2014 services  
74 requested from Afton families totaled \$12,200. They typically request a 10% contribution, which resulted in the  
75 request for \$1,200. She thanked the City for the contributions they have made in recent years.

76  
77 **Motion/Second: Bend/Nelson. To approve an additional \$250 to the \$500 contribution approved last**  
78 **month. Richter asked why the city would not meet its contribution obligation of 10% and felt the motion**  
79 **should be amended to \$700. The amendment was accepted by Bend and Nelson. Motion carried 5-0-0.**

80  
81 E. Jim Bougie, Finance Committee Report – Reported that the cash flow shows a projected surplus of  
82 \$844,000, but that may be a false amount, due to the temporary “bridge” loan; he reminded that the interest  
83 payment for the “bridge” loan of \$13,000 is due in October. The City will receive an estimated \$704,000  
84 property tax revenue in early July for year-end operating expenses.

85  
86 **8. CONSENT AGENDA** – Council pulled Items D and F from the Consent Agenda.

87 A. Just and Correct Claims

88 B. 4M Fund Transfer - MAY - **Resolution 2015-44**

89 C. Minnesota City/County Management Association Membership

90 D. 4M Fund Expanded Investment Options – **Resolution 2015-45 - PULLED**

91 E. Insurance Renewal and Liability Insurance Waiver Form

92 F. Easement Offer from the Valley Branch Watershed District for a Water Quality Project at 30th Street  
93 and Trading Post Trail - **PULLED**

94  
95 **Motion/Second: Richter/Palmquist. To approve the Consent Agenda as amended, including Resolution**  
96 **2015-44. ROLL CALL: All Ayes. Motion carried 5-0-0.**

97  
98 D. 4M Fund Expanded Investment Options – Resolution 2015-45 – Council discussed the additional fund  
99 options, the “authorized officials” for the city, what authorization would be required, that the Declaration of  
100 Trust needs to be filed related to these additional 4-M Fund options, and that this does not replace the annual 4-  
101 M Fund authorization, it is in addition to that. The last statement was amended to insert: “and upon approval by  
102 City Council” after “...effectuate investments and withdrawals...”

103  
104 **Motion/Second: Richter/Palmquist. To approve Resolution 2015-45 as amended reauthorizing**  
105 **membership in 4-M Fund additional options. ROLL CALL: All Ayes. Motion carried 5-0-0.**

106  
107       **F. Easement Offer from the Valley Branch Watershed District for a Water Quality Project at 30th Street**  
108 **and Trading Post Trail** – Council discussed the ravine stabilization project to alleviate erosion at the northeast  
109 corner of 30<sup>th</sup> Street and Trading Post Trail planned by the Valley Branch Watershed District (VBWD).  
110 The VBWD hired an appraiser who determined the value of the easement as \$5,800. Council wondered if the  
111 City was required to accept the offer, as several council members felt the VBWD should not have to pay for the  
112 easement.

113       City Attorney Knaak advised that the City must determine a reasonable offer, which could be the appraised  
114 value provided by the appraiser hired by the VBWD, and that it is appropriate for the City to enter into such an  
115 agreement.

116  
117 **Motion/Second: Palmquist/Ross. To accept the offer from the Valley Branch Watershed District to**  
118 **purchase the surface water drainage easement in the amount of \$5,800, for a Water Quality Project at**  
119 **30<sup>th</sup> Street and Trading Post Trail, and authorizing the City Administrator to sign the easement**  
120 **document. Motion carried 5-0-0.**

121  
122 **9. CITY COUNCIL BUSINESS**

123       **A. Planning Commission Report** – Chair Ronningen reported for the Planning Commission.

124  
125       1. FOC, LLC Minor Subdivision Application at SE Corner of Hudson Road and Manning Avenue,  
126 PID 06.028.20.24.0002 – Resolution 2015-46 – Administrator Moose summarized the application by FOC,  
127 LLC for a Minor Subdivision to subdivide a 5.9 acre parcel from the existing 69 acre parcel at the SE corner of  
128 Manning and Hudson Road with PID# 06.028.20.24.0002 to enable SavA Tree to construct a facility on the 5.9  
129 acre parcel. A survey was provided showing the overall parcel, the 5.9 acre parcel, and a 60-foot wide public  
130 right-of-way easement adjacent to the 5.9 acre parcel. Moose indicated the Planning Commission, at its June 1,  
131 2015 meeting, recommended approval of the minor subdivision on a vote of 7-0-1, based on findings and the  
132 conditions.

133       Chair Ronningen noted that the conditions in the memo were not numbered, but that the Planning  
134 Commission had deleted conditions # 6 – 9 from the motion.

135       Moose pointed out the Supplemental Packet included the “public right-of-way for private driveway purposes  
136 agreement” which was drafted by the City Attorney.

137       The developer requested to hold off on designating “scenic easements” on areas in excess of 18%, as they would  
138 like an option to level off at least one of the mounds on parcel B.

139       Council discussed conditions # 6 – 9; they deleted #6, #8 and #9 and left in #7. They added that the City execute  
140 the public right-of-way agreement and that the City has no obligation to improve the right-of-way.

141  
142 **Motion/Second: Bend/Richter. To approve the FOC, LLC Minor Subdivision application at the southeast**  
143 **corner of Hudson Road and Manning Avenue, with PID 06.028.20.24.0002, per Resolution 2015-46 as**  
144 **amended, including the following Findings and Conditions:**

145  
146 **Findings**

- 147       1. The proposed subdivision meets all subdivision requirements.

148  
149 **Conditions**

- 150       1. Easements as required by the City Engineer shall be granted.  
151       2. Scenic easements shall be placed on all slopes greater than 18%.  
152       3. The developer shall execute a scenic easement agreement.  
153       4. Park dedication requirements shall be satisfied at the time of final subdivision approval in  
154 accordance with Section 12-1270 of the Subdivision Ordinance.  
155       5. The developer shall obtain a permit for constructing a driveway in the road right-of-way.

- 156 ~~6. The public road shall be constructed at the time there is a second user of the driveway or at the~~  
157 ~~time of a further subdivision of the larger parcel~~  
158 7. The City shall have no responsibility for the construction or maintenance of the driveway, or the  
159 construction of a public road, and the developer shall enter into an agreement setting out the  
160 developer's responsibilities related to the driveway and the public road.  
161 ~~8. All proposed right-of-way dedication and street construction plans are subject to review and~~  
162 ~~approval of the City Engineer.~~  
163 ~~9. The developer shall provide updated street signs for the new road right-of-way in accordance with~~  
164 ~~City specifications and obtained from the City's designated supplier, subject to review and~~  
165 ~~approval of the City Engineer.~~  
166 10. The developer shall follow the requirements in the septic system permit issued by the Washington  
167 County Public Health Department.  
168 11. The developer shall execute the public right-of-way agreement with the City, as drafted by the  
169 City Attorney, and that the City is under no obligation to improve the right-of-way.

170  
171 **ROLL CALL: All Ayes. Motion carried 5-0-0.**

172  
173 **Bend requested that the City add to a future Council Work Session to consider an Industrial Zone “policy**  
174 **question” about whether grading of slopes would be allowed to offer “more” developable area, or whether the**  
175 **City wishes Industrial areas to maintain natural slopes and therefore “less” developable area. If the City**  
176 **decides to maintain natural slopes, the developer would need a variance to flatten the mound for a level**  
177 **building pad.**

178  
179 2. Matt Twomey Variance Application for the property on 30th Street with PID# 16.028.20.31.0001 –  
180 **Resolution 2015-47** – Administrator Moore summarized the Matt Twomey application for a variance to allow one  
181 driveway to be built on a slope greater than 18% to serve a 47-acre parcel on 30<sup>th</sup> Street with PID # 16.028.20.31.0001.  
182 While the parcel has steep slopes along its public road frontage, the interior of the lot is flat and open. Moore  
183 explained that Mr. Twomey had previously applied for variances and a subdivision to create two lots on the property.  
184 Twomey is now requesting a variance to enable one driveway to serve the property as one lot. The need for the  
185 variance is due to both frontages of the property (along both 30<sup>th</sup> Street and Valley Creek Trail) having steep slopes  
186 along the entire frontage. There is no area along the public road frontage for access to serve the property that would not  
187 require a driveway to cross a steep slope. The property is not buildable as a separate lot without the requested variance.  
188 The access from 30<sup>th</sup> Street would cross the least steep area along the frontage of the property. The slope is  
189 approximately 19% vs. the maximum allowed slope of 18%. Moore indicated that Twomey had requested that the  
190 time period for the variance be extended to two years to provide a longer timeframe before a house would need to be  
191 constructed on the property. (City Code provides that a variance must be implemented within one year from the date of  
192 approval.) The Planning Commission, at its June 1, 2015 meeting, recommended approval of the variance with a two  
193 year variance expiration period, on a vote of 8-0-0, with findings and conditions.

194 Council was concerned that the drawings provided were the same as those for the previous subdivision  
195 applications. They noted that the drawings should have been revised to indicate only one driveway and one parcel.  
196 They wanted clarification that this variance application is indeed for ONE driveway to serve ONE parcel.

197 Mr. Twomey confirmed that this parcel will be developed as one lot and needs a variance for one driveway.

198  
199 **Motion/Second: Palmquist/Ross. To approve the Twomey variance for one driveway over slopes**  
200 **exceeding 18% from property frontage on 30<sup>th</sup> Street, with PID 16.028.20.31.0001 per Resolution 2015-47**  
201 **as amended, including Findings #1-3 and Conditions #1-5 (conditions #3-5 were added in the making of**  
202 **the motion).**

203  
204 **Bend offered a friendly amendment to add Findings #4 -5 below. The friendly amendment was accepted by**  
205 **Palmquist and Ross.**

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**Findings**

1. The property has practical difficulties that were not created by the applicant.
2. The configuration and topography of the parcel are unique. The parcel has frontage on two public roads, and each frontage has steep slopes that require a variance to enable access to the property.
3. This is a pre-existing lot that exceeds lot size and density requirements, but is not buildable without a variance.
4. The variance will not change the essential character of the neighborhood.
5. The driveway is nominally 18% slope (between 18 – 20%) for a very short distance.

**Conditions**

1. A grading and drainage plan and an erosion control plan for one driveway is required for one parcel, and shall be subject to review and approval by the City Engineer.
2. A Conditional Use Permit is required for a driveway located within 20 feet of the crest of a slope greater than 18%.
3. That the drawings as provided are not correct, as they showed two driveways. The one approved driveway shall be located in approximately the same location as shown on the drawings.
4. The property shall contain only one lot.
5. The variance shall have an expiration of two years from the date of approval (instead of one year as allowed by City Code).

**ROLL CALL: All Ayes. Motion carried 5-0-0.**

**B. Engineering Report –**

1. Staff Report/Council Update – City Engineer Diane Hankee reported for WSB. She updated:
  - a. That the Comprehensive Plan amendment was sent out to surrounding communities and agencies.
  - b. The Minnesota Pollution Control Agency (MPCA) permit for the sanitary system will be considered at the Citizen’s Board Meeting on June 23, 2015.
  - c. The City has settled on 10 of the 15 easement acquisitions. The City filed condemnation on the remaining five parcels. Negotiations are ongoing and the Court hearing is scheduled for July 17, 2015, with a quick take title and possession date of August 17, 2015.
  - d. As requested by Council, WSB has updated the professional engineering services fees for the Downtown Village Project which will be presented at an upcoming Council Work Session.

2. Approve Plans and Specifications and Authorize Advertisement for Bids for the Wastewater Treatment System and the Lift Station and Forcemain – Resolution 2015-48 – Engineer Hankee indicated, subsequent to receiving the sanitary system permit from the MPCA, the City would proceed to advertise for bids for the Wastewater Treatment System (treatment site), Forcemain and Lift Stations.

**Motion/Second: Palmquist/Ross. To approve Resolution 2015-48 approving Plans and Specifications and authorize advertising for bids for the Wastewater Treatment System, Forcemain and Lift Stations. ROLL CALL: All Ayes. Motion carried 5-0-0.**

3. Approve Resolution Adopting the City of Afton Storm Water Project Plan for the Minnesota Public Facilities Authority (PFA) – Resolution 2015-49 – Engineer Hankee explained that the City is eligible to receive a Clean Water State Revolving Fund Loan (the same as the septic funding) and potential principle forgiveness under the Green Project Reserve Fund for the Downtown Improvements Project construction plans and specifications relating to the proposed storm water improvements. She indicated with this funding the City would be able to install pervious pavers in the parking areas at City Park and install infiltrating tree boxes in certain areas of the local roadways such as 33<sup>rd</sup> Street. This is a 75/25 % match City/State.

258 **Motion/Second: Palmquist/Nelson. To approve Resolution 2015-49 adopting the City of Afton Storm**  
259 **Water Project Plan for the Minnesota Public Facilities Authority (PFA) as presented. ROLL CALL: All**  
260 **Ayes. Motion carried 5-0-0.**

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262 **Council Member Palmquist requested that the City apply for funding for the storm water lift station, and**  
263 **requested the issue be placed on a future Council Work Session.**

264  
265 [The following two items were moved up from C5 and C4 respectively, for input from the City Engineer.]

266  
267 9C5. Proposal for Overlay of Upper 34th Street – Administrator Moose explained that Upper 34<sup>th</sup> Street  
268 is a private road over which the City has a prescriptive easement for public use for access to Mount Hope  
269 Cemetery. The road provides access to the former Elston property and to three properties at the top of the hill  
270 adjacent to the Mount Hope Cemetery. The three property owners at the top of the hill have been maintaining  
271 the road for many years but the portion of the road that was paved by property owners in the past is in need of an  
272 overlay. The property owners have obtained a price quote for the overlay for \$10,600. The property owners  
273 propose that the cost of the overlay be divided between them, the bank that currently owns the former Elston  
274 property, and the City of Afton, as the City uses the road for access to Mount Hope Cemetery. Divided five  
275 ways, the cost for each party would be \$2,120.

276  
277 **Motion/Nelson: Bend/Nelson. To make a one-fifth contribution for the proposal from property owners on**  
278 **Upper 34<sup>th</sup> Street to share the cost of an overlay for Upper 34<sup>th</sup> Street in an amount not to exceed \$2,120,**  
279 **split 5 ways contingent on the City declaring it a “minimum maintenance road” and for a document to be**  
280 **drawn up for the residents along the road to agree to the designation as a minimum maintenance road.**

281  
282 Council Discussion

283 Council members were concerned if this would set a precedent for maintenance of the road by the City.  
284 City Attorney Knaak advised that the City has a prescriptive easement for public access to Cemetery Road  
285 which is, in essence, a shared driveway. He cautioned that contributing to its maintenance may be seen as taking  
286 steps to improve it and may make the City responsible to maintain it. He advised the City designate it as a  
287 “minimum maintenance road,” secure an agreement signed by the residents along Cemetery Road that they  
288 maintain the road and that they agree to the “minimum maintenance road” for instance, to agree to access by  
289 emergency services vehicles, and to sign the road as a “minimum maintenance road.”

290  
291 **Bend withdrew his motion. The City Attorney recommended that the City prepare an agreement for the**  
292 **property owners to agree to the “minimum maintenance road.” Staff was directed to prepare the**  
293 **necessary documents as advised by the City Attorney, for action at the next City Council meeting.**

294  
295 9C4. 2015 Street Repairs and Improvements – Administrator Moose indicated that the Public Works  
296 Committee met on Thursday, June 11 to discuss several street repair/ improvement needs, and they had the  
297 following recommendations:

298 a. 44<sup>th</sup> Street Culvert. The Council previously approved the cleaning of culverts and ditches on  
299 44th Street to address drainage issues. As part of completing these repairs, an additional plugged culvert was  
300 discovered. The cost to clean the culvert is \$700.

301 b. Odell Repairs. The Council previously approved drainage and street repairs for Odell in the  
302 amount of \$6,595. A recent inspection by City Engineer Hankee and street repair contractor Ben Thurmes of  
303 Tri County identified additional deterioration at the road’s low point, with nowhere for the culvert to drain.  
304 Ditches will be re-done and the repairs will be extended another 100 feet. The cost would be \$2,570.

305 c. Pateley Bridge Avenue and 32nd Street. An inspection of these two cul-de-sacs indicated seal  
306 coat projects would extend the life of both. This would enable the excess aggregate from the 2014 seal coat  
307 projects to be used. This will be similar to repairs to upgrade River Road a few years ago.

308 d. 15<sup>th</sup> Street. 15<sup>th</sup> Street is in poor condition and will require a reclamation project at some point.  
309 The City needs to begin planning an updated Capital Improvement Project (CIP) and funding priorities.

310  
311 **Motion/Second: Richter/Palmquist. To approve repairs to 44<sup>th</sup> Street for \$700 and Odell for an additional**  
312 **\$2,570 for street repairs as presented above. Motion carried 5-0-0.**  
313

314 **Motion/Second: Richter/Palmquist. To request quotes for repairs to cul-de-sacs at Pateley Bridge and at**  
315 **32<sup>nd</sup> Street S. Motion carried 5-0-0.**  
316

317 **C. Administration -**

318 1. Bill Isaacson Mount Hope Cemetery Request – [Council acted on this request under Item 7B.]  
319

320 2. Special Event Permit for Block Party on Osgood Avenue between 55<sup>th</sup> St. and 57<sup>th</sup> St. –  
321 Administrator Moorse summarized that resident William Lundquist, of 14721 55<sup>th</sup> Street, has applied for a  
322 special event permit for a block party on Osgood Avenue between 55<sup>th</sup> Street and 57<sup>th</sup> Street. The expected  
323 attendance is 100 people. The event would involve limiting traffic during the event, which is planned to be held  
324 from 6:00 p.m. to 10:00 p.m. on July 9, 2015. The permit has been routed to the Fire Department and the  
325 Sheriff’s Department for any comments that would be added as conditions on the permit. Staff recommends  
326 adequate signage to notify non-local traffic of the event.  
327

328 **Motion/Second: Richter/Palmquist. To approve the Special Event Permit for a block party on Osgood**  
329 **Avenue to be held July 9, 2015 from 6:00 to 10:00 p.m. with conditions as above or as may be added by**  
330 **emergency services. Motion carried 5-0-0.**  
331

332 3. Jessie Diggins Proclamation – Resolution 2015-50 – The Afton Parade Committee was successful  
333 in getting Jessie Diggins to be the Grand Marshal for the 2015 Afton 4<sup>th</sup> of July Parade. At the completion of the  
334 parade, there will be a recognition ceremony for Jessie at Town Square Park. As part of the recognition, Mayor Bend  
335 will present a proclamation recognizing Jessie for her outstanding accomplishments.  
336

337 **Motion/Second: Palmquist/Bend. To recognize the international accomplishments and community service**  
338 **of Afton resident and cross-country skier Jessie Diggins with a proclamation per Resolution 2015-50 to be**  
339 **presented to her at Town Square Park after the 4<sup>th</sup> of July Parade. ROLL CALL: All Ayes. Motion**  
340 **carried 5-0-0.**  
341

342 [9C4 and 9C5 were moved up to the end of the Engineering Report to accommodate Engineer Hankee.]  
343

344 6. Consultant Assistance for Tools to Manage Tasks, Processes, and Documents – Administrator  
345 Moorse indicated the Personnel Committee has been discussing with him the provision of tools to assist in  
346 managing and tracking tasks and processes in meeting current and future workload needs and in accomplishing  
347 goals. The Committee received a proposal from Meg Kerschbaum to assist the City in identifying and  
348 implementing these tools. The Personnel Committee recommended the Council approve Phases I and II of the  
349 proposal at a cost not to exceed \$1,625. When the deliverables for Phases I and II are completed, the scope of  
350 work and costs for Phase III and IV would be clarified, and the Council would have an opportunity to decide  
351 whether to proceed to Phases III and IV.

352 Council members asked why, for such a small staff, would such software programs be needed to manage the  
353 City. They asked what the software packages would cost.

354 Ross estimated that after installation, the software may cost about \$800 per year.

355 It was noted that Cable Commission funds could be used for this.  
356

357 **Motion/Second: Nelson/Ross. To approve the proposal from Meg Kerschbaum for consultant services in**  
358 **identifying tools to assist the City in managing and tracking tasks, processes and goals to assist in meeting**  
359 **current and future workload needs and accomplishing goals, at a cost not to exceed \$1,625 for Phases I**  
360 **and II. Motion carried 4-1-0 (Nay-Richter).**  
361

362 7. Accessory Building Ordinance Amendment – Ordinance 02-2015 – Administrator Moose  
363 summarized that the Council, at its May 27, 2015 Work Session, discussed the Accessory Building ordinance  
364 amendment that had a Public Hearing at the Planning Commission in March, 2015. Due to concerns about  
365 allowing non-agricultural accessory buildings up to 5,000 square feet on large parcels, the Council directed that  
366 the ordinance amendment include larger front yard setbacks. Staff made the additional amendments reflecting  
367 the larger setbacks. The Council also discussed the requirement that a new subdivision would not be allowed if  
368 it would make existing accessory buildings non-conforming, with the exception of agricultural buildings.  
369 Because the exception is for agricultural buildings, the language would not allow a property owner to build a  
370 large non-agricultural accessory building, then subdivide the property.

371  
372 After the public hearing at the Planning Commission, staff recommended, in order for the ordinance to be  
373 codified into the City Code, that the remainder of the section be modified to include the amendments, which  
374 required renumbering and reformatting the ordinance amendment. Because the Council had added greater  
375 setbacks than were in the ordinance amendment when the public hearing was held by the Planning Commission,  
376 and because more of the ordinance section has now been amended, it was questioned whether the final draft of  
377 the amendment now needs a public hearing and a recommendation by the Planning Commission.

378  
379 **Motion/Second: Bend/Nelson. To table the ordinance amendment regarding accessory buildings. Motion**  
380 **carried 5-0-0.**

381  
382 8. Schedule Council Work Sessions – Administrator Moose indicated there are two items for  
383 discussion at Council work sessions. One is information prepared by the City Engineer regarding the remaining  
384 scope of engineering services for the downtown improvement projects. The City Engineer has suggested the  
385 afternoon of June 25 for a work session. As this date is after the Minnesota Pollution Control Agency’s Citizens  
386 Board meeting, it would also provide an opportunity to discuss plans based on the Board’s decision. Engineer  
387 Todd Hubmer would be in attendance. The other item is the annual City Administrator performance review,  
388 which is scheduled to be conducted in July.

389 Some council members indicated they could not attend a June 25 Council Work Session.

390  
391 **Staff was directed to use “Doodle Poll” to attempt setting up another date for a Council Work Session.**

392  
393 9. Funding for a Concept Plan for a New Restroom Facility for Town Square Park – Administrator  
394 Moose turned this item over to Council Member Palmquist, who updated that the Parks Committee had  
395 identified a new restroom facility as a high priority need for Town Square Park. The Committee applied for  
396 grant funding in 2012, but it was denied. They would like to apply for a matching grant (\$25,000 for a total of  
397 \$50,000) for a portion of the cost of a restroom facility and to have the restroom facility hooked up to the  
398 planned sewer. This initial request for \$1,000 is to develop a concept plan and cost estimate for a restroom  
399 facility and to authorize the \$1,000 be taken from the Park Dedication Fund.

400  
401 **Motion/Second: Palmquist/Nelson. To authorize \$1,000 from the Park Dedication Fund for developing a**  
402 **concept plan and cost estimate for a restroom facility at Town Square Park and to be hooked up to the**  
403 **planned Village sewer system. Motion carried 4-1-0 (Nay-Bend).**

404  
405 10. Removal of Unused Outhouse at Town Square Park – [This item was moved to Committee reports.]

406  
407 11. Acquisition of Easements (Council chose to move into a Closed Session) –

408  
409 **Motion/Second: Bend/Nelson. To go into a Closed Session at 10:25 p.m. Motion carried 5-0-0.**

410  
411 **Motion/Second: Palmquist/Richter. To come out of Closed Session at 10:55 p.m. Motion carried 5-0-0.**

413           12. Request For Proposals for Historian for the Local Designation Nomination Process for Historic  
414 Properties – Administrator Moose explained that the City has obtained grant funding of \$20,000 to hire an  
415 historian to conduct historic research and prepare local designation nomination forms for historic properties in  
416 Afton. The Design Review/Heritage Preservation Commission (HPC) will be reviewing a Request for Proposals  
417 (RFP) for an historian at its June 17 meeting, and would like to advertise for proposals as soon as possible. Staff  
418 needs authorization from the Council to move forward to advertise the RFP. Proposals received will be  
419 reviewed by the HPC, and the proposals and a recommendation will be brought to the Council for selection of  
420 an historian for the project.

421  
422 **Motion/Second: Palmquist/Bend. To authorize the Request for Proposals process for an historian to**  
423 **conduct historic research and prepare local designation nomination forms for historic properties in**  
424 **Afton. Motion carried 5-0-0.**

425  
426 **D. Committee Reports –**

- 427           1. Public Works – none.  
428           2. Personnel – Bend reported that the City’s intern resigned due to changing direction in her Master’s  
429 Program; requests for other intern applications have been sent out. The committee has talked about re-allocating  
430 some staff tasks.  
431           3. Parks – The Parks Committee is meeting on June 24. Palmquist reported there is an old unused  
432 outhouse in Town Square Park. The outhouse is a small concrete block building that is not suitable for another  
433 use. The removal of the outhouse building is suggested.  
434           4. HPC/DR – Moose reported the HPC is meeting on June 17. They will discuss the RFP process for a  
435 consultant historian and discuss conceptual designs for a City Garage addition to City Hall.

436  
437 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 438           A. Ward 1 Council Member Palmquist – due to a recent report, he would like the Animal Control contract  
439 reviewed and to have a possible meeting with the Animal Control Officer.  
440           B. Ward 2 Council Member Richter – none.  
441           C. Ward 3 Council Member Ross – the HSI Committee has requested quotes to “build out” Trading Post  
442 Trail and 42<sup>nd</sup> Street.  
443           D. Ward 4 Council Member Nelson – none.  
444           E. Mayor Richard Bend – attended a review session with Wenck in preparation for the MPCA Citizen’s  
445 Review Board meeting on June 23, 2015; from all perspectives, they feel the Board review will be positive.  
446           F. City Attorney Knaak – The prosecution report was on file.  
447           G. City Administrator Moose – none.

448  
449 **11. ADJOURN**

450  
451 **Motion/Second: Nelson/Richter. To adjourn the meeting at 11:01 p.m. Motion carried 5-0-0.**

452  
453 Respectfully submitted by:

454  
455  
456 \_\_\_\_\_  
457 Kim Swanson Linner, Deputy Clerk

458  
459  
460 **Approved by Council (at the 7/21/2015 meeting) as: Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**

461  
462  
463 **Signed by Mayor Richard Bend: \_\_\_\_\_ Date: \_\_\_\_\_**

PF Citations by City Rpt

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7/01/15 5:00:02

Washington County Sheriff's Office  
CITATIONS BY CITY REPORT

City selected: AFTON

From Date: 6/01/2015 To: 6/30/2015

AFTON

Offense Date	Offense Time	Location	Citation #
6/01/2015 Statute 169	1039 14 2A3	MANNING AV/10TH ST S SPEED 73/55	CT8214595
6/04/2015 Statute 169	0745 14 2	1100 BLK OF NEAL AV S SPEED 65/50	CT8214540
6/04/2015 Statute 169	1550 14 2A3	NEAL AV S/22ND ST S SPEED 65/55	CT8217985
6/04/2015 Statute 169A	0206 20 1	13033 10TH ST S DWI	CT8218272
6/04/2015 Statute 169	2012 14 2A1	ST CROIX TR S/45TH ST S SPEED 40/30	CT8222333
6/04/2015 Statute 169A	0206 20 1	13033 10TH ST S 4TH DEGREE DWI	8218272
6/05/2015 Statute 171	1838 24 2	12200 HUDSON RD S DAR	CT8213846
6/05/2015 Statute 169	1048 14 2	4200 BLK ST CROIX TR S SPEED 40/30	CT8222366
6/08/2015 Statute 629	1736 75 2B	14726 AFTON BLVD S DANCO VIOLATION	CT8222334
6/08/2015 Statute 629	1736 75 2.B	14726 AFTON BLVD S DANCO VIOLATION	82CT22334
6/09/2015 Statute 169	1336 14 2	ST CROIX TR/37TH ST S SPEED 39/30	CT8216327
6/10/2015 Statute 169	0700 14 2	NEAL AV/ 10TH ST S SPEED 59/50	CT8214541
6/11/2015 Statute 169	2036 14 2A3	MANNING AV/8TH ST SPEED 76/55	CT8215620
6/12/2015 Statute 169	0819 14 2A3	40TH ST S/NEAL AV SPEED 69/55	CT8214929
6/12/2015 Statute 169	1008 14 2A3	MANNING AV S/8TH ST S SPEED 77/55	CT8214930

PF Citations by City Rpt

QIJS Page 2  
7/01/15 5:00:02

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 CITATIONS BY CITY REPORT

City Selected: AFTON

From Date: 6/01/2015 To: 6/30/2015

Offense Date	Offense Time	Location	Citation #
6/12/2015 Statute 169	1100 14 2A3	40TH ST S/TRADING POST SPEED 63/50	CT8214931
6/12/2015 Statute 169	1130 14 2A3	ST CROIX TR/RIVER RD SPEED 44/30	CT8214932
6/12/2015 Statute 169	2016 14 2A3	MANNING AV/VALLEY CREEK SPEED 68/55	CT8214933
6/12/2015 Statute 169	1335 14 2A3	ST CROIX TR S/RIVER RD SPEED 47/30	CT8214934
6/12/2015 Statute 169	1130 79 1	ST CROIX TR/STAGECOACH FDCR	CT8215582
6/13/2015 Statute 169	2150 18 11	I94/14900 BLK TEDD FOSS MOVE OVER LAW	CT8215145
6/13/2015 Statute 169	0215 34	MANNING AV/HUDSON RD ILLEGALLY PARK ON ROADWAY	CT8215234
6/15/2015 Statute 169	0525 79 1	I94/13000 BLK FDCR	CT8216658
6/18/2015 Statute	1024	ST CROIX TR S./36TH ST S SPEED 41MPH/30MPH ZONE	CT8213900
6/18/2015 Statute 171	1955 24	MANNING AV S/HUDSON RD DAR	CT8217987
6/24/2015 Statute 169	0529 14 2A	NEAL AV/HUDSON RD SPEED 59/50	CT8214955

Total for City: AFTON

26

\*\* END OF REPORT \*\*

PRT CONTRACT ICR REPORT

Washington County Sheriff's Office  
 CONTRACT ICR's  
 Contract Report for AFTON  
 For the Period 6/01/15 To 6/30/15

Date	Time	ICR #	ID#	Street Name	Complaint
6/01/15	9:20:31	115016856	0094	TRADING POST TR	SUSP ACTIVITY
6/01/15	10:40:59	115016870	0115	MANNING AV	SPEEDING 73 IN A 55
6/01/15	11:11:41	115016878	0160	ST CROIX TR	ANIMAL COMPLAINT
6/01/15	11:43:05	115016881	0094	50TH ST	ALARM
6/01/15	11:49:52	115016883	0186	PASTURE RIDGE R	SUSP ACTIVITY
6/01/15	14:37:58	115016917	0176	35TH ST	BARKING DOG
6/01/15	21:32:02	115016962	0176	TOMAHAWK LN	ANIMAL CONCERN
6/01/15	21:48:00	115016963	0176	31ST ST	CIVIL ISSUE
6/01/15	23:19:41	115016970	0179	CROIXVIEW DR	WELFARE CONCERN-CALL COMP ON W
6/02/15	0:44:01	115016982	0065	TRADING POST TR	CO ALARM
6/02/15	5:15:01	115016993	0179	40TH ST	HORSES AT LARGE
6/02/15	10:10:03	115017027	0091	SWEDE HILL DR	SUSP ACTIVITY
6/02/15	10:46:45	115017039	0130	50TH ST	MISSING PERSON **ENTERED NCIC
6/02/15	11:24:13	115017046	0068	42ND ST	ALARM
6/02/15	14:29:22	115017080	0068	42ND ST	SUSP ACTIVITY
6/02/15	16:59:07	115017103	0139	30TH ST	SUSPICIOUS FEMALE
6/02/15	17:43:50	115017107	0078	TRADING POST TR	SOLICITOR COMPLAINT
6/02/15	19:27:15	115017122	0078	31ST ST	CIVIL MATTER
6/03/15	12:26:30	115017206	0063	50TH ST	CIVIL ISSUE
6/03/15	12:34:08	115017209	0063	50TH ST	ALARM
6/03/15	15:21:37	115017244		60TH ST	RECEIPT# 150001576
6/03/15	15:45:17	115017245	0094	STAGECOACH TR	SUSPICIOUS VEH
6/03/15	15:48:43	115017246	0083	HUDSON RD	ABANDONED VEHICLE
6/03/15	16:27:47	115017252	0094	SAINT CROIX TR	POWER LINES DOWN
6/03/15	18:54:10	115017264	0165	15TH ST	TREE BLOCKING ROADWAY
6/03/15	19:08:16	115017267	0151	32ND ST	PUBLIC ASSIST
6/04/15	1:47:29	115017278	0072	15TH ST	SUSPICIOUS ACTIVITY
6/04/15	2:35:04	115017280	0125	10TH ST	4TH DEG DWI ARREST
6/04/15	7:50:44	115017299	0130	NEAL AV	TRAFFIC SPEED
6/04/15	12:26:30	115017351	0133	SAINT CROIX TR	ADULT PROTECTION REFERRAL
6/04/15	13:31:35	115017357	0063	15TH ST	ALARM
6/04/15	15:50:03	115017384	0139	NEAL AV	TRAFFIC-CITATION SCANNED CITE
6/04/15	19:09:49	115017403	0139	50TH ST	PUBLIC ASSIST
6/04/15	20:12:50	115017404	1201	SAINT CROIX TR	TRAFFIC: SPEED
6/04/15	20:57:09	115017406	0093	TRADING POST TR	ALARM **RSTK ADDTL TRIP/GARAG
6/05/15	8:43:19	115017442	0087	30TH ST	ALARM
6/05/15	10:54:14	115017462	0130	SAINT CROIX TR	TRAFFIC SPEED SCANNED CITE
6/05/15	11:22:02	115017472	0087	30TH ST	ALARM
6/05/15	13:49:59	115017516	0087	I94	ERRATIC DRIVER
6/05/15	14:16:29	115017521	0130	SAINT CROIX TR	TRAFFIC W/W SPEED
6/05/15	14:19:55	115017523	0160	I94	CHECK AREA **COMP NO LO
6/05/15	14:33:33	115017530		10TH ST	RECEIPT# 150001602
6/05/15	15:44:33	115017546	0090	31ST ST	UNKNOWN SITUATION
6/05/15	17:01:43	115017553	1252	ST CROIX RIVER	PUBLIC ASSIST
6/05/15	18:38:41	115017561	0147	HUDSON RD	TRAFFIC
6/05/15	20:26:10	115612193	0176	50TH ST	FOUND DOG
6/05/15	22:15:52	115017581	0088	AFTON BLVD	DRIVING COMPLAINT
6/06/15	1:08:21	115017604	0174	STAGECOACH TR	CRIME PREVENTION/PARKING VIOLA
6/06/15	12:53:32	115017648	0160	SAINT CROIX TR	DIRECTED PATROL
6/06/15	15:15:53	115017655	0176	32ND ST	ASSIST
6/06/15	18:19:14	115017672	0176	SAINT CROIX TR	TRAFFIC
6/06/15	18:24:40	115017673	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN

PRT CONTRACT ICR REPORT

CJBWPR\$.txt  
 Washington County Sheriff's Office  
 CONTRACT ICR's  
 Contract Report for AFTON  
 For the Period 6/01/15 To 6/30/15

Date	Time	ICR #	ID#	Street Name	Complaint
6/06/15	18:27:26	115017674	1252	ST CROIX RIVER	WATERCRAFT VIOLATION-WW# 28181
6/06/15	18:27:56	115017675	0176	SAINT CROIX TR	TRAFFIC
6/06/15	19:52:34	115017682	0093	NEAL AV	SUSPICIOUS ACTIVITY
6/06/15	21:29:23	115017691	0176	MANNING AV	TRAFFIC
6/06/15	22:48:01	115017696	0093	MANNING AV	DRIVING COMPLAINT
6/07/15	19:18:38	115017783	0176	MAJESTIC PINES	UNWANTED MALE
6/07/15	23:36:35	115017804	0194	45TH ST	BURGLARY ALARM
6/08/15	7:22:21	115017831	0094	VALLEY CREEK TR	PROPERTY DAMAGE
6/08/15	7:40:04	115017833	0094	NEAL AV	DAMAGED MAILBOX
6/08/15	7:46:27	115017834	0094	SAINT CROIX TR	DAMAGE TO PROPERTY
6/08/15	8:13:10	115017838	0094	SAINT CROIX TR	DAMAGE TO MAILBOX
6/08/15	8:39:11	115017849	0094	TRADING POST TR	MAILBOX DAMAGED...
6/08/15	8:43:53	115017850	0087	TRADING POST TR	DAMAGE TO MAILBOX
6/08/15	9:30:07	115017857	0160	STAGECOACH TR	DAMAGE TO MAILBOX
6/08/15	10:37:04	115017872	0160	NEAL AV	DAMAGE TO MAILBOX
6/08/15	13:32:07	115017897	0160	STAGECOACH TR	VANDALISM REPORT
6/08/15	15:44:57	115017915	0093	MAJESTIC PINES	THREATS REPORT *SEE ICR 1150
6/08/15	17:00:29	115017925	0061	SAND HILL RD	VANDALISM REPORT
6/08/15	17:33:55	115017930	0061	SAINT CROIX TR	UNRULY CUSTOMER
6/08/15	17:36:16	115017931	1201	AFTON BLVD	CHILD WELFARE CONCERN
6/08/15	20:05:12	115017949	0061	NEAL AV	DRIVING COMPLAINT
6/08/15	21:55:52	115017961	0061	I94	CAR DEER ACCIDENT
6/09/15	10:09:13	115018005	0160	INDIAN TR	ALARM
6/09/15	13:15:43	115018045	0160	40TH ST	DAMAGE TO MAILBOX
6/09/15	13:23:16	115018050	0068	32ND ST	ANIMAL CONCERN
6/09/15	13:36:01	115018055	0160	SAINT CROIX TR	TRAFFIC - SPEED
6/09/15	14:42:01	115018059	0068	AFTON BLVD	VICTIM NOTIFICATION
6/09/15	16:26:44	115018079	0061	SAINT CROIX TR	DRIVING COMPLAINT **RSTK C
6/09/15	18:24:17	115018094	0061	NEAL AV	NEIGHBOR COMPLAINT
6/09/15	21:49:12	115018108	0061	32ND ST	WELFARE CONCERN
6/09/15	22:25:26	115018112	0130	32ND ST	SQUAD TOW
6/09/15	22:32:40	115018113	0130	PERROT AV	NOISE COMPLAINT
6/10/15	1:39:52	115018120	0070	I94	DRIVING COMPLAINT
6/10/15	1:39:52	115612521		I94	DRIVING COMPLAINT ASSIST OTHER
6/10/15	7:08:21	115018134	0130	NEAL AV	TRAFFIC SPEED
6/10/15	8:17:48	115018137	0190	MANNING AV	TRAFFIC SPEED
6/10/15	9:20:12	115018141	0130	SAINT CROIX TR	INJURED FOX **RESTACK/CALL L
6/10/15	12:00:01	115018161	0130	42ND ST	SUSP ACTIVITY - INFORMATION ON
6/10/15	15:34:33	115018202	0089	STAGECOACH TR	SPEED ENFORCEMENT REQUEST
6/10/15	18:11:59	115018217	0139	SAINT CROIX TR	DIRECTED PATROL
6/10/15	20:27:03	115018225	0089	45TH ST	SKATEBOARDING COMPLAINT
6/11/15	15:43:09	115018326	0139	NEAL AV	PANIC ALARM
6/11/15	18:05:56	115018347	0139	HUDSON RD	DIRECTED PATROL
6/11/15	20:36:46	115018355	0170	MANNING AV	TRAFFIC CITATION 82-15620 76/5
6/11/15	21:45:27	115018362	0170	I94	STALLED VEHICLE INFOFORMATION
6/12/15	8:25:28	115018393	0115	40TH ST	SPEEDING, 69 IN A 55, NO PROOF
6/12/15	10:15:48	115018422	0115	MANNING AV	SPEEDING, 77 IN A 55
6/12/15	11:05:09	115018435	0115	40TH ST	SPEEDING, 63 IN A 50
6/12/15	11:40:45	115018443	0115	SAINT CROIX TR	SPEEDING, 44 IN A 30
6/12/15	11:41:52	115018446	0140	SAINT CROIX TR	FDCR 1/15 MN LIC 489AMA
6/12/15	12:51:32	115018462	0115	MANNING AV	SPEEDING, 68 IN A 55
6/12/15	14:03:42	115018484	0115	SAINT CROIX TR	SPEEDING, 47 IN 30

PRT CONTRACT ICR REPORT

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CJBWPR\$.txt  
 Contract Report for AFTON  
 For the Period 6/01/15 To 6/30/15

Date	Time	ICR #	ID#	Street Name	Complaint
6/12/15	14:50:26	115018483	0100	42ND ST	OFFICERS INFO
6/12/15	16:50:28	115018517	0070	AFTON BLVD	CHECK WELFARE
6/12/15	19:15:06	115018542	1202	STRAWBERRY HILL	VEHICLE LOCKOUT
6/12/15	22:36:18	115018557	0139	SAINT CROIX TR	LOST DOG
6/13/15	1:25:15	115018570	0174	MANNING AV	DRIVING COMPLAINT
6/13/15	2:22:17	115018573	0174	MANNING AV	ABANDONED VEHICLE
6/13/15	11:41:10	115018608	0087	30TH ST	DOWN TREE IN STREET
6/13/15	14:29:00	115018623	0087	TRADING POST TR	DOWN TREE
6/13/15	22:02:10	115018674	0176	I94	TRAFFIC
6/14/15	8:28:08	115018707	0081	31ST ST	INFORMATION...
6/14/15	8:41:41	115018710	0081	OAKGREEN AV	TRESPASSING
6/14/15	11:34:45	115018721	0160	OAKGREEN AV	TRESPASSER
6/14/15	13:47:05	115018743	0068	SAINT CROIX TR	MOTORCYCLE ACCIDENT/UNKNOWN IN
6/14/15	15:09:18	115018749	0176	SAINT CROIX TR	TRAFFIC
6/14/15	19:57:42	115018785	0176	SAINT CROIX TR	SPEEDING COMPLAINT
6/14/15	20:23:32	115018786	0176	VALLEY CREEK TR	TRESPASSING COMPLAINT **RST
6/14/15	22:50:28	115018797	0088	VALLEY CREEK TR	SUSPICIOUS VEHICLE
6/14/15	22:50:28	115108755	0100	VALLEY CREEK TR	AOA/SUSPICIOUS VEHICLE
6/15/15	5:33:56	115018814	0123	I94	TRAFFIC STOP-CITATION
6/15/15	8:36:48	115018835	0160	TRADING POST TR	MEDICAL LEVEL 1
6/16/15	9:28:00	115019001	0077	QUANT AV	SUSP ACTIVITY
6/16/15	17:41:23	115019067	0176	SAINT CROIX TR	AFTON CITY COUNCIL MEETING
6/16/15	17:55:11	115019071	0083	45TH ST	SKATEBOARDERS
6/17/15	10:55:55	115019137	0077	NEAL AV	DEAD DEER
6/17/15	13:14:48	115019163	0160	44TH ST	MEDICAL LEVEL 1
6/17/15	13:44:38	115019168	0077	VALLEY CREEK TR	THEFT REPORT
6/17/15	20:53:16	115019210	0083	32ND ST	VEHICLE LOCKOUT
6/17/15	21:47:40	115019213	0176	15TH ST	LOITERING COMPLAINT
6/18/15	8:26:38	115019246	0063	BAILEY RD	DRIVING COMPLAINT
6/18/15	10:33:33	115019264	0189	SAINT CROIX TR	TRAFFIC: SPEED 41/30
6/18/15	12:54:49	115019296	0130	AFTON HILLS DR	PUBLIC ASSIST **RSTK: CALL CO
6/18/15	19:56:19	115019351	0139	MANNING AV	TRAFFIC-CITATION
6/18/15	23:42:48	115019370	0198	40TH ST	SUSPICIOUS SITUATION **RSTK*
6/19/15	3:46:30	115019380	0198	MANNING AV	SUSPICIOUS VEHICLE
6/19/15	8:28:41	115019395	0130	SAINT CROIX TR	SAFETY CONCERN
6/19/15	9:48:07	115019408	0068	TRADING POST TR	AUD ALARM
6/19/15	14:33:34	115019464	0130	I94	DEBRIS IN ROAD
6/19/15	15:14:49	115019476	0089	PARTRIDGE CIR	FRAUD REPORT
6/20/15	6:02:33	115019532	0118	50TH ST	BURGLAR ALARM
6/20/15	11:23:40	115019548	0087	HUDSON RD	AUD ALARM
6/20/15	12:49:15	115019553	0077	HUDSON RD	OUT OF CONTROL FE **REST
6/20/15	14:36:43	115019562	0087	SAINT CROIX TR	TRUCK THAT IS SMOKING
6/20/15	16:38:23	115019571	0089	MANNING AV	DRIVING COMPLAINT
6/20/15	17:43:26	115019582	1201	NEAL AV	DIRECTED PATROL
6/20/15	20:17:50	115019602	0078	AFTON BLVD	911 HANG UP
6/20/15	21:26:16	115019606	1201	MANNING AV	TRAFFIC: SPEED
6/21/15	0:05:06	115019618	0080	TRADING POST TR	DUMPING COMPLAINT
6/21/15	8:54:52	115019646	0091	31ST ST	ANIMAL CONCERN
6/21/15	10:30:33	115019655	0068	15TH ST	VEH LOCKOUT
6/21/15	17:08:21	115019690	0176	AFTON BLVD	911 OPEN LINE/MEDICAL LEVEL 1
6/21/15	23:40:03	115019736	0177	MANNING AV	TRAFFIC
6/22/15	14:33:02	115019802	0063	MANNING AV	POSS INTOX DRIVER

PRT CONTRACT ICR REPORT

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## CJBWPR\$.txt

Date	Time	ICR #	ID#	Street Name	Complaint
6/22/15	15:25:03	115019806	0078	MANNING AV	DRIVING COMPLAINT
6/22/15	18:50:10	115019835	0120	STAGECOACH TR	SQUAD FLAT
6/23/15	4:51:39	115019866	1202	AFTON	ORDINANCE QUESTION
6/23/15	7:07:00	115019875	0172	MANNING AV	TRAFFIC-FDCR
6/23/15	7:28:52	115019881	0187	MANNING AV	TRAFFIC/SPEED
6/23/15	15:26:38	115019951	0083	32ND ST	VEHICLE LOCKOUT
6/23/15	17:05:08	115019967	0090	I94	RECKLESS DRIVER
6/24/15	5:29:09	115020015	1202	NEAL AV	SPEED SCANNED CITE
6/24/15	13:18:03	115020082	0163	HUDSON RD	TRAFFIC - W/W
6/24/15	15:48:05	115020107	0100	NEAL AV	OFFICER INFO
6/24/15	17:46:27	115020123	0093	I94	DRIVING COMPLAINT
6/24/15	19:38:44	115020131	0083	NEAL AV	PUBLIC ASSIST
6/25/15	15:42:15	115020240	0159	10TH ST	IRS PHONE SCAM
6/25/15	16:01:27	115020248	0089	10TH ST	MEDICAL LEVEL 1
6/25/15	17:59:51	115020266	0093	50TH ST	SAFETY CONCERN
6/25/15	20:38:01	115020278	0093	VALLEY CREEK TR	ANIMAL CONCERN
6/25/15	21:35:07	115020281	0184	42ND ST	MEDICAL LEVEL 1
6/26/15	1:42:36	115020289	1204	I94	INJURED DEER
6/26/15	8:08:22	115020314	0068	MANNING AV	MISSING DOG **COMP CALLED BA
6/26/15	9:29:59	115020320	0190	MANNING AV	TRAFFIC SPEED
6/26/15	13:44:54	115020370	0068	PASTURE RIDGE R	INFORMATION
6/26/15	20:03:46	115020426	0192	OAKGREEN AV	EXTRA PATROL
6/26/15	20:23:47	115020427	1260	SAINT CROIX RIV	WATERCRAFT VIOLATION
6/26/15	23:43:47	115020436	0177	15TH ST	SINGLE VEHICLE ROLL OVER LEVE
6/27/15	12:52:58	115020484	0081	TRADING POST TR	911 OPEN LINE
6/27/15	14:55:41	115020501	0139	SAINT CROIX TR	MEDICAL LEVEL 1
6/27/15	15:57:21	115020512	0139	TOMAHAWK DR	NOTIFICATION
6/28/15	10:12:44	115020604	0187	DOWNTOWN AFTON	THEFT REPORT ** WALLET LOCATE
6/28/15	10:17:45	115020605	0187	MANNING AV	ALARM
6/28/15	11:19:49	115020610	0187	32ND ST	MEDICAL LEVEL 1
6/28/15	16:11:20	115020638	0078	SAINT CROIX TR	FOUND DOG
6/28/15	17:57:31	115020641	0139	NEAL AV	DOMESTIC ASSAULT
6/29/15	12:06:02	115020714	0160	31ST ST	BOAT SANK 21COMP
6/29/15	13:30:34	115020724	0190	HUDSON RD	TRAFFIC SPEED
6/29/15	13:57:48	115020728	0160	NEAL AV	TRAFFIC
6/29/15	14:03:03	115020729	0190	40TH ST	TRAFFIC SPEED
6/29/15	16:13:57	115020753	0176	SAINT CROIX TR	TRAFFIC
6/29/15	17:51:37	115020764	0096	50TH ST	LONGBOARDING COMPLAINT
6/29/15	18:50:44	115020772	0080	AFTON HILLS DR	AUDIBLE ALARM
6/30/15	20:59:55	115020899	0139	MANNING AV	TRAFFIC-CITATION
6/30/15	21:36:30	115020901	0139	HUDSON RD	TRAFFIC-WW

Total ICRs Processed: 197

\*\* END OF REPORT \*\*

# City of Afton – Financial Reports

## June, 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 F5
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 to J3
K.	Customer Receipts and Other Deposits – MTD Sorted by Account	K1 to K3
L.	Claims Paid during June: <b>\$357,532.00</b>	L1 to L17
M.	Permit Escrow and Fee Detail	M1 to M16
N.	Building Insp Fees by Acct: YTD Detail for Afton	N1 to N2
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 Q11
R.	Bank Transfers	R1

**Significant June 2015 Revenue:**

**\$909,180** 1<sup>st</sup> Half 2015 Property Tax Levy received. See Schedule E1 for allocation. This is 53.3% of the total levy so it right on schedule (there are no collection issues for first half).  
**\$21,520** #100 Gen'l Fd Acct 4400 Bldg Permits (including 2 SFDs)  
**\$35,137** #800 City Infrastructure Fd Acct 4895 DNR OMB Flood Project Grant

**Significant June 2015 Expense:**

**\$24,242** #120 Street Imp Fd Acct 7941 2015 Street Projects (mostly WSB Engineering for CR21 & Village Local Road Imp)  
**\$23,242** #100 Gen'l Fd Streets Mostly Tri-County for patching and pothole repair.

**\$49,417** #800 City Infra-Structure Imp Fd Acct 8890 DNR Flood/Downtown Imp Project expenses. (See Schedule Q10 for YTD detail of this project).  
**\$27,609** #805 Downtown Imp Debt Serv Fd Acct 7738 Springsted Admin & Issuance Fees on GO Temp Imp Bonds (\$3,755,000 par value of bonds recorded on balance sheet in Acct 2702).

**Cash Flow Watch:** As of end of June, 2015 there are no outstanding transfers between funds. The partial refund of the escrow for the Lakeview Development coincided with the receipt of 1<sup>st</sup> Half property taxes so no transfers were needed.

  
 Prepared by Thomas H. Niedzwiecki, Accountant

*City of Afton  
Claims to be Approved  
June 17, 2015 thru July 21, 2015*

<u>Checks Numbered</u>			
<b>From</b>	<b>To</b>	<b>Description</b>	<b>To Be Approved</b>
19647		Check(s) from Administrator stock: Newsletter Postage	\$185.64
20276	20283	6/15/15 Staff Payroll	\$6,661.26
20284	20299	Routine Vendor Bills	\$2,573.88
20300	20305	6/30/15 Staff Payroll	\$6,257.71
20306	20307	Refund of partial escrow to Lakeview Investment re. Trading Post Reserve (Check No. 20306 is void)	\$184,176.50
20308	20326	More Routine Vendor Bills	\$3,113.54
20327		3rd Qtr 2015 Fire Protection Services (July Financials)	\$54,988.25
20328	20333	Significant Vendor & Other Bills	\$56,245.75
20334		US Bank: 8/1/15 Road Bond Payment. All Interest	\$62,625.83
20335	20339	More Routine Vendor Bills + One Applicant Refund	\$765.87
20340	20352	July Council Payroll + 7/15/15 Staff Payroll	\$7,591.53
20353	20361	More Significant Vendor & Other Bills	\$86,515.15
EFT Payments		PERA, MN Withholding, Federal Withholding/Payroll Taxes, Building Surcharges	\$9,116.99
<b>Claims to be approved at 7/21/15 meeting</b>			<b>\$480,817.90</b>

  
 Submitted by Thomas H. Niedzwiecki, Accountants  
 File: Afton 2015 Claim Summary.xlsm Worksheet: Jun15 7/15/2015

07/15/15

**City of Afton**  
**Claims to be Approved**  
 June 15, 2015

Type	Date	Num	Name	Memo	Account	Original Amount	
Paycheck	06/15/2015	20276	Kahn, Elizabeth S		100 · 4M Fund/US Bank - General F...	(299.69)	
					100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...	5007 · Intern/Office Assistant Wages	370.00
						2210 · Federal Withholding	(27.00)
						5051 · Social Security Tax - Employer	22.94
						2205 · Soc Sec Payable - Employer	(22.94)
						2204 · Social Security W/H - Employee	(22.94)
						5052 · Medicare Tax - Employer	5.37
						2213 · Medicare Payable - Employer	(5.37)
						2212 · Medicare W/H - Employee	(5.37)
						2208 · MN State Withholding	(15.00)
TOTAL						299.69	
Paycheck	06/15/2015	20277	Kahn, Elizabeth S		100 · 4M Fund/US Bank - General F...	(268.76)	
					100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...	5007 · Intern/Office Assistant Wages	330.00
						2210 · Federal Withholding	(23.00)
						5051 · Social Security Tax - Employer	20.46
						2205 · Soc Sec Payable - Employer	(20.46)
						2204 · Social Security W/H - Employee	(20.46)
						5052 · Medicare Tax - Employer	4.78
						2213 · Medicare Payable - Employer	(4.78)
						2212 · Medicare W/H - Employee	(4.78)
						2208 · MN State Withholding	(13.00)
TOTAL						268.76	
Paycheck	06/15/2015	20278	Johnson, Kenneth L		100 · 4M Fund/US Bank - General F...	(431.38)	
					100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...	5020 · Maintenance Person	587.52
						2302 · PERA Payable - Staff	(38.19)
						5053 · PERA Contribution - Employer	44.06
						2302 · PERA Payable - Staff	(44.06)
						2210 · Federal Withholding	(49.00)
						5051 · Social Security Tax - Employer	36.43
						2205 · Soc Sec Payable - Employer	(36.43)
						2204 · Social Security W/H - Employee	(36.43)
						5052 · Medicare Tax - Employer	8.52
	2213 · Medicare Payable - Employer	(8.52)					
	2212 · Medicare W/H - Employee	(8.52)					
	2208 · MN State Withholding	(24.00)					
TOTAL						431.38	
Paycheck	06/15/2015	20279	Neitzel, Donald R		100 · 4M Fund/US Bank - General F...	(221.05)	
					100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...	5020 · Maintenance Person	239.36
						5051 · Social Security Tax - Employer	14.84
						2205 · Soc Sec Payable - Employer	(14.84)
						2204 · Social Security W/H - Employee	(14.84)
						5052 · Medicare Tax - Employer	3.47
	100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...						

07/15/15

**City of Afton**  
**Claims to be Approved**  
 June 15, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
					2213 · Medicare Payable - Employer	(3.47)
					2212 · Medicare W/H - Employee	(3.47)
TOTAL						221.05
Paycheck	06/15/2015	20280	Rea, Walter S		100 · 4M Fund/US Bank - General F...	(179.71)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	194.60
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	12.07
					2205 · Soc Sec Payable - Employer	(12.07)
					2204 · Social Security W/H - Employee	(12.07)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	2.82
					2213 · Medicare Payable - Employer	(2.82)
					2212 · Medicare W/H - Employee	(2.82)
TOTAL						179.71
Paycheck	06/15/2015	20281	Joyce, Patrick C		100 · 4M Fund/US Bank - General F...	(570.83)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	722.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(46.93)
					5053 · PERA Contribution - Employer	54.15
					2302 · PERA Payable - Staff	(54.15)
					2210 · Federal Withholding	(32.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 · Social Security Tax - Employer	44.77
					2205 · Soc Sec Payable - Employer	(44.77)
					2204 · Social Security W/H - Employee	(44.77)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 · Medicare Tax - Employer	10.47
					2213 · Medicare Payable - Employer	(10.47)
					2212 · Medicare W/H - Employee	(10.47)
					2208 · MN State Withholding	(17.00)
TOTAL						570.83
Paycheck	06/15/2015	20282	Swanson Linner, Kimberly J		100 · 4M Fund/US Bank - General F...	(1,321.79)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5008 · Office Manager Wages	1,708.56
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2302 · PERA Payable - Staff	(111.06)
					5053 · PERA Contribution - Employer	128.14
					2302 · PERA Payable - Staff	(128.14)
					2210 · Federal Withholding	(97.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5051 · Social Security Tax - Employer	105.93
					2205 · Soc Sec Payable - Employer	(105.93)
					2204 · Social Security W/H - Employee	(105.93)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5052 · Medicare Tax - Employer	24.78
					2213 · Medicare Payable - Employer	(24.78)
					2212 · Medicare W/H - Employee	(24.78)
					2208 · MN State Withholding	(48.00)
TOTAL						1,321.79
Paycheck	06/15/2015	20283	Moorse, Ronald J		100 · 4M Fund/US Bank - General F...	(3,368.05)

07/15/15

**City of Afton**  
**Claims to be Approved**  
**June 15, 2015**

Type	Date	Num	Name	Memo	Account	Original Amount
			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
					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)
					2212 · Medicare W/H - Employee	(69.21)
					2208 · MN State Withholding	(233.00)
						3,368.05
TOTAL						

07/15/15

**City of Afton**  
**Claims to be Approved**  
 June 17 through July 21, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	06/29/2015	19647	Postmaster		100 · 4M Fund/US Bank - General F...	(185.64)
Bill	06/29/2015	Jul15Nwsltr	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	July 2015 Newsletter	5560 · Newsletter Expenses	185.64
TOTAL						185.64
Bill Pmt -C...	06/17/2015	20284	LMC (conferences)		100 · 4M Fund/US Bank - General F...	(375.00)
Bill	06/17/2015	215844a	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5585 Seminars & Educat...	Stan Ross annual conference 6/24/15	5585 · Seminars & Education	375.00
TOTAL						375.00
Bill Pmt -C...	06/30/2015	20285	Centerpoint Energy (8000015314-0)	Acct No. 8000015314-0	100 · 4M Fund/US Bank - General F...	(214.64)
Bill	06/30/2015	Jun2015	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5280051 3175 St. Croix Trl S Meter #M19810528546	6010 · Gas Heat	19.00
			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	31.24
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5279993 3033 St. Croix Trl S Meter #M19981172549	6010 · Gas Heat	90.70
			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	73.70
TOTAL						214.64
Bill Pmt -C...	06/30/2015	20286	Comcast (8772 10 572 0001508)	Account # 8772 10 572 0001508	100 · 4M Fund/US Bank - General F...	(197.55)
Bill	06/30/2015	June2015	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...	06/30/2015	20287	Commercial Asphalt Company		100 · 4M Fund/US Bank - General F...	(224.74)
Bill	06/30/2015	150615	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	Hotmix 4.04 tons	5835 · Surf Maint/Bit Patch/Sweeping	224.74
TOTAL						224.74
Bill Pmt -C...	06/30/2015	20288	Freedom Valu Centers, Inc.	Account # 63398	100 · 4M Fund/US Bank - General F...	(87.21)
Bill	06/30/2015	June2015	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	tractor fuel	5925 · Fuel & Lubricants	87.21
TOTAL						87.21
Bill Pmt -C...	06/30/2015	20289	Innovative Office Solutions LLC		100 · 4M Fund/US Bank - General F...	(141.52)
Bill	06/30/2015	IN0809073	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	envelopes, CDRW, index bndr	5540 · Office Supplies	114.62
Bill	06/30/2015	IN0809072	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	toner	5540 · Office Supplies	26.90
TOTAL						141.52
Bill Pmt -C...	06/30/2015	20290	Johnson, Ken (reimburse expenses)	Reimburse Expenses	100 · 4M Fund/US Bank - General F...	(83.34)

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	06/30/2015	June2015	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	Fleet Farm battery for use of Sawzall	5930 · Tools & Minor Equipment	83.34
TOTAL						
Bill	06/30/2015	20291	LMCIT (Worker's Comp)	Covenant no. 0200074827	100 · 4M Fund/US Bank - General F...	(227.00)
Bill	06/30/2015	30203	100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5024 Worker's...	Annual Pay Plan, Final Audit 1/12/14 to 1/12/15	5024 · Workers Comp Insurance	227.00
TOTAL						
Bill	06/30/2015	20292	Lock Squad		100 · 4M Fund/US Bank - General F...	(135.00)
Bill	06/30/2015	10392	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	service call, door unlocked, door knob installed	6030 · Misc Exp - Bldg & Land	135.00
TOTAL						
Bill	06/30/2015	20293	Menards - Hudson		100 · 4M Fund/US Bank - General F...	(85.18)
Bill	06/30/2015	88932	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6035 Routine Cleaning	iron hold bags	6035 · Routine Cleaning	8.99
Bill	06/30/2015	88817	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6140 Misc Expense	ortho wbg max cg rts wand	6140 · Misc Exp - Parks	19.48
Bill	06/30/2015	88596	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	ratchet tools	5930 · Tools & Minor Equipment	10.39
			100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6135 Park Maintenance	lad free solder, tinning flux, bronze ball valve	6135 · Park Maintenance	46.32
TOTAL						
Bill	06/30/2015	20294	Pitney Bowes (2995827)	Acct No. 2995827 Schedule No. 402	100 · 4M Fund/US Bank - General F...	(188.07)
Bill	06/30/2015	2995827-JN...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5550 Postage	Sch# 402: Postage meter P700, Serial No. 1656729	5550 · Postage	188.07
TOTAL						
Bill	06/30/2015	20295	Pitney Bowes (8000-9090-0626-5198)	8000-9000-0232-7223 cust ID 15296006883	100 · 4M Fund/US Bank - General F...	(200.00)
Bill	06/30/2015	309876419 ...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5550 Postage	Postage by phone number 30976419. Postage meter P700, Serial ...	5550 · Postage	200.00
TOTAL						
Bill	06/30/2015	20296	Shepherd of the Valley (Vendor)		100 · 4M Fund/US Bank - General F...	(90.47)
Bill	06/30/2015	SwitchMode...	550 Special Activities Fund:N. Elections:6347 Election Expense	switch modem on & off for Special Election	6347 · Elections Expense	90.47
TOTAL						
Bill	06/30/2015	20297	Wash Cty (Sheriff)	Acct No. 20490	100 · 4M Fund/US Bank - General F...	(267.13)
Bill	06/30/2015	81230	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:563...	Traffic Detail - May 23rd	5635 · Police Services	267.13
TOTAL						
Bill	06/30/2015	20298	Xcel Energy (51-5371356-9)	15891 34th St. S: Automatic Protective Lighting Service	100 · 4M Fund/US Bank - General F...	(15.22)

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	06/30/2015	459714032	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	15891 34th St. S: Automatic Protective Lighting Service	6020 · Electricity	15.22
TOTAL						15.22
Bill Pmt -C...	06/30/2015	20299	Xcel Energy (51-6852605-2)	Acct #51-6852605-2 Install No. 184509 & 184508	100 · 4M Fund/US Bank - General F...	(41.81)
Bill	06/30/2015	459927720	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Automatic Protective Light Service Install No. 184509 & 184508	6020 · Electricity	41.81
TOTAL						41.81
Paycheck	06/30/2015	20300	Johnson, Kenneth L		100 · 4M Fund/US Bank - General F...	(722.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	538.56
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(35.01)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 · PERA Contribution - Employer	40.39
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(40.39)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	450.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 · Federal Withholding	(109.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	61.29
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2205 · Soc Sec Payable - Employer	(61.29)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 · Social Security W/H - Employee	(61.29)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	14.34
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2213 · Medicare Payable - Employer	(14.34)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2212 · Medicare W/H - Employee	(14.34)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2208 · MN State Withholding	(46.00)
TOTAL						722.92
Paycheck	06/30/2015	20301	Neitzel, Donald R		100 · 4M Fund/US Bank - General F...	(185.89)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	201.28
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	12.48
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2205 · Soc Sec Payable - Employer	(12.48)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 · Social Security W/H - Employee	(12.48)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	2.91
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2213 · Medicare Payable - Employer	(2.91)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2212 · Medicare W/H - Employee	(2.91)
TOTAL						185.89
Paycheck	06/30/2015	20302	Joyce, Patrick C		100 · 4M Fund/US Bank - General F...	(539.66)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	678.68
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(44.11)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5053 · PERA Contribution - Employer	50.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(50.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2210 · Federal Withholding	(28.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 · Social Security Tax - Employer	42.07
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2205 · Soc Sec Payable - Employer	(42.07)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2204 · Social Security W/H - Employee	(42.07)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 · Medicare Tax - Employer	9.84
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2213 · Medicare Payable - Employer	(9.84)

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Type	Date	Num	Name	Memo	Account	Original Amount
					2212 · Medicare W/H - Employee	(9.84)
					2208 · MN State Withholding	(15.00)
						539.66
TOTAL						
Paycheck	06/30/2015	20303	Swanson Linner, Kimberly J		100 · 4M Fund/US Bank - General F...	(1,387.39)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5008 · Office Manager Wages	1,809.41
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2302 · PERA Payable - Staff	(117.61)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5053 · PERA Contribution - Employer	135.71
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2302 · PERA Payable - Staff	(135.71)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5018 · Insurance Benefits	26.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2325 · Madison Life ST & LT Disability	(26.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2210 · Federal Withholding	(112.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5051 · Social Security Tax - Employer	112.18
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2205 · Soc Sec Payable - Employer	(112.18)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2204 · Social Security W/H - Employee	(112.18)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5052 · Medicare Tax - Employer	26.23
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2213 · Medicare Payable - Employer	(26.23)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2212 · Medicare W/H - Employee	(26.23)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2208 · MN State Withholding	(54.00)
						1,387.39
TOTAL						
Paycheck	06/30/2015	20304	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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2302 · PERA Payable - Staff	(275.47)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2325 · Madison Life ST & LT Disability	(26.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2325 · Madison Life ST & LT Disability	(100.98)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2205 · Soc Sec Payable - Employer	(295.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2213 · Medicare Payable - Employer	(69.21)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2212 · Medicare W/H - Employee	(69.21)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2208 · MN State Withholding	(233.00)
						3,267.07
TOTAL						
Liability C...	06/30/2015	20305	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
						154.78
TOTAL						
Check	06/30/2015	20306	Lakeview Inv 14833 50th St Z14-33	VOID: Reduction Escrow Trading Post Reserve Z14-33	100 · 4M Fund/US Bank - General F...	0.00

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Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						0.00
Check	06/30/2015	20307	Lakeview Inv 14833 50th St Z14-33	Reduction Escrow Trading Post Reserve Z14-33	100 · 4M Fund/US Bank - General F...	(184,176.50)
			Lakeview Inv 14833 50th St Z14-33	Reduction Escrow Trading Post Reserve Z14-33	2001 · Permit Escrow & Fees	184,176.50
TOTAL						184,176.50
Bill Pmt -C...	07/15/2015	20308	Avenet LLC		100 · 4M Fund/US Bank - General F...	(550.00)
Bill	06/30/2015	37123	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	GovOffice annual service package through 7-31-16	5510 · Computer Service/Software	550.00
TOTAL						550.00
Bill Pmt -C...	07/15/2015	20309	Centerpoint Energy (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - General F...	(29.33)
Bill	06/30/2015	June2015	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	29.33
TOTAL						29.33
Bill Pmt -C...	07/15/2015	20310	Century Power Equipment	Account No 11179	100 · 4M Fund/US Bank - General F...	(255.76)
Bill	06/30/2015	658951	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	tools	5930 · Tools & Minor Equipment	42.95
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	lube	5925 · Fuel & Lubricants	212.81
TOTAL						255.76
Bill Pmt -C...	07/15/2015	20311	Croix Crystal Water Treatment	cooler lease and water	100 · 4M Fund/US Bank - General F...	(40.00)
Bill	06/30/2015	45891	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & Land	40.00
TOTAL						40.00
Bill Pmt -C...	07/15/2015	20312	Freedom Valu Centers, Inc.	Account # 63398	100 · 4M Fund/US Bank - General F...	(48.17)
Bill	06/30/2015	17630	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	tractor fuel	5925 · Fuel & Lubricants	48.17
TOTAL						48.17
Bill Pmt -C...	07/15/2015	20313	GE Capital	Billing ID No. 90133894302 Acct Sch 7553611-002	100 · 4M Fund/US Bank - General F...	(410.00)
Bill	06/30/2015	63002661	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...	07/15/2015	20314	Gopher State One Call		100 · 4M Fund/US Bank - General F...	(58.00)
Bill	06/30/2015	137280	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Caston01 FTP Tickets	5870 · Other Road Maintenance	58.00

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Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						58.00
Bill Pmt -C...	07/15/2015	20315	Hillcrest Animal Hospital	Account # 10454	100 - 4M Fund/US Bank - General F...	(175.50)
Bill	06/30/2015	June2015	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:560...	animal control charges	5605 - Animal Control	175.50
TOTAL						175.50
Bill Pmt -C...	07/15/2015	20316	Menards - Hudson		100 - 4M Fund/US Bank - General F...	(37.87)
Bill	06/30/2015	9010	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6135 Park Maintenance	14 oz odor elim, refill linen, RoundUp	6135 - Park Maintenance	14.89
Bill	06/30/2015	90928	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6140 Misc Expense	14 oz odor elim, 1,000' caution tape, iron hold bag, wasp & horn...	6140 - Misc Exp - Parks	22.98
TOTAL						37.87
Bill Pmt -C...	07/15/2015	20317	Pioneer Press	Acct # 415245	100 - 4M Fund/US Bank - General F...	(354.32)
Bill	06/30/2015	0615415245	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	legal notices	5555 - Publishing & Printing	354.32
TOTAL						354.32
Bill Pmt -C...	07/15/2015	20318	PressEnter	Acct # 33299 Customer # 33881	100 - 4M Fund/US Bank - General F...	(400.00)
Bill	06/30/2015	June2015	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, Aug 2015	5510 - Computer Service/Software	400.00
TOTAL						400.00
Bill Pmt -C...	07/15/2015	20319	River Valley Printing	Cust No. 1483	100 - 4M Fund/US Bank - General F...	(290.00)
Bill	06/30/2015	4981	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	1250 4pg newsletters	5560 - Newsletter Expenses	290.00
TOTAL						290.00
Bill Pmt -C...	07/15/2015	20320	Xcel Energy (51-0895345-1)	Acct: 51-0895345-1 Meter# 000071246886	100 - 4M Fund/US Bank - General F...	(21.03)
Bill	06/30/2015	462298623	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Eastwood - Septic Property 2318 St Croix Trl S Meter# 0000712...	8891 - DNR Flood Imp - Property Exp	21.03
TOTAL						21.03
Bill Pmt -C...	07/15/2015	20321	Xcel Energy (51-4272629-8)	3175 St. Croix Trail S Meter #0098360010	100 - 4M Fund/US Bank - General F...	(14.29)
Bill	06/30/2015	462504241	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 - Electricity	14.29
TOTAL						14.29
Bill Pmt -C...	07/15/2015	20322	Xcel Energy (51-5641441-6)	Acct #51-5641441-6 Meter #0096704046	100 - 4M Fund/US Bank - General F...	(13.59)
Bill	06/30/2015	462522810	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3415 St. Croix Trail S Meter #0096704046	6020 - Electricity	13.59

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Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						13.59
Bill Pmt -C...	07/15/2015	20323	Xcel Energy (51-5700429-6)	Acct #51-5700429-6 Meter #0077765464	100 - 4M Fund/US Bank - General F...	(131.08)
Bill	06/30/2015	462521725	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	131.08
TOTAL						131.08
Bill Pmt -C...	07/15/2015	20324	Xcel Energy (51-6257802-9)	3420 St. Croix Trl S Meter #0096987678	100 - 4M Fund/US Bank - General F...	(57.40)
Bill	06/30/2015	462532135	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Town Square Park 3420 St. Croix Trl S Meter #0096987678	6020 - Electricity	57.40
TOTAL						57.40
Bill Pmt -C...	07/15/2015	20325	Xcel Energy (51-7576371-4)	Acct#51-7576371-4 Meter #19818068	100 - 4M Fund/US Bank - General F...	(27.20)
Bill	06/30/2015	462382644	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	City Garage 1675 Stagecoach Trl S: Acct#51-7576371-4 Meter #...	6045 - City Garage Expense	27.20
TOTAL						27.20
Check	06/30/2015	20326	Afton Area Bus Assn (Strawberry Fest)	Refund Park Deposit 2015 Strawberry Festival	100 - 4M Fund/US Bank - General F...	(200.00)
			Afton Area Bus Assn (Strawberry Fest)	Refund Park Deposit 2015 Strawberry Festival	2001 - Permit Escrow & Fees	200.00
TOTAL						200.00
Bill Pmt -C...	07/21/2015	20327	LSCV Fire Protection District	Fire Protection Services	100 - 4M Fund/US Bank - General F...	(54,988.25)
Bill	07/21/2015	Levy3Qtr15	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:562...	Fire Protection Services - 3rd Quarter 2015	5625 - Fire & Ambulance Services	54,988.25
TOTAL						54,988.25
Bill Pmt -C...	07/21/2015	20328	Environmental Law Group		100 - 4M Fund/US Bank - General F...	(7,280.00)
Bill	06/30/2015	15334 June2...	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	environmental review and permitting issues	8895 - DNR Flood Imp Proj - Engineer	7,280.00
TOTAL						7,280.00
Bill Pmt -C...	07/21/2015	20329	Holstad & Knaak, PLC	Legal Services	100 - 4M Fund/US Bank - General F...	(5,694.37)
Bill	06/30/2015	June2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal F... 100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution - Leg... 800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Civil / General Criminal Condemnation litigation: Downtown Imp Projects	5321 - Legal Fees - General 5320 - Legal Fees - Prosecution 8891 - DNR Flood Imp - Property Exp	1,392.00 2,608.00 1,694.37
TOTAL						5,694.37
Bill Pmt -C...	07/21/2015	20330	Niedzwiecki, Thomas H.	Accounting Services	100 - 4M Fund/US Bank - General F...	(1,139.00)
Bill	06/30/2015	AcctJun2015	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	Monthly charge for Accounting Services per Contract Monthly charge for QB Pro software including Payroll Service & ...	5304 - Accounting Fees 5540 - Office Supplies	1,075.00 26.00

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Type	Date	Num	Name	Memo	Account	Original Amount
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	Mailing envelopes, copies of invoices, misc postage	5540 · Office Supplies	38.00
TOTAL						1,139.00
Bill Pmt -C...	07/21/2015	20331	Stensland Inspection Services	Building Inspection Services	100 · 4M Fund/US Bank - General F...	(9,269.00)
Bill	06/30/2015	June2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - S...	Building Permits, B-58-15 - B-23-15, Z-19-15 - Z-21-15	5350 · Building Insp Fees - Stensland	9,269.00
TOTAL						9,269.00
Bill Pmt -C...	07/21/2015	20332	Tri-County Services (Streets, Other)		100 · 4M Fund/US Bank - General F...	(22,517.50)
Bill	06/30/2015	745	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5820 Gr...	road grade 60th 3 times	5820 · Gravel Road Maintenance	382.50
Bill	06/30/2015	744	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	tar patch Norsted	5835 · Surf Maint/Bit Patch/Sweeping	7,765.00
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	tar patch ODell.	5835 · Surf Maint/Bit Patch/Sweeping	8,995.00
Bill	06/30/2015	747	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	truck trailer pothole, went over all roads 6-4, 6-5-15	5835 · Surf Maint/Bit Patch/Sweeping	2,615.00
Bill	06/30/2015	748	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5845 Br...	ditch mow	5845 · Brush/Tree/Sod/Seed	2,760.00
TOTAL						22,517.50
Bill Pmt -C...	07/21/2015	20333	Wenck Associates Inc.	project 2656	100 · 4M Fund/US Bank - General F...	(10,345.88)
Bill	06/30/2015	11503628	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Wastewater System Engineering	8895 · DNR Flood Imp Proj - Engineer	10,345.88
TOTAL						10,345.88
Bill Pmt -C...	07/21/2015	20334	US Bank (Road Bond Pymts)	Acct # 0020325NS Abatement Refunding Bond Series 2014A	100 · 4M Fund/US Bank - General F...	(62,625.83)
Bill	07/21/2015	BondPymt 0...		GO Tax Abatement 2014A: Interest due 8/1/2015	2035 · Acc Int - 2014A Road Refund ...	62,625.83
TOTAL						62,625.83
Check	06/30/2015	20335	Afton Parade Committee	Refund 2015 4th of July Deposit	100 · 4M Fund/US Bank - General F...	(200.00)
			Afton Parade Committee (APC)	Refund 2015 4th of July Deposit	2001 · Permit Escrow & Fees	200.00
TOTAL						200.00
Bill Pmt -C...	07/15/2015	20336	Comcast (8772 10 572 0001508)	Account # 8772 10 572 0001508	100 · 4M Fund/US Bank - General F...	(197.55)
Bill	06/30/2015	07072015	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...	07/15/2015	20337	Innovative Office Solutions LLC	customer # V105001	100 · 4M Fund/US Bank - General F...	(60.47)
Bill	06/30/2015	in0837399	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	Office Supplies	5540 · Office Supplies	38.09
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	Building supplies	6050 · Supplies - Bldg & Land	22.38

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Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						60.47
Bill Pmt -C...	07/15/2015	20338	Xcel Energy (51-5247622-9)	Acct No. 51-5247622-9 Meters 92023602 & 98359441	100 - 4M Fund/US Bank - General F...	(102.01)
Bill	06/30/2015	462870356	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 3741 & 4105 River Rd	5915 - 201 Project Maintenance	102.01
TOTAL						102.01
Bill Pmt -C...	07/15/2015	20339	Xcel Energy (51-6223921-2)	Acct No. 51-6223921-2 Street Lighting	100 - 4M Fund/US Bank - General F...	(205.84)
Bill	06/30/2015	462885525	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	Street Lighting Service	5850 - Street Lighting	205.84
TOTAL						205.84
Paycheck	07/21/2015	20340	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
			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 &...		5052 - Medicare Tax - Employer	4.35
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2213 - Medicare Payable - Employer	(4.35)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2212 - Medicare W/H - Employee	(4.35)
TOTAL						280.65
Paycheck	07/21/2015	20341	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
			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 &...		5052 - Medicare Tax - Employer	2.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2213 - Medicare Payable - Employer	(2.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2212 - Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	07/21/2015	20342	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
			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 &...		5052 - Medicare Tax - Employer	2.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2213 - Medicare Payable - Employer	(2.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2212 - Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	07/21/2015	20343	Richter, Joseph J		100 - 4M Fund/US Bank - General F...	(187.10)

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Type	Date	Num	Name	Memo	Account	Original Amount
			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)
					5053 · PERA Contribution - Employer	10.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		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	07/21/2015	20344	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)
					5053 · PERA Contribution - Employer	10.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		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	07/15/2015	20345	Johnson, Kenneth L		100 · 4M Fund/US Bank - General F...	(442.41)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	603.84
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(39.25)
					5053 · PERA Contribution - Employer	45.29
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(45.29)
					2210 · Federal Withholding	(51.00)
					5051 · Social Security Tax - Employer	37.43
					2205 · Soc Sec Payable - Employer	(37.43)
					2204 · Social Security W/H - Employee	(37.43)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	8.75
					2213 · Medicare Payable - Employer	(8.75)
					2212 · Medicare W/H - Employee	(8.75)
					2208 · MN State Withholding	(25.00)
TOTAL						442.41
Paycheck	07/15/2015	20346	Neitzel, Donald R		100 · 4M Fund/US Bank - General F...	(292.42)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	326.40
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 · Federal Withholding	(6.00)
					5051 · Social Security Tax - Employer	20.24
					2205 · Soc Sec Payable - Employer	(20.24)
					2204 · Social Security W/H - Employee	(20.24)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	4.74
					2213 · Medicare Payable - Employer	(4.74)
					2212 · Medicare W/H - Employee	(4.74)
					2208 · MN State Withholding	(3.00)
TOTAL						292.42

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Type	Date	Num	Name	Memo	Account	Original Amount
Paycheck	07/15/2015	20347	Rea, Walter S		100 · 4M Fund/US Bank - General F...	(179.72)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	194.60
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	12.06
					2205 · Soc Sec Payable - Employer	(12.06)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 · Social Security W/H - Employee	(12.06)
					5052 · Medicare Tax - Employer	2.82
					2213 · Medicare Payable - Employer	(2.82)
					2212 · Medicare W/H - Employee	(2.82)
TOTAL						179.72
Paycheck	07/15/2015	20348	Joyce, Patrick C		100 · 4M Fund/US Bank - General F...	(617.62)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	786.98
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(51.15)
					5053 · PERA Contribution - Employer	59.02
					2302 · PERA Payable - Staff	(59.02)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2210 · Federal Withholding	(38.00)
					5051 · Social Security Tax - Employer	48.80
					2205 · Soc Sec Payable - Employer	(48.80)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2204 · Social Security W/H - Employee	(48.80)
					5052 · Medicare Tax - Employer	11.41
					2213 · Medicare Payable - Employer	(11.41)
					2212 · Medicare W/H - Employee	(11.41)
					2208 · MN State Withholding	(20.00)
TOTAL						617.62
Paycheck	07/15/2015	20349	Moorse, Ronald J		100 · 4M Fund/US Bank - General F...	(3,368.05)
			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)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2302 · PERA Payable - Staff	(238.74)
					5037 · Flexible Benefits	1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2210 · Federal Withholding	(568.00)
					5051 · Social Security Tax - Employer	295.92
					2205 · Soc Sec Payable - Employer	(295.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2204 · Social Security W/H - Employee	(295.92)
					5052 · Medicare Tax - Employer	69.21
					2213 · Medicare Payable - Employer	(69.21)
					2212 · Medicare W/H - Employee	(69.21)
					2208 · MN State Withholding	(233.00)
TOTAL						3,368.05
Paycheck	07/15/2015	20350	Swanson Linner, Kimberly J		100 · 4M Fund/US Bank - General F...	(1,289.05)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5008 · Office Manager Wages	1,661.10
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2302 · PERA Payable - Staff	(107.97)
					5053 · PERA Contribution - Employer	124.58

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Type	Date	Num	Name	Memo	Account	Original Amount
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2302 · PERA Payable - Staff 2210 · Federal Withholding 5051 · Social Security Tax - Employer 2205 · Soc Sec Payable - Employer 2204 · Social Security W/H - Employee 5052 · Medicare Tax - Employer 2213 · Medicare Payable - Employer 2212 · Medicare W/H - Employee 2208 · MN State Withholding	(124.58) (91.00) 102.99 (102.99) (102.99) 24.09 (24.09) (24.09) (46.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...			
TOTAL						1,289.05
Paycheck	07/15/2015	20351	Rea, Walter S		100 · 4M Fund/US Bank - General F...	(313.21)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person 5051 · Social Security Tax - Employer 2205 · Soc Sec Payable - Employer 2204 · Social Security W/H - Employee 5052 · Medicare Tax - Employer 2213 · Medicare Payable - Employer 2212 · Medicare W/H - Employee	339.16 21.03 (21.03) (21.03) 4.92 (4.92) (4.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...			
TOTAL						313.21
Bill Pmt -C...	07/15/2015	20352	Ross, Stan	reimburse expenses	100 · 4M Fund/US Bank - General F...	(60.00)
Bill	06/30/2015	070115 Pain...	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	Jessie Diggins/Painting Skis	6030 · Misc Exp - Bldg & Land	60.00
TOTAL						60.00
Bill Pmt -C...	07/21/2015	20353	Springsted Incorporated	Project A1129.103	100 · 4M Fund/US Bank - General F...	(27,609.10)
Bill	06/30/2015	1 TempImp...	805 City Infrastructure Debt Serv:7738 Admin Fee	Services re issuance of \$3,755,000 GO Temp Imp Bds Series 201...	7738 · 2015A Adm Exp Dwtwn Tem...	27,609.10
TOTAL						27,609.10
Bill Pmt -C...	07/21/2015	20354	WSB (Applicants)	Customer No. 01856	100 · 4M Fund/US Bank - General F...	(1,608.00)
Bill	06/30/2015	480-1	550 Special Activities Fund:F. Applicant Pass-Thru Expenses:5341 Engi...	Trading Post Trail Preserve, Lakeview Inv #1	5341 · Engineering - Pass Thru	1,608.00
TOTAL						1,608.00
Bill Pmt -C...	07/21/2015	20355	WSB (City Engineer)	01856	100 · 4M Fund/US Bank - General F...	(1,100.00)
Bill	06/30/2015	450-5	550 Special Activities Fund:F. Applicant Pass-Thru Expenses:5341 Engi...	SWWD / Vang Z-15-9	5341 · Engineering - Pass Thru	58.50
			550 Special Activities Fund:F. Applicant Pass-Thru Expenses:5341 Engi...	VBWD, CWF, FOC Review	5341 · Engineering - Pass Thru	494.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2015 City Engineering Services, from May 01 to May 31, 2015	5310 · Engineering Fees	547.50
TOTAL						1,100.00
Bill Pmt -C...	07/21/2015	20356	WSB (Comprehensive Plan)		100 · 4M Fund/US Bank - General F...	(1,880.00)

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	06/30/2015	470-2	550 Special Activities Fund:C. Codification/Comp Plan:6356 Comprehe...	Comprehensive Plan Amendment, May 01 to May 31, 2015	6356 · Comp Plan Expenses	1,880.00
TOTAL						1,880.00
Bill Pmt -C...	07/21/2015	20357	WSB (DNR Flood Imp)	Project No. 01856	100 · 4M Fund/US Bank - General F...	(21,052.05)
Bill	06/30/2015	320.41	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Flood Protection Improvement Project, May 01 to May 31 2015	8895 · DNR Flood Imp Proj - Engineer	21,052.05
TOTAL						21,052.05
Bill Pmt -C...	07/21/2015	20358	WSB (DNR Flood Imp)	Project No. 01856	100 · 4M Fund/US Bank - General F...	(6,031.50)
Bill	06/30/2015	410-18	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Sanitary Sewer Improvements, May 01 to May 31 2015	8895 · DNR Flood Imp Proj - Engineer	6,031.50
TOTAL						6,031.50
Bill Pmt -C...	07/21/2015	20359	WSB (Flood ROW Mitigation)	project #01856	100 · 4M Fund/US Bank - General F...	(2,992.50)
Bill	06/30/2015	321-22	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	flood mitigation project right of way services, May 01 to May 31,...	8895 · DNR Flood Imp Proj - Engineer	2,992.50
TOTAL						2,992.50
Bill Pmt -C...	07/21/2015	20360	WSB (Street Imp)	Project # 01856	100 · 4M Fund/US Bank - General F...	(3,230.50)
Bill	06/30/2015	390-20	120 Street Imp Capital Fd:B. Exp:7941 2015 Street Projects	CR21 Improvement Project May 01 to May 31, 2015	7941 · 2015 Street Projects	3,230.50
TOTAL						3,230.50
Bill Pmt -C...	07/21/2015	20361	WSB (Street Imp)	Project # 01856	100 · 4M Fund/US Bank - General F...	(21,011.50)
Bill	06/30/2015	400-19	120 Street Imp Capital Fd:B. Exp:7941 2015 Street Projects	Village Local Road Improvements	7941 · 2015 Street Projects	21,011.50
TOTAL						21,011.50
Liability C...	06/17/2015	201507001	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(936.74)
				3030-01 210990	2302 · PERA Payable - Staff	434.92
				3030-01 210990	2302 · PERA Payable - Staff	501.82
TOTAL						936.74
Liability C...	06/30/2015	201507002	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(937.94)
				3030-01 210990	2302 · PERA Payable - Staff	435.47
				3030-01 210990	2302 · PERA Payable - Staff	502.47
TOTAL						937.94
Liability C...	07/14/2015	201507003	IRS (US Treasury)	41-1290668	100 · 4M Fund/US Bank - General F...	(4,303.40)

16

07/15/15

**City of Afton**  
**Claims to be Approved**  
 June 17 through July 21, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
				41-1290668	2210 · Federal Withholding	1,613.00
				41-1290668	2213 · Medicare Payable - Employer	267.90
				41-1290668	2212 · Medicare W/H - Employee	267.90
				41-1290668	2205 · Soc Sec Payable - Employer	1,077.30
				41-1290668	2204 · Social Security W/H - Employee	1,077.30
TOTAL						4,303.40
Liability C...	07/14/2015	201507004	MN Dept of Revenue	5050730	100 · 4M Fund/US Bank - General F...	(698.00)
				5050730	2208 · MN State Withholding	698.00
TOTAL						698.00
Liability C...	07/21/2015	201507005	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
Bill Pmt -C...	07/21/2015	201507006	MN Dept of Labor & Ind (Bldg Surchg)	Building Surcharges Cert #2164	100 · 4M Fund/US Bank - General F...	(1,189.44)
Bill	06/30/2015	BldgSurchg...		2ndt Quarter 2015 Building Surcharges Cert #2164	2121 · Afton Bldg Surcharges Payable	1,189.44
TOTAL						1,189.44
Liability C...	07/15/2015	201507007	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(941.47)
				3030-01 210990	2302 · PERA Payable - Staff	437.11
				3030-01 210990	2302 · PERA Payable - Staff	504.36
TOTAL						941.47

**RESOLUTION 2015-51**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING 4M FUND TRANSFERS FOR – JUNE, 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 JUNE, 2015.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21st DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

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

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



CITY OF AFTON  
DRAFT PLANNING COMMISSION MINUTES  
July 6, 2015, 6:30 PM

1  
2  
3  
4  
5 1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 6:31 p.m.

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

8  
9 3. **ROLL CALL** – Present: Doherty, Nelson, Seeberger, Kopitzke, Langan and Chair Ronningen. **Quorum present.** Excused Absence: Patten and Kilmer. Wroblewski arrived at 6:34 p.m.

10  
11  
12 **ALSO IN ATTENDANCE** – City Administrator Ron Moorse, Deputy Clerk Kim Swanson Linner and Council Liaison alternate Mayor Richard Bend.

13  
14  
15 4. **APPROVAL OF AGENDA** – Items 9b and 9a from Old Business were moved up to Items 6a and 6b respectively, to accommodate the applicants and their representatives whose applications were continued from the June 1, 2015 to this meeting.

16  
17  
18 **Motion/Second: Ronningen/Doherty. To approve the July 6, 2015 Planning Commission agenda as amended. Motion carried 6-0-1 (Wroblewski abstained, as she was absent for the discussion.)**

19  
20  
21 5. **APPROVAL OF MINUTES** –

22  
23 a. June 1, 2015 Planning Commission Meeting Minutes – Minor typos were as follows: Line 56, add word “...driveway is allowed on a maximum...”; Line 207, should not have a number as it was a comment by the applicant representative; Line 236, “PH” should be “pH”; Line 293, delete “for smaller lots” and insert “...may be too great for unscreened arrays.” Lines 307 through 317 appeared to be from last month’s minutes and should be deleted.

24  
25  
26  
27  
28 **Motion/Second: Kopitzke/Nelson. To approve the June 1 4, 2015 Planning Commission Meeting minutes as amended. Motion carried 6-0-1 (Abstained: Langan, as he was not in attendance.)**

29  
30  
31 6. **REPORTS AND PRESENTATIONS** – none.

32  
33 [Items 9b and 9a from Old Business were moved up to Items 6a and 6b respectively.]

34  
35 a. Bruce Paddock Variance Application for the Property on 33rd Street with PID# 22.028.20.14.0064 – Administrator Moorse summarized the Bruce Paddock application for a variance to the minimum lot size requirement to enable the parcel on 33<sup>rd</sup> Street with PID# 22.028.20.14.0064 to be approved as a buildable lot, which was continued from the June 1, 2015 Planning Commission meeting. He reviewed that the minimum lot size for the VHS district is 22,500 square feet, which is commonly three historically platted 50 foot by 150 foot parcels (7,500 sq. ft. each) combined to create one parcel. The Paddock parcel is made up of two historically platted parcels of 7,500 square feet each, plus 4,384 square feet of vacated 33<sup>rd</sup> St. right-of-way, for a total of 19,384 square feet. Moorse reviewed that the Planning Commission found that the survey showed that a house and garage could be located on slopes less than 12% and could meet setbacks. However, they felt it was unclear whether a driveway serving the house could meet the side yard setbacks and be located on land with slopes less than 12%. The applicant submitted a revised survey showing a driveway that is on land with slopes less than 12%, with the exception that a portion of the west edge of the driveway would encroach on an existing retaining wall which is shown on the survey as an area with slope greater than 12%. However, the land west of the retaining wall, which would be disturbed if the retaining wall was moved to accommodate the driveway, has a slope less than 12%.

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51  
52 Planning Commission Discussion

53 Commissioners noted concerns that the driveway as shown was not set back from the property line the  
54 required 10 feet. It was also not clear if the retaining walls would be maintained or removed, which left the 12%  
55 slope issue unanswered.

56 Moore reminded that this variance does not contain a particular plan to build; it is only to determine  
57 whether it is a buildable lot which meets the substandard sized lot variance requirements in the VHS zoning  
58 district.

59  
60 **Motion/Second: Ronningen/Doherty. To recommend denial to the City Council of the Bruce Paddock**  
61 **variance application for the property on 33<sup>rd</sup> Street with PID # 22.028.20.14.0064 with the following.**  
62

63 Findings

- 64 1. The lot is too small, being 3,000 square feet less than the minimum required VHS parcel.
- 65 2. The lot contains a significant amount of slopes greater than 12%.
- 66 3. The driveway fails to meet the 10 foot setback from property lines.
- 67 4. The retaining wall next to the driveway is problematic.

68  
69 **Motion carried 4-1-2 (Nay-Kopitzke; Abstain-Seeberger (had stepped away during discussion) and**  
70 **Wroblewski (was unsure whether requirements were adequately met).**

71  
72 b. Bill Scheel Application for <sup>minor</sup> Subdivision at 13404 15th Street and the property with PID #  
73 08.028.20.14.0001 – Administrator Moore summarized the proposed subdivision application to create three lots  
74 on the property at 13404 15<sup>th</sup> Street South and the property with PID 08.028.20.14.0001; that the property, while  
75 a large lot, is currently nonconforming due to having less than 300 feet of frontage on a public road. The  
76 subdivision would result in three conforming lots. He noted that at its June 1, 2015 meeting, the Planning  
77 Commission had questions and concerns about two of the proposed lots crossing a quarter-quarter section line,  
78 and the potential impact on density. The Commission requested revised surveys that clearly showed the current  
79 lots vs. the proposed lots and the relationship of the current and proposed lots to the quarter-quarter section line.  
80 The City Attorney was asked whether the zoning code allows lot lines to cross quarter-section section lines to  
81 which he advised that, while the Ag Preserve Zone requirements prohibit lot lines from crossing quarter-quarter  
82 section lines, the Ag Zone requirements do not include a similar prohibition. In addition, staff has reviewed the  
83 Comprehensive Plan, and did not find any language restricting property lines from crossing quarter-quarter  
84 section lines. The concern about a density greater than the 3 lots per quarter-quarter section allowed in the Ag  
85 Zone. The proposed subdivision would result in five lots in two quarter-quarter sections. However, the  
86 boundaries of two of the lots would extend across a quarter-quarter section line. This could result in more than  
87 three dwelling units in a quarter-quarter section if a house was built in the portion of the lot in the quarter-  
88 quarter section that already contained three dwelling units. Moore advised that this potential could be prevented  
89 by placing conditions on the subdivision, such as:

- 90 1. The approval to allow a subdivision with lots crossing quarter-quarter section lines shall not be used  
91 at any time to allow the density of either of the quarter-quarter sections to exceed three lots per  
92 quarter-quarter section.
- 93 2. A dwelling unit on a lot can be placed only in the quarter-quarter section in which the majority of  
94 the lot area is located.

95 Moore explained that commissioners, at the June meeting, wanted to know if there were any non-  
96 conforming lots adjacent to the property proposed for subdivision. He indicated there is an existing 3-acre  
97 developed lot to the east of the subject property and a large lot to the east of the 3-acre lot that does not have  
98 access to a public road, which would require that 10<sup>th</sup> Avenue to be extended to the east to enable that lot to be  
99 developable.

100  
101 Planning Commission Discussion

102 Nelson asked the applicant if any of the adjacent lots were under common ownership by the Scheels.  
103 The applicant indicated they were not.

104  
105 **Motion/Second: Kopitzke/Doherty. To recommend approval to the City Council of the Bill Scheel**  
106 **application for a Minor Subdivision at 13404 15th Street and the property with PID # 08.028.20.14.0001,**  
107 **with the following:**  
108

109 **Findings**

- 110 1. The subdivision meets all subdivision requirements.  
111 2. The subdivision would enlarge the property with PID 08.028.20.14.0001 to enable it to meet  
112 the requirement for 300 feet of frontage on a public road.  
113

114 **Conditions:**

- 115 1. The approval to allow a subdivision with lots crossing quarter-quarter section lines shall not  
116 be used at any time to allow the density of either of the quarter-quarter sections to exceed  
117 three lots per quarter-quarter section.  
118 2. A dwelling unit on a lot can be placed only in the quarter-quarter section in which the  
119 majority of the lot area is located.  
120 3. Easements as required by the City Engineer shall be granted.  
121 4. Scenic easements shall be placed on all slopes greater than 18%.  
122 5. The applicant shall execute a scenic easement agreement.  
123 6. Park dedication requirements shall be satisfied at the time of final subdivision approval in  
124 accordance with Section 12-1270 of the Subdivision Ordinance.  
125

126 **Motion carried 6-0-1 (Abstain-Langan, as he was not in attendance for last month's discussion.)**  
127

128 **7. PUBLIC HEARINGS**

129 a. **Shelly and Brad Holz Variance Application at 4206 River Road – Chair Ronningen opened the Public**  
130 **Hearing at 7:06 p.m.**

131 Administrator Moorse reviewed the variance application for the Holz property, to tear down an existing  
132 two-story home that is substandard in its setback from River Road and from the Ordinary High Water Line of  
133 the St. Croix River. The house meets the setback from the St. Croix River bluffline. The house backs up to a  
134 long steep slope. The Holz proposal is to tear down the existing house and build a new two-story house that has  
135 an increased setback from River Road and the OHWL. The proposed house would be expanded to the north and  
136 south sides, and a portion would be expanded to the rear. The house is connected to the "201" community septic  
137 system, so a septic drainfield is not required. The proposed house would be screened from view from the river  
138 during leaf-on conditions, is below the 35 foot maximum height allowed and would meet the 10% impervious  
139 maximum coverage.

140 Moorse indicated the zoning requirements not met include the south and north side expansions propose  
141 grading on slopes greater than 12% and a retaining wall at the rear of the house will be built several feet into the  
142 steep slope, which also involves grading in slopes greater than 12%. Portions of the proposed house are five feet  
143 higher than the existing roof height. Zoning Code Section 12-580. C.4 provides that a substandard house shall  
144 not be increased in height. The proposed house will increase the setback from road centerline from 89 to 92 feet,  
145 but will still not meet the required 105 foot setback. The proposed house will increase the setback to the  
146 Ordinary High Water Line of the St. Croix River from 172 to 177 feet, but will not meet the required 200 foot  
147 setback. Therefore, the Holz' are requesting four variances:

- 148 1. A variance to allow a 92 foot front yard setback vs. the required 105 foot setback.  
149 2. A variance to allow a 177 foot setback from the Ordinary High Water Line of the St. Croix River vs.  
150 the required 200 foot setback.  
151 3. A variance to allow grading in areas with slopes greater than 12%.  
152 4. A variance to allow the roof height to be 5 feet higher than the roof of the existing house.

153 Moorse pointed out the list of St. Croix Bluffland and Shoreland regulations required to be addressed in  
154 making decisions on proposals, in addition to the three variance factors used to determine practical difficulty.

155 Moore indicated that the City Engineer's review indicated rain gardens are generally not recommended in  
156 areas of steep slopes, that other site options are limited, and that further solutions for drainage and stormwater  
157 management be developed, reviewed and approved.

158 Applicant Shelly Holz summarized their two-year process that they have developed with thoughtful  
159 planning to deal with the problems of the existing home and that they are proposing to make a more energy  
160 efficient home, while staying inconspicuous in the riverway, making no change to neighborhood character, and  
161 to use the property in a reasonable manner with the practical difficulties of the lot. She described that currently  
162 stormwater runs down the hill and driveway to River Road, then down to the river. They propose installing a  
163 rain garden in the southeast corner of the house to capture about one-third of the drainage from the roof.

164 Janel Woodfill, 4242 River Road, commented that she received the public hearing notice in the mail and  
165 could not find the materials on the website.

166  
167 **Motion/Second: Wroblewski/Nelson. To close the Public Hearing at 7:20 p.m. Motion carried 7-0-0.**

168  
169 Planning Commission Discussion

170 Ronningen pointed out the memo from the WSB engineer indicating work needed on stormwater  
171 management for the property.

172 Wroblewski mentioned she had visited the site after the significant rainfall. She appreciated the planning  
173 they are doing to correct drainage to the river.

174 Langan wanted clarification on the house foundation (slab on grade) and the elevations of the river  
175 compared to the proposed house slab.

176 The applicant's architect gave the elevations indicating the house will be about 45 to 50 feet above the  
177 ordinary river level.

178 Doherty commented that she looks to properties being "less non-conforming" over time and felt the owners  
179 are doing the best job they can to make the conditions "less bad" than the existing. Setbacks, while improving,  
180 still don't meet the requirements. She stated that the new roof orientation, while being 5 feet taller, will not  
181 direct runoff straight to the river, and the roof slope is less steep, so it is making the situation better.

182 Ronningen confirmed that the property will be hooked up to the new Village septic system.

183 Nelson wanted clarification on the 2-1/2:12 roof slope.

184 The architect reviewed the design of the roof meeting the building code and energy standards.

185  
186 **Motion/Second: Doherty/Kopitzke. To recommend approval to the City Council for the Shelly and Brad  
187 Holz application for four variances at 4206 River Road, including the comments from the Engineer that  
188 the stormwater management plan needs additional work and approval so that the watershed  
189 requirements are satisfied, and with the following findings and conditions.**

190  
191 Findings

192 Several unique features of the parcel were listed:

- 193 1. It comprised of unusually steep terrain and it appears that the amount of grading is  
194 reasonable and the proposed new roofs will reduce the impact from stormwater runoff.
- 195 2. Screening of the property is significant and there is no impairment to the river.
- 196 3. There appears to be a reasonably level area for the new home.
- 197 4. It was requested that the DNR memo be submitted prior to the City Council meeting.

198  
199 Conditions

- 200 1. City Engineer shall review and approve grading, drainage and erosion control plans.
- 201 2. City Engineer shall review and approve retaining wall design.
- 202 3. City Engineer specifications and recommendations for all work shall be met for the duration  
203 of the permit.

- 204 4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt  
205 fences or other types of erosion control shall be properly installed prior to construction; and  
206 shall be maintained in good condition until the construction is complete.  
207 5. House color shall be earth tone.  
208 6. The house shall be constructed according to the plans dated May 28, 2015, the site plan dated  
209 May 27, 2015 and the survey dated May 29, 2015, subject to revisions as required or approved  
210 by the City Engineer.  
211 7. Existing vegetative screening shall be maintained, with the exception of one large tree to be  
212 removed on the southern property line.  
213

214 **Motion carried 7-0-0.**

215  
216 b. Valley Branch Watershed District request for Conditional Use Permit for two ravine stabilization  
217 projects at properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001,  
218 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley  
219 Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004 – Chair  
220 **Ronningen opened the Public Hearing at 7:34 p.m.**

221 Administrator Moose summarized the application from Valley Branch Watershed District (VBWD)  
222 proposing to complete two ravine stabilization projects, one at the northeast corner of Trading Post Trail and  
223 30<sup>th</sup> Street, and one east of Neal Avenue and north of Valley Creek Trail. Both locations are steep ravines that  
224 experience substantial erosion during significant rain events. The proposed projects will stabilize the ravines,  
225 prevent erosion and help protect the water quality of Valley Creek. Moose noted that the VBWD does not own  
226 any of the properties involved in the ravine stabilization project; they are in the process of obtaining easements  
227 from the property owners to allow the work. The City of Afton has already approved the easement over the  
228 City's property near Trading Post Trail and 30<sup>th</sup> Street. Moose noted the City Engineer reviewed the plans for  
229 the project and had several questions about the design for the VBWD engineer, who addressed the questions  
230 with the design logic and expected performance.

231 VBWD's engineer, Jennifer Koehler, from Barr Engineering, gave additional background on the two ravine  
232 stabilization projects in identifying and completing these types of erosion control projects.

233 Linda Stephan, 2783 and 2771 Trading Post Trail, commented that she received the notice in the mail and  
234 could not find any detailed information on the city website. She commented on the properties and other erosion  
235 control measures that have been installed prior to this project.

236 Deputy Clerk wanted clarification on residents not finding the public hearing information on the city  
237 website. It was determined that the public notices should include the date the packet will be posted to the  
238 website, or when information will otherwise be available in City Hall.  
239

240 **Motion/Second: Doherty/Wroblewski. To close the public hearing at 7:41 p.m. Motion carried 7-0-0.**

241  
242 **Motion/Second: Ronningen/Doherty. To recommend approval to the City Council for the Valley Branch**  
243 **Watershed District request for a Conditional Use Permit for a two ravine stabilization projects at**  
244 **properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001,**  
245 **16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley**  
246 **Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004, with the**  
247 **following conditions:**

248  
249 **Conditions**

- 250 1. All appropriate provisions of the Afton Code of Ordinances shall be complied with for the  
251 duration of the permit.  
252 2. Grading plans shall be reviewed and approved by the City Engineer.  
253 3. City Engineer specifications and recommendations for all work shall be met for the duration  
254 of the permit.

- 255 4. **The grading plan shall be constructed according to plans approved by the City Engineer. Silt**
- 256 **fences or other types of erosion control shall be properly installed prior to construction; and**
- 257 **shall be maintained in good condition until the construction is complete.**
- 258 5. **Non-compliance with the conditions of this permit shall be considered a violation, and may**
- 259 **result in revocation of this permit.**
- 260 6. **Compliance with conditions of this permit shall be monitored on a periodic basis.**
- 261 7. **Construction shall begin within one year of the date of issuance of this permit or the permit**
- 262 **shall become null and void.**
- 263 8. **All necessary easements to enable the project work shall be acquired.**
- 264 9. **The applicant shall limit erosion wherever possible and at no cost to the City of Afton.**
- 265

266 **Motion carried 7-0-0.**

267

268 c. Larry Best/Chrome-X, LLC Sketch Plan Review Application at 13900 Hudson Road – Chair Ronningen

269 **opened the Public Hearing at 7:43 p.m.**

270 Administrator Moore summarized the application proposing to build a set of luxury storage garages at

271 13900 Hudson Road which includes six storage unit buildings each with sixteen garages and a separate

272 community building. The individual garages are proposed to be sold to individual owners through a

273 condominium ownership structure. A similar use was proposed in 2004. The proposal was approved with a

274 Special Use Permit (now called a Conditional Use Permit) but was never built. The proposed general use –

275 enclosed storage as a principal use - is allowed as a conditional use, however, a number of elements of the

276 proposed use are unique and different from common enclosed storage uses. In this proposal, each garage is to be

277 separately owned, and the interior of each garage will be custom-improved by the owner, which could include

278 an area for storage, display, a restroom and minor maintenance of a vehicle, as well as other customized

279 improvements and furnishings. Moore advised the commission that because the proposal involves multiple

280 buildings on one lot, and also involves a condominium ownership structure, it has some similarities to a

281 Subdivision/Planned Unit Development.

282 Moore reported that the City Engineer memo indicated that while the concept plan includes a stormwater

283 pond, it does not appear to be sized sufficiently to control runoff. The memo also identified a number of other

284 requirements that need to be met by the final grading and drainage plan, such as: erosion and sediment control;

285 impervious surface in excess of one acre triggers MPCA requirement to provide 1-inch of volume control; the

286 runoff rate has increased from existing and the pond design is inadequate; and, any wetland protection

287 requirements.

288 Moore indicated that as a sketch plan review, it is an opportunity for the Planning Commission to ask

289 questions about the use, the layout of the buildings on the lot, the grading and drainage plan, etc, and provide

290 feedback regarding the use and to guide the detailed planning that would be reflected in a CUP application.

291 During the review process for the 2004 SUP application, the following areas of questions and concerns were

292 raised: Hours of operation; Bathroom facilities and septic; Noise; Number of units; Storm water management;

293 Common building – meeting space, bathrooms; Hazardous materials - floor drains, holding tanks and pumping;

294 Concern that people will live in the units or store a motor home and live in it; Traffic; Adequate parking;

295 Landscaping/screening; Lighting; Car wash facility – is it allowed and how is the wastewater disposed of?; On-

296 going monitoring and enforcement of conditions; Is the proposed use properly defined as “Enclosed storage as a

297 principal use”?

298 Applicant Larry Best indicated this luxury storage garage model is being used elsewhere in the state and

299 country. Chanhassen has a similar facility and they hold events called “Cars and Coffee” to which the public is

300 invited. They indicate it is very popular and parking can be a problem. However, they have had no issues of

301 owners living in the units, as it is a very high-end clientele.

302 Nancy Kafka, Executive Director of Belwin Conservancy, spoke, as the property abuts Belwin property and

303 also Lake Edith. She was unclear how garages could be “luxury storage” and wondered what the facility would

304 look like; she commented that the plan proposal looked very dense for the size of the parcel.

305

306 **Motion/Second: Nelson/Kopitzke. To close the Public Hearing at 7:52 p.m. Motion carried 7-0-0.**

307

308 Planning Commission Discussion

309 Commissioners commented that, while the concept had some exciting points and opportunities for Afton,  
310 they had a number of concerns:

- 311 1. The amount of impervious surface shown on the plans was questioned, it was noted that the II.b  
312 zone allows 35% maximum impervious surface, and the plans appeared to have much in excess of  
313 35% impervious.
- 314 2. It was noted that commerce is prohibited from taking place.
- 315 3. It appeared the driveways as shown are crossing slopes of 13 – 25%, which would require a  
316 variance.
- 317 4. Commissioners wanted clarification on what each unit is provided. Applicants explained they come  
318 plumbed with water, heat and sewer; they will have a drain and waterproof waste trap, which is  
319 regulated by the Minnesota Pollution Control Agency (MPCA).
- 320 5. If the garages would hold “public or planned events” that would need to be identified in the  
321 Conditional Use Permit application.
- 322 6. “Unmonitored” storage and keeping or disposing of hazardous materials/waste was a concern.  
323 Commissioners asked if there would be a “site manager” who would monitor what goes in and out  
324 of the garages, and/or what materials are hazardous.
- 325 7. Commissioners were concerned about the condominium concept and who would be the ultimate  
326 “owner” or responsible party. Who would be the governing body for oversight of enforcement,  
327 maintenance of buildings and infrastructure and compliance of unit owners.
- 328 8. Commissioners questioned where wells and septic would be located, as there didn’t seem to be  
329 enough property to accommodate those. It was suggested that toilets be limited to the Community  
330 Building. It was noted that a “community septic system” is allowed under a Conditional Use Permit.
- 331 9. Hazardous materials being dumped into a septic system was a concern. Commissioners noted that  
332 the facility in Chanhassen has more utility infrastructure to handle this type of use. Afton does not.
- 333 10. Commissioners indicated that the impervious surface should be reduced to an allowed amount;  
334 groundwater must be protected; and, storage and/or disposal of hazardous materials must be  
335 monitored. They felt the applicant must provide proof of protection of groundwater and of proper  
336 storage and/or disposal of hazardous waste.

337

338 **As a sketch plan review the Planning Commission provided feedback to applicant Larry Best/Chrome-X,  
339 LLC for Luxury Storage Garages at 13900 Hudson Road. No further action was needed.**

340

341 d. Sewer Ordinance Amendment – **Chair Ronningen opened the Public Hearing at 8:28 p.m.**

342 Administrator Moorse summarized that at the June 1, 2015 meeting the Planning Commission reviewed a  
343 draft sewer ordinance amendment and provided substantial feedback which has been incorporated into this  
344 Public Hearing document. Moorse indicated the Commission raised a question about discharging hot tub and  
345 pool water into the sanitary sewer system. The sewer amendment consultant indicated her understanding is that  
346 the hot tub and pool water can be discharged to a yard or a stormwater system, to prohibit discharging the  
347 volume of water into the sanitary sewer system.

348 Commissioners chose to continue the public hearing to the next meeting.

349

350 **Motion/Second: Ronningen/Seeberger. To continue the Public Hearing for the sewer ordinance  
351 amendment to the August 3, 2015 Planning Commission meeting. Motion carried 7-0-0.**

352

353 **8. NEW BUSINESS – none.**

354

355 **9. OLD BUSINESS –**

356

- 357 a. [Item 9a was moved to Item 6b.]  
358  
359 b. [Item 9b was moved to Item 6a.]  
360  
361 c. Residential Solar Array Ordinance – Administrator Moose explained that the Model Solar Ordinance  
362 has been updated with commissioner comments and reformatted to be consistent with city ordinances.  
363 Commissioners reviewed the draft solar ordinance, correcting typos and requesting changes to be incorporated.  
364

365 **The draft Solar Array Ordinance will be updated and a Public Hearing will be held at the August 3 PC**  
366 **meeting.**  
367

- 368 d. PC Training Opportunities – Staff brought training opportunities to commissioners’ attention:  
369 1. St. Croix Workshop-on-the-Water, August 6, 2015 and  
370 2. Summer and Fall 2015 Land Use Planning Workshops by GTS Educational Events.  
371

372 e. Draft City Council Minutes - Update on City Council Actions – Chair Ronningen reported the actions by  
373 Council approving the Minor Subdivision application for FOC, LLC and approving the variance for one  
374 driveway for the 30<sup>th</sup> Street property for Matt Twomey.  
375

376 **10. ADJOURN –**  
377

378 **Motion/Second: Nelson/Wroblewski. To adjourn the meeting at 9:04 p.m. Motion carried 7-0-0.**  
379

380 Respectfully submitted by:  
381

382  
383 \_\_\_\_\_  
384 Kim Swanson Linner, Deputy Clerk  
385

386 **To be approved on July 6, 2015 as (check one): Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 14, 2015  
Re: Bruce Paddock Variance Application for the Property on 33rd Street with PID#  
22.028.20.14.0064 - **Resolution 2015-54**

---

### Attachments

Property survey with driveway  
Property location map

### Background

Bruce Paddock is requesting a variance to the minimum lot size requirement to enable the parcel on 33rd Street with PID# 22.028.20.14.0064 to be approved as a buildable lot. The minimum lot size requirement is 22,500 square feet, which is commonly three historically platted 50 foot by 150 foot parcels (7,500 sq. ft. each) combined to create one parcel. The Paddock parcel is made up of two historically platted parcels of 7,500 square feet each, plus 4,384 square feet of vacated 33rd St. right-of-way, for a total of 19,384 square feet.

The Council and Planning Commission have agreed on five standards to be used in the review of these variance applications. They are as follows:

1. The principal structure, including a garage for a residential parcel, must be able to meet all required setbacks, including creek and bluff setbacks.
2. A commercial property must have sufficient area for off-street parking.
3. If two contiguous substandard parcels could be combined and not meet the 22,500 sq. ft. size requirement, they are not separately buildable.
4. The capacity of the planned wastewater treatment system needs to be taken into consideration prior to granting a variance for buildability.
5. If a need is demonstrated, the expiration period of the variance may be extended beyond one year.

At the July 6 Planning Commission meeting, a site plan was provided showing that a house and garage could be located on slopes less than 12% and could meet setbacks. The site plan also showed a driveway that met the side yard setback, but did not meet the setback from the property to the north. The applicant has now provided a revised site plan that shows a driveway that meets all setbacks and is on land with slope less than 12%, with the exception that a portion of the west edge of the driveway would encroach on an existing retaining wall which is shown on the survey as an area with slope greater than 12%. However, the land west of the retaining wall, which would be disturbed if the retaining wall was moved to accommodate the driveway, has a slope less than 12%.

**RESOLUTION 2015-54**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION DENYING THE BRUCE PADDOCK APPLICATION FOR A VARIANCE AT  
THE 33RD STREET PROPERTY WITH PID 22.028.20.14.0064**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Bruce Paddock has applied for a variance at the 33rd Street Property with PID 22.028.20.14.0064; and
- WHEREAS,** the application is for a variance to the minimum required lot size and for the parcel to be considered as a buildable lot in the VHS; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended DENIAL of the application on a vote of 4-1-2; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton hereby **DENY** the Bruce Paddock application for a variance at the 33rd Street Property with PID 22.028.20.14.0064 based on the findings of fact listed below:

Findings

1. The lot is too small, being 3,000 square feet less than the minimum required VHS parcel.
2. The lot contains a significant amount of slopes greater than 12%.
3. The driveway fails to meet the 10 foot setback from property lines.
4. The retaining wall next to the driveway is problematic.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY,  
2015.**

**SIGNED:**

---

Richard Bend, Mayor

### **Planning Commission Recommendation**

The Planning Commission recommended, on a vote of 4-1-2, that the variance application be denied based on the following findings:

1. The lot is too small, being 3,000 square feet less than the minimum required VHS parcel.
2. The lot contains a significant amount of slopes greater than 12%.
3. The driveway fails to meet the 10 foot setback from property lines.
4. The retaining wall next to the driveway is problematic.

### **Resolutions**

Attached is a resolution of denial reflecting the Planning Commission's recommendation and a resolution of approval, for the Council's consideration.

### **Council Action Requested**

**Motion regarding the adoption of a resolution regarding the Bruce Paddock Variance Application for the Property on 33rd Street with PID# 22.028.20.14.0064 with findings, and conditions if needed**

**RESOLUTION 2015-54**

**ATTEST:**

---

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

**RESOLUTION 2015-XX**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE BRUCE PADDOCK APPLICATION FOR A VARIANCE  
AT THE 33RD STREET PROPERTY WITH PID 22.028.20.14.0064**

**WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and

**WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and

**WHEREAS,** Bruce Paddock has applied for a variance at the 33rd Street Property with PID 22.028.20.14.0064; and

**WHEREAS,** the application is for a variance to the minimum required lot size and for the parcel to be considered as a buildable lot in the VHS; and

**WHEREAS,** City staff reviewed the request and drafted a report for consideration; and

**WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended DENIAL of the application on a vote of 4-1-2; and

**WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton hereby APPROVE the Bruce Paddock application for a variance at the 33rd Street Property with PID 22.028.20.14.0064 based on the findings of fact listed below:

Findings

1. The lot size meets the standard established for the buildability of substandard-sized lots, being 19,384 square feet vs. the 22,500 square feet minimum required.
2. The lot is able to accommodate a house, garage and driveway within required setbacks and on buildable slopes
3. The capacity of the planned wastewater treatment system is sufficient to serve the parcel.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

\_\_\_\_\_

**RESOLUTION 2015-XX**

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

7-16-15

### CITY OF AFTON VARIANCE APPLICATION

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

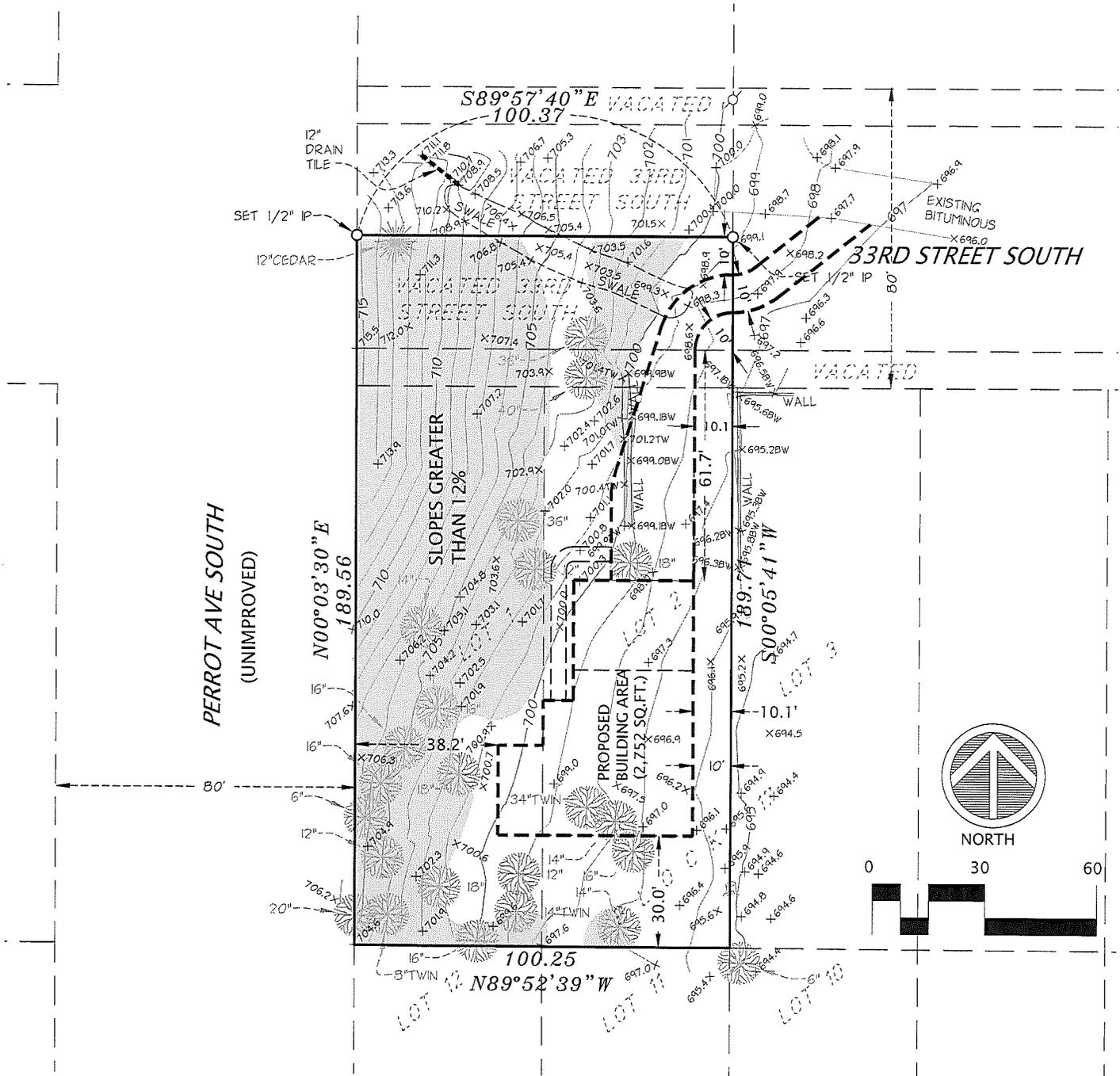
Owner	Address	City	State	Zip	Phone
Bruce Paddock	PO Box 373	Afton	MN	55001	
Applicant (if different than owner)	Address	City	State	Zip	Phone
Project Address		AFTON	MN	55001	
Zoning Classification	Existing Use of Property	PID# or Legal Description			
VHS R	Residential/Open	22.028.20.14.0064			
Please list the section(s) of the code from which the variance(s) are requested.					
Sec. 12-132 Minimum requirements. A. 1. lot area per dwelling unit.					
Description of Request					
Request to confirm buildability of parcel 22.028.20.14.0064 to provide for and confirm provision of sewer stub to this lot. The lot measures 19,000 square feet.					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant			Date		
[Signature]			5/18/15		
Make checks payable to: <b>City of Afton</b>					
If multiple variances are necessary from the applicant only <u>one</u> fee is required. However, the deposit fee must be multiplied by the number of variances sought.					
<b>FEES:</b>		<b>ESCROWS:</b>			
Variance	\$250	\$600	TOTAL:	850.00	
Renewal/Extension	\$250	\$350	DATE PAID:	5/20/15	
			CHECK #:	5816	
			RECVD BY:	[Signature]	

# CERTIFICATE OF SURVEY

FOR: BRUCE PADDOCK  
828 SOLAR ISLE DRIVE,  
FORT LAUDERDALE, FLA 33302

# PROJECT LOCATION:

XXX 33RD ST. S.  
AFTON, MN



## LEGAL DESCRIPTION

LOTS 1 AND 2, BLOCK 17, AFTON, WASHINGTON COUNTY, MINNESOTA, TOGETHER WITH THAT PORTION OF VACATED 33RD STREET SOUTH WHICH ACCRUES TO SAID LOT BY VACATION THEREOF.

## AREAS SUMMARY

PROPOSED AREAS  
AREA OF PARCEL = 19,021 SQ. FT.  
HOUSE = 2,752 SQ. FT.  
DRIVEWAY = 1,693 SQ. FT.  
SIDEWALK = 205 SQ. FT.  
TOTAL IMPROVEMENTS = 4,650 SQ. FT.

AREA ABOVE 12% SLOPE = 9,245 SQ. FT.

## CERTIFICATION

I hereby certify that this survey, plan 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.

*Daniel L. Thurmes* 7-7-15 REVISED  
6-9-15 REVISED  
DANIEL L. THURMES Date: 6-9-15  
License No. 25718 Project: JT15004

## SURVEY NOTES:

- BEARINGS ARE BASED ON COORDINATES SUPPLIED BY THE WASHINGTON COUNTY SURVEYORS OFFICE. (NAD 83)
- UNDERGROUND UTILITIES NOT SHOWN.

## LEGEND

- ◆ FOUND CAST IRON MONUMENT
- FOUND MONUMENT (AS NOTED)
- SET IRON PIPE MARKED WITH MN LICENSE NO. 25718
- TV CABLE TV PEDESTAL
- EM ELECTRIC METER
- ET ELECTRIC TRANSFORMER
- ← GUY WIRE
- POWER POLE
- GM GAS METER
- TP TELEPHONE PEDESTAL
- CO SANITARY CLEANOUT
- W WATER WELL
- MB MAIL BOX
- U
- TREES

DENOTES SLOPES GREATER THAN 12%

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

**CORNERSTONE**  
LAND SURVEYING, INC.

Applicant(s): Bruce Paddock c/o Dennis Amoth & David K. Snyder  
Phone: (651) 464-7292  
Mailing Address: 56 E. Broadway Ave, Suite 206  
Forest Lake, Minnesota 55025  
Property Address for variance: None. PID No. 22.028.20.14.0064

Variance request description: Requesting confirmation of build ability for this lot which measures ...

City Ordinance Section number(s), that variance is requested for: VHS Required minimum of 22,500  
S.F. per 12-132

Answer the following questions to the best of your ability - based on the criteria found in section 12-77 of Afton's Code (Land Use, Appeals and Variances). Completing this questionnaire will help the Planning Commission and the City of Afton evaluate your application in light of the requirements of Afton's Variance Ordinance. It does not guarantee that your variance request will be approved. If needed use a separate page.

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

**Criteria #1a** *The property in question cannot be put to a reasonable use- if used under the conditions allowed by this Ordinance.* **Applicant** - Can the property in question be used in a reasonable manner if used under the conditions allowed by the Afton Use Code? Explain: No, it is claimed to not be buildable and thus the variance is required to confirm build ability.

**Criteria #1b** *The requested use, must be a reasonable use in order to receive a variance.* **Applicant** - Please explain why the proposed use which requires a variance is a reasonable use for this property? Building on the property is reasonable because older nearby lots of similar size are built on.

**Criteria #2** *Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size, shape, topography, or other circumstances over which the property owner, since enactment of this Ordinance, have had no control.* **Applicant** - What exceptional or extraordinary circumstances related to the property do not apply generally to other properties in the same zone or vicinity? Extraordinary circumstances would include lot size, irregular lot shape or topography. Are there other circumstances over which you, as the property owner, have no control?

Explain? The lot size was created years ago by platting.

**Criteria #3** *That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.*

**Applicant** - How does the literal interpretation of the provisions of the Afton ordinance (from which you are requesting a variance) deprive you of rights commonly enjoyed by other properties in the same zoning district? Explain: It would eliminate reasonable investment backed expectations and render the lot essentially valueless.

**Criteria #4** *The special conditions or circumstances do not result from actions of the applicant.*

**Applicant** - How did these exceptional circumstances related to the property come about? Did actions by you create these circumstances? Explain: It was platted at this size long ago.

**Criteria #5** *That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.*

**Applicant** - Will the granting of the requested variance confer on you, the applicant, any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same zoning district? Explain: No. Other lots of similar size have been built upon.

**Criteria #6** *The variance requested is the minimum variance which would alleviate the hardship.*

**Applicant** - Is the variance you are requesting the minimum variance which would alleviate the practical difficulty or hardship for your property? Explain: Yes. Request is to allow a parcel to have utility service and the parcel nearby meets the minimum.

**Criteria #7** *The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.* **Applicant (Optional)** - Will the variance be materially detrimental to the purposes of this Ordinance, or to property in the same zone? How would the use of the property, if allowed by the variance, affect other properties in the vicinity?

Explain: It will not be detrimental. It will have buildings in an area that has buildings now on lots of equal or less size.

**Criteria #8** *Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.* **Applicant** -

Is the requested variance for economic reasons?

Explain: No.

**Criteria #9** *In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.* **Applicant (optional), PC** - Is the property in a Flood Plain District?  Yes  No

**Criteria #10** *Variances shall be granted for earth-sheltered construction by state statutes when in harmony with this Ordinance.* **Applicant** - Is the variance for earth-sheltered construction?  Yes  No

**ADDITIONAL CRITERIA THAT MAY BE CONSIDERED BY THE PLANNING COMMISSION (PC) AND/OR CITY COUNCIL (CC)- Applicant responses to criteria #11 and criteria #12 are optional.**

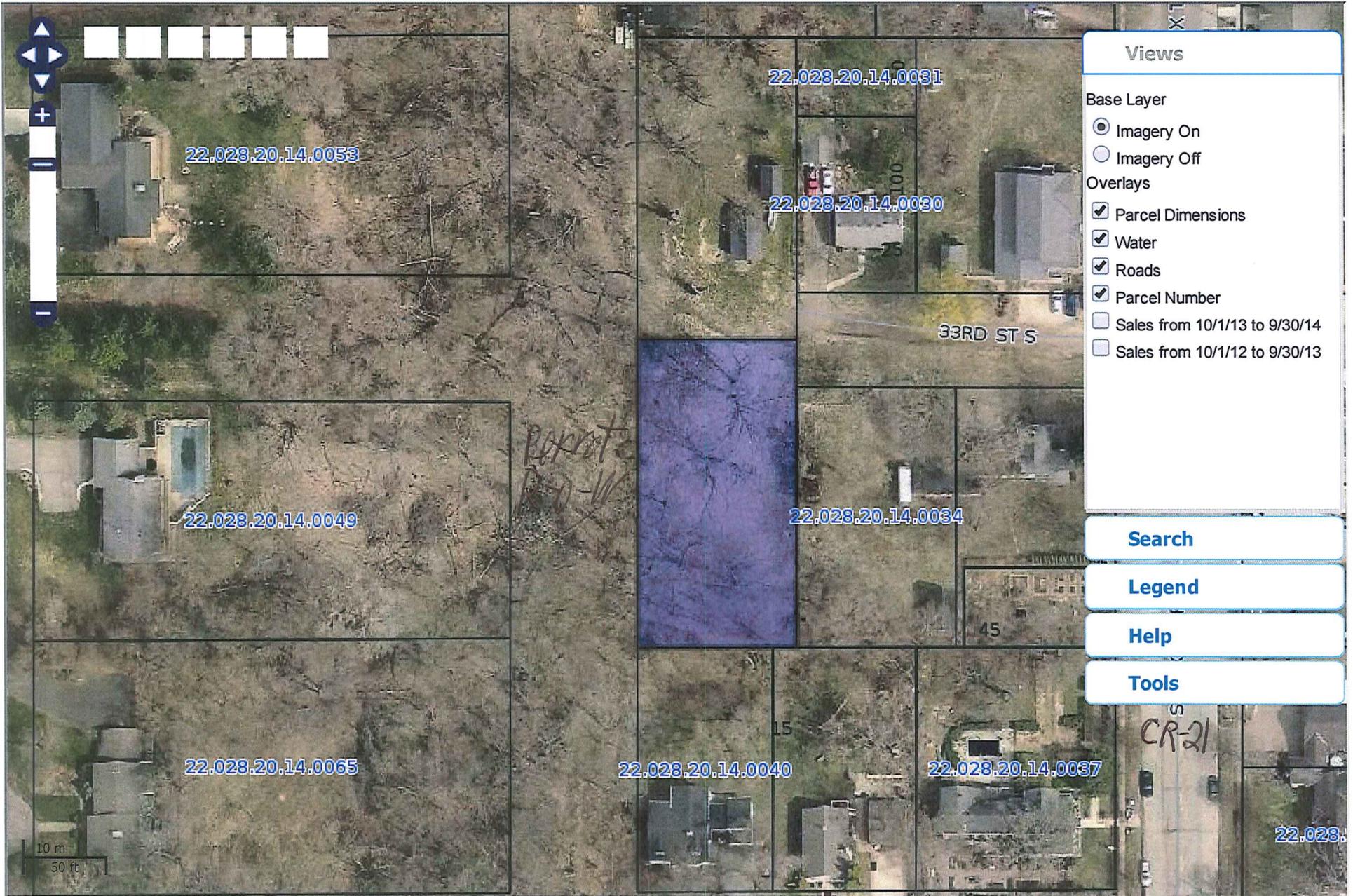
**Criteria #11** *Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton ordinances and code? How will this variance if granted (and the proposed use of the property allowed) affect the essential character of the area?

Explain: It will not change it, because it will allow buildings on a lot that is equal to or similar to other lots in the area.

**Criteria #12** *Variances shall only be permitted when they are in harmony with the general purposes and intent of the Afton Comprehensive Plan.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton comprehensive plan?

Explain: Yes. It will allow modest use of a parcel that is similar to others in the area.







**STATUTORY SHORT FORM POWER OF ATTORNEY  
MINNESOTA STATUTES, SECTION 523.23**

Before completing and signing this form, the principal must read and initial the IMPORTANT NOTICE TO PRINCIPAL that appears after the signature lines in this form. Before acting on behalf of the principal, the attorney(s)-in-fact must sign this form acknowledging having read and understood the IMPORTANT NOTICE TO ATTORNEY(S)-IN-FACT that appears after the notice to the principal.

PRINCIPAL (Name and Address of the Person Granting the Power)

Bruce G. Paddock  
1500 Bracketts Point Road  
Wayzata, MN 55391-9395

ATTORNEY(S)-IN-FACT  
(Name and Address)

David K. Snyder  
Johnson / Turner Legal  
56 East Broadway Avenue, Suite 206  
Forest Lake, MN 55025

SUCCESSOR ATTORNEY(S)-IN-FACT  
(Optional) To act if any named attorney-in-fact dies, resigns, or is otherwise unable to serve.

(Name and address)

First Successor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTICE: If more than one attorney-in-fact is designated to act at the same time, make a check or "x" on the line in front of one of the following statements:

\_\_\_\_\_ Each attorney-in-fact may independently exercise the powers granted.

\_\_\_\_\_ All attorneys-in-fact must jointly exercise the powers granted.

EXPIRATION DATE (Optional)

\_\_\_\_\_ Use Specific Month

\_\_\_\_\_ Day

\_\_\_\_\_ Year Only

I, Bruce G. Paddock, hereby appoint the above named Attorney(s)-in-Fact to act as my attorney(s) in fact:

FIRST: To act for me in any way that I could act with respect to the following matters, as each of them is defined in Minnesota Statutes, Section 523.24:

(To grant to the attorney-in-fact any of the following powers, make a check or "x" on the line in front of each power being granted. You may, but need not, cross out each power not granted. Failure to make a check or "x" on the line in front of the power will have the effect of deleting the power unless the line in front of the power of (N) is checked or X-ed.)

Check or "x"

  X   (A) real property transactions;  
I choose to limit this power to real property in the City of Afton, Washington County, Minnesota, described as follows: (Use legal description. Do not use street address.)

PID: 22.028.20.14.0064

AFTON LOT 1, BLOCK 17 & LT 002 TOG/W THAT PT S ½ VAC 33<sup>RD</sup> ST ADJ BOUNDED BETW LTS 011 & 012 BLK 016 AND LTS 001 & 002 BLK 017 SUBJ TO EASE.

(If more space is needed, continue on the back or an attachment.)

- (B) tangible personal property transactions;
- (C) bond, share and commodity transactions;
- (D) banking transactions;
- (E) business operating transactions;
- (F) insurance transactions;
- (G) beneficiary transactions;
- (H) gift transactions;
- (I) fiduciary transactions;
- (J) claims and litigation;
- (K) family maintenance;
- (L) benefits from military service;
- (M) records, reports, and statements;
- (N) all of the powers listed in (A) through (M) above and all other matters, other than health care decisions under a health care directive that complies with Minnesota Statutes, chapter 145C.

SECOND: (You must indicate below whether or not this power of attorney will be effective if you become incapacitated or incompetent. Make a check or "X" on the line in front of the statement that expresses your intent.)

\_\_\_\_\_ This power of attorney shall continue to be effective if I become incapacitated or incompetent.

  X   This power of attorney shall not be effective if I become incapacitated or incompetent.

THIRD: My attorney(s)-in-fact MAY NOT make gifts to the attorney(s)-in-fact, or anyone the attorney(s)-in-fact are legally obligated to support, UNLESS I have made a check or an "x" on the line in front of the second statement below and I have written in the name(s) of the attorney(s)-in-fact. The second option allows you to limit the gifting power to only the attorney(s)-in-fact you name in the statement. Minnesota Statutes, section 523.24, subdivision 8, clause (2), limits the annual gift(s) made to my attorney(s)-in-fact, or to anyone the attorney(s)-in-fact are legally obligated to support, to an amount, in the aggregate, that does not exceed the federal annual gift tax exclusion amount in the year of the gift.

  X   I do not authorize any of my attorney(s)-in-fact to make gifts to themselves or to anyone the attorney(s)-in-fact have a legal obligation to support.

\_\_\_\_\_ I authorize \_\_\_\_\_, as my attorney(s)-in-fact, to make gifts to themselves or to anyone the attorney(s)-in-fact have a legal obligation to support.

FOURTH: (You must indicate below whether or not the attorney-in-fact is required to make an accounting. Make a check or "X" on the line in front of the statement that expresses your intent.)

  X   My attorney-in-fact need not render an accounting unless I request it or the accounting is otherwise required by Minnesota Statutes, Section 523.21.

\_\_\_\_\_ My attorney-in-fact must render \_\_\_\_\_ accountings to me  
(Monthly, Quarterly, Annual)

or

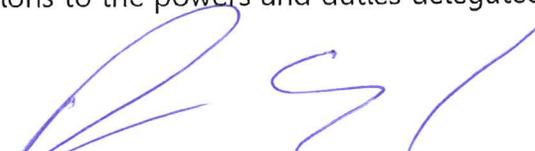
\_\_\_\_\_  
(Name and Address)

during my lifetime, and a final accounting to the personal representative of my estate, if any is appointed, after my death.



Acknowledgement of notice to attorney(s)-in-fact  
and specimen signature of attorney(s)-in-fact.

By signing below, I acknowledge I have read and understand the IMPORTANT NOTICE TO ATTORNEY(S)-IN-FACT required by Minnesota Statutes, section 523.23, and understand and accept the scope of any limitations to the powers and duties delegated to me by this instrument.



David K. Snyder

Specimen Signature of Attorney(s)-in-Fact  
(Notarization not required)



David K. Snyder

This instrument was drafted by:  
David K. Snyder (#251392)  
JOHNSON/TURNER LEGAL  
56 East Broadway Avenue, Suite 206  
Forest Lake, MN 55025  
651-464-7292



## **IMPORTANT NOTICE TO THE ATTORNEY(S)-IN-FACT**

You have been nominated by the principal to act as an attorney-in-fact. You are under no duty to exercise the authority granted by the power of attorney. However, when you do exercise any power conferred by the power of attorney, you must:

- (1) act with the interests of the principal utmost in mind;
- (2) exercise the power in the same manner as an ordinarily prudent person of discretion and intelligence would exercise in the management of the person's own affairs;
- (3) render accountings as directed by the principal or whenever you reimburse yourself for expenditures made on behalf of the principal;
- (4) act in good faith for the best interest of the principal, using due care, competence, and diligence;
- (5) cease acting on behalf of the principal if you learn of any event that terminates this power of attorney or terminates your authority under this power of attorney, such as revocation by the principal of the power of attorney, the death of the principal, or the commencement of proceedings for dissolution, separation, or annulment of your marriage to the principal;
- (6) disclose your identity as an attorney-in-fact whenever you act for the principal by signing in substantially the following manner:

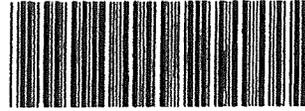
Signature by a person as "attorney-in-fact for (name of the principal)" or "(name of the principal) by (name of the attorney-in-fact) the principal's attorney-in-fact";

- (7) acknowledge you have read and understood this IMPORTANT NOTICE TO THE ATTORNEY(S)-IN-FACT by signing the power of attorney form. You are personally liable to any person, including the principal, who is injured by an action taken by you in bad faith under the power of attorney or by your failure to account when the duty to account has arisen.

The meaning of the powers granted to you is contained in Minnesota Statutes, chapter 523. If there is anything about this document or your duties that you do not understand, you should seek legal advice.

3657862

Receipt#: 45845



CFD \$46.00

Certified Filed and/or recorded on:  
8/20/2007 1:55 PM

CRV Filed  
No Delinquent Taxes  
Transfer Entered

3657862

Office of the County Recorder  
Property Records & Taxpayer Services  
Washington County, MN

Return to:  
ECKBERG LAMMERS BRIGGS WOLFF &  
1809 NORTHWESTERN AVENUE  
SUITE 110  
STILLWATER MN 55082

Kevin J Corbid, County Recorder

22-028-20-14-0064  
(Top 3 inches reserved for recording data)

CONTRACT FOR DEED  
by Individual(s)

Minnesota Uniform Conveyancing Blanks  
Form 30.1.1 (2006)

DATE: August 16, 2007  
(month/day/year)

THIS CONTRACT FOR DEED (the "Contract") is made on the above date by G.M. Dennis Amoth  
(insert name and marital status of each Seller)

a single person \_\_\_\_\_ ("Seller"),

and Bruce G. Paddock, a single person

(insert name of each Purchaser)

\_\_\_\_\_, ("Purchaser"). (Check box if  joint tenancy.)

Seller and Purchaser agree to the following terms:

1. **Property Description.** Seller hereby sells and Purchaser hereby buys real property in Washington  
County, Minnesota, described as follows:

See Exhibit A

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto (the "Property"). Unless otherwise specified, Seller hereby delivers possession of the Property to Purchaser on the date hereof.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document.
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

2. **Title.** Seller warrants that title to the Property is, on the date of this Contract, subject only to the following exceptions:
- (a) Covenants, conditions, restrictions (without effective forfeiture provisions) and declarations of record, if any;
  - (b) Reservation of minerals or mineral rights by the State of Minnesota, if any;
  - (c) Utility and drainage easements which do not interfere with present improvements;
  - (d) Applicable laws, ordinances, and regulations;
  - (e) The lien of real estate taxes and installments of special assessments which are payable by Purchaser pursuant to paragraph 6 of this Contract; and
  - (f) The following liens or encumbrances:

3. **Delivery of Deed and Evidence of Title.** Upon Purchaser's full performance of this Contract, Seller shall:
- (a) Execute, acknowledge, and deliver to Purchaser a Warranty Deed, in recordable form, conveying marketable title to the Property to Purchaser, subject only to the following exceptions:
    - (i) Those exceptions referred to in paragraph 2(a), (b), (c), (d), and (e) of this Contract;
    - (ii) Liens, encumbrances, adverse claims or other matters which Purchaser has created, suffered or permitted to accrue after the date of this Contract; and
    - (iii) The following liens or encumbrances:

(b) Deliver to Purchaser the abstract of title to the Property, without further extension, to the extent required by the purchase agreement (if any) between Seller and Purchaser.

4. **Purchase Price.** Purchaser shall pay to Seller at 3326 St. Croix Trail South, Afton, MN 55001 the sum of Forty Thousand and no/100 Dollars (\$ 40,000.00 ), as and for the purchase price (the "Purchase Price") for the Property, payable as follows:

The term of this Contract shall be a period of ten (10) years, commencing on August 16, 2007, and ending on August 15, 2017. ("Term"). Interest shall accrue on the Purchase Price of \$40,000.00 at the rate of 6% per annum, and shall be fixed at that rate for the Term of the Contract. Purchaser shall make interest payments during the Term of the Contract with annual interest being due on the first day of August each calendar year, commencing August 1, 2008 with the last payment of interest being due on August 1, 2017, it being understood that each interest payment is being made for the previous year's interest obligation. On or before August 15, 2017 Purchaser shall pay to Seller the Purchase Price along with all unpaid accrued interest.

5. **Prepayment.** Unless otherwise provided in this Contract, Purchaser shall have the right to fully or partially prepay this Contract at any time without penalty. Any partial prepayment shall be applied first to payment of amounts then due under this Contract, including unpaid accrued interest, and the balance shall be applied to the principal installments to be paid in the inverse order of their maturity. Partial prepayment shall not postpone the due date of the installments to be paid pursuant to this Contract or change the amount of such installments.

**6. Real Estate Taxes and Assessments.** Real estate taxes and installments of special assessments which are due and payable in the year in which this Contract is dated shall be paid as follows:

Taxes for the year 2007 shall be prorated as of the date of this contract.

Purchaser shall pay, before penalty accrues, all real estate taxes and installments of special assessments assessed against the Property which are due and payable in all subsequent years. Seller warrants that the real estate taxes and installments of special assessments which were due and payable in the years preceding the year in which this Contract is dated are paid in full. If the Property is subject to a recorded declaration providing for assessments to be levied against the Property by any owners' association, Purchaser shall promptly pay, when due, all assessments imposed by the owners' association or other governing body as required by the provisions of the declaration or other related documents.

**7. Property Insurance.**

(a) Insured Risks and Amounts. Purchaser shall keep all buildings, improvements, and fixtures now or later located on or a part of the Property insured against loss by fire, lightning and such other perils as are included in a standard "all-risk" endorsement, and against loss or damage by all other risks and hazards covered by a standard extended coverage insurance policy, including, without limitation, vandalism, malicious mischief, burglary, theft and, if applicable, steam boiler explosion. Such insurance shall be in an amount no less than the full replacement cost of the buildings, improvements, and fixtures, without deduction for physical depreciation. If any of the buildings, improvements, or fixtures are located in a federally designated flood prone area, and if flood insurance is available for that area, Purchaser shall procure and maintain flood insurance in amounts reasonably satisfactory to Seller.

(b) Other Terms. The insurance policy shall contain a loss payable clause in favor of Seller which provides that Seller's right to recover under the insurance shall not be impaired by any acts or omissions of Purchaser or Seller, and that Seller shall otherwise be afforded all rights and privileges customarily provided a mortgagee under the so-called standard mortgage clause.

(c) Notice of Damage. In the event of damage to the Property by fire or other casualty, Purchaser shall promptly give notice of such damage to Seller and the insurance company.

**8. Damage to the Property.**

(a) Application of Insurance Proceeds. If the Property is damaged by fire or other casualty, the insurance proceeds paid on account of such damage shall be applied to payment of the amounts payable by Purchaser under this Contract, even if such amounts are not then due to be paid, unless Purchaser makes a permitted election described in the next paragraph. Such amounts shall be first applied to unpaid accrued interest and next to the installments to be paid as provided in this Contract in the inverse order of their maturity. Such payment shall not postpone the due date of the installments to be paid pursuant to this Contract or change the amount of such installments. The balance of insurance proceeds, if any, shall be the property of Purchaser.

(b) Purchaser's Election to Rebuild. If Purchaser is not in default under this Contract, or after curing any such default, and if the mortgagees in any prior mortgages and sellers in any prior contracts for deed do not require otherwise, Purchaser may elect to have that portion of such insurance proceeds necessary to repair, replace, or restore the damaged Property (the "Repairs") deposited in escrow with a bank or title insurance company qualified to do business in the State of Minnesota, or such other party as may be mutually agreeable to Seller and Purchaser. The election may only be made by written notice to Seller within sixty (60) days after the damage occurs. Also, the election will only be permitted if the plans and specifications and contracts for the Repairs are approved by Seller, which approval Seller shall not unreasonably withhold or delay. If such a permitted election is made by Purchaser, Seller and Purchaser shall jointly deposit, when paid, such insurance proceeds into such escrow. If such insurance proceeds are insufficient for the Repairs, Purchaser shall, before the commencement of the Repairs, deposit into such escrow sufficient additional money to insure the full payment for the Repairs. Even if the insurance proceeds are unavailable or are insufficient to pay the cost of the Repairs, Purchaser shall at all times be responsible to pay the full cost of the Repairs. All escrowed funds shall be disbursed by the escrowee in accordance with generally accepted sound construction disbursement procedures. The costs incurred or to be incurred on account of such escrow shall be deposited by Purchaser into such escrow before the commencement of the Repairs. Purchaser shall complete the Repairs as soon as reasonably possible and in a good and workmanlike manner, and in any event the Repairs shall be completed

by Purchaser within one (1) year after the damage occurs. If, following the completion of and payment for the Repairs, there remains any undisbursed escrow funds, such funds shall be applied to payment of the amounts payable by Purchaser under this Contract in accordance with paragraph 8(a) above.

(c) Owners' Association. If the Property is subject to a recorded declaration, so long as the owners' association maintains a master or blanket policy of insurance against fire, extended coverage perils and such other hazards and in such amount as are required by this Contract, then: (i) Purchaser's obligation in the Contract to maintain hazard insurance coverage on the Property is satisfied; (ii) the provisions of paragraph 8(a) of this Contract regarding application of insurance proceeds shall be superseded by the provisions of the declaration or other related documents; and (iii) in the event of a distribution of insurance proceeds in lieu of restoration or repair following an insured casualty loss to the Property, any such proceeds payable to Purchaser are hereby assigned and shall be paid to Seller for application to the sum secured by this Contract, with the excess, if any, paid to Purchaser.

**9. Injury or Damage Occurring on the Property.**

(a) Liability. Seller shall be free from liability and claims for damages by reason of injuries occurring on or after the date of this Contract to any person or persons or property while on or about the Property. Purchaser shall defend and indemnify Seller from all liability, loss, cost, and obligations, including reasonable attorneys' fees, on account of or arising out of any such injuries. However, Purchaser shall have no liability or obligation to Seller for such injuries which are caused by the negligence or intentional wrongful acts or omissions of Seller.

(b) Liability Insurance. Purchaser shall, at Purchaser's own expense, procure and maintain liability insurance against claims for bodily injury, death and property damage occurring on or about the Property in amounts reasonably satisfactory to Seller and naming Seller as an additional insured.

**10. Insurance Generally.** The insurance which Purchaser is required to procure and maintain pursuant to paragraphs 7 and 9 of this Contract shall be issued by an insurance company or companies licensed to do business in the State of Minnesota and acceptable to Seller. The insurance shall be maintained by Purchaser at all times while any amount remains unpaid under this Contract. The insurance policies shall provide for not less than ten (10) days written notice to Seller before cancellation, non-renewal, termination or change in coverage, and Purchaser shall deliver to Seller a duplicate original or certificate of such insurance policy or policies.

**11. Condemnation.** If all or any part of the Property is taken in condemnation proceedings instituted under power of eminent domain or is conveyed in lieu thereof under threat of condemnation, the money paid pursuant to such condemnation or conveyance in lieu thereof shall be applied to payment of the amounts payable by Purchaser under this Contract, even if such amounts are not then due to be paid. Such amounts shall be applied in the same manner as a prepayment as provided in paragraph 5 of this Contract. Such payments shall not postpone the due date of the installments to be paid pursuant to this Contract or change the amount of such installments. The balance, if any, shall be the property of Purchaser.

**12. Waste, Repair, and Liens.** Purchaser shall not remove or demolish any buildings, improvements, or fixtures now or later located on or a part of the Property, nor shall Purchaser commit or allow waste of the Property. Purchaser shall maintain the Property in good condition and repair. Purchaser shall not create or permit to accrue liens or adverse claims against the Property which constitute a lien or claim against Seller's interest in the Property. Purchaser shall pay to Seller all amounts, costs and expenses, including reasonable attorneys' fees, incurred by Seller to remove any such liens or adverse claims.

**13. Compliance with Laws.** Except for matters which Seller has created, suffered, or permitted to exist prior to the date of this Contract, Purchaser shall comply or cause compliance with all laws and regulations of any governmental authority which affect the Property or the manner of using or operating the same, and with all restrictive covenants, if any, affecting title to the Property or the use thereof.

**14. Recording of Contract; Deed Tax.** Purchaser shall, at Purchaser's expense, record this Contract in the Office of the County Recorder or Registrar of Titles in the county in which the Property is located within four (4) months after the date hereof. Purchaser shall pay any penalty imposed under Minn. Stat. 507.235 for failure to timely record the Contract. Seller shall, upon Purchaser's full performance of this Contract, pay the deed tax due upon the recording of the deed to be delivered by Seller.

15. **Notice of Assignment.** If either Seller or Purchaser assigns its interest in the Property, the assigning party shall promptly furnish a copy of such assignment to the non-assigning party.

16. **Protection of Interests.** If Purchaser fails to pay any sum of money required under the terms of this Contract or fails to perform any of the Purchaser's obligations as set forth in this Contract, Seller may, at Seller's option, pay the same or cause the same to be performed, or both, and the amounts so paid by Seller and the cost of such performance shall be payable at once, with interest at the rate stated in paragraph 4 of this Contract, as an additional amount due Seller under this Contract. If there now exists, or if Seller hereafter creates, suffers or permits to accrue, any mortgage, contract for deed, lien or encumbrance against the Property which is not herein expressly assumed by Purchaser, and provided Purchaser is not in default under this Contract, Seller shall timely pay all amounts due thereon, and if Seller fails to do so, Purchaser may, at Purchaser's option, pay any such delinquent amounts or take any actions reasonably necessary to cure defaults there under and deduct the amounts so paid together with interest at the rate provided in this Contract from the payments next coming due under this Contract.

17. **Defaults and Remedies.** The time of performance by Purchaser of the terms of this Contract is an essential part of this Contract. If Purchaser fails to timely perform any term of this Contract, Seller may, at Seller's option, elect to declare this Contract cancelled and terminated by notice to Purchaser in accordance with applicable law or elect any other remedy available at law or in equity. If Seller elects to terminate this Contract, all right, title, and interest acquired under this Contract by Purchaser shall then cease and terminate, and all improvements made upon the Property and all payments made by Purchaser pursuant to this Contract (including escrow payments, if any) shall belong to Seller as liquidated damages for breach of this Contract. Neither the extension of the time for payment of any sum of money to be paid hereunder nor any waiver by Seller of Seller's rights to declare this Contract forfeited by reason of any breach shall in any manner affect Seller's right to cancel this Contract because of defaults subsequently occurring, and no extension of time shall be valid unless agreed to in writing. After service of notice of default and failure to cure such default within the period allowed by law, Purchaser shall, upon demand, surrender possession of the Property to Seller, but Purchaser shall be entitled to possession of the Property until the expiration of such period. Failure by Seller to exercise one or more remedies available under this paragraph 17 shall not constitute a waiver of the right to exercise such remedy or remedies thereafter.

18. **Binding Effect.** The terms of this Contract shall run with the land and bind the parties hereto and the successors in interest.

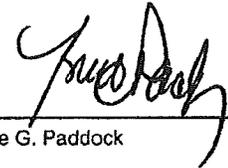
19. **Headings.** Headings of the paragraphs of this Contract are for convenience only and do not define, limit, or construe the contents of such paragraphs.

20. **Additional Terms:** Check here if  an addendum to this Contract containing additional terms and conditions is attached hereto.

Seller

  
\_\_\_\_\_  
(signature) G.M. Dennis Amoth

Purchaser

  
\_\_\_\_\_  
(signature) Bruce G. Paddock

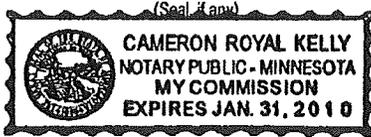
\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

State of Minnesota, County of WASHINGTON

This instrument was acknowledged before me on August 16, 2005, by G.M. Dennis Amoth, a single person  
(month/day/year)

(insert name and marital status of each Seller)



[Signature]  
(signature of notarial officer)

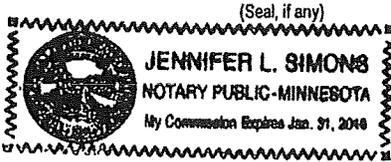
Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(month/day/year)

State of Minnesota, County of Hennepin

This instrument was acknowledged before me on 16<sup>th</sup> of August, 2009, by Bruce G. Paddock, a single person  
(month/day/year)

(insert name of each Purchaser)



[Signature]  
(signature of notarial officer)

Title (and Rank): Purchasing Manager

My commission expires: 8/16/09  
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:  
(insert name and address)

Eckberg Lammers (CRK)  
1809 Northwestern Ave  
Stillwater, MN 55082

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:  
(insert name and address of Grantee to whom tax statements should be sent)

Bruce G. Paddock  
920 EAST SHADY LAKE  
WAZATA, MN 55391

Note: Failure to record this contract for deed may give other parties priority over Purchaser's interest in the property.



# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 15, 2015  
Re: Bill Scheel Application for Subdivision at 13404 15th Street and the property with PID 08.028.20.14.0001 - **Resolution 2015-55**

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### Attachments

Surveys showing the existing and subdivided parcels

### Background

Bill Scheel, a co-trustee of the subject property, has applied for a subdivision to create three lots on the property at 13404 15th Street South and the property with PID 08.028.20.14.0001. The property with PID 08.028.20.14.0001, while a large lot, is currently nonconforming due to having less than 300 feet of frontage on a public road. The subdivision would result in three conforming lots.

At its June 1, 2015 meeting, the Planning Commission had questions and concerns about two of the proposed lots crossing a quarter-quarter section line, and the potential impact on density. The Commission requested revised surveys that clearly showed the current lots vs. the proposed lots and the relationship of the current and proposed lots to the quarter-quarter section line. The surveys are attached. The surveys are shaded to show the quarter-quarter section line.

The Commission also requested staff to obtain advice from the City Attorney regarding whether the zoning code allows lot lines to cross quarter-section section lines. The City Attorney has advised that, while the Ag Preserve Zone requirements prohibit lot lines from crossing quarter-quarter section lines, the Ag Zone requirements do not include a similar prohibition. He is not aware of any other language that prohibits property lines from crossing quarter-quarter section lines in the Ag Zone.

Staff has reviewed the Comprehensive Plan, and did not find any language restricting property lines from crossing quarter-quarter section lines.

### Density

It is staff's understanding that the concern regarding property lines crossing quarter-quarter section lines is that this could allow a density greater than the 3 lots per quarter-quarter section allowed in the Ag Zone. The proposed subdivision would result in five lots in two quarter-quarter sections. However, the boundaries of two of the lots would extend across a quarter-quarter section line. This could result in more than three dwelling units in a quarter-quarter section if a house was built in the portion of the lot in the quarter-quarter section that already contained three dwelling units. This potential could be prevented by placing the following conditions on the subdivision:

1. The approval to allow a subdivision with lots crossing quarter-quarter section lines shall not be used at any time to allow the density of either of the quarter-quarter sections to exceed three lots per quarter-quarter section.
2. A dwelling unit on a lot can be placed only in the quarter-quarter section in which the majority of the lot area is located.

#### Alternative Subdivision Layout

Attached is an email from Tom Nolz regarding an alternative layout of the lots. The applicant has provided a survey showing the alternate layout. The alternate layout is preferred by the applicant. While there are advantages to this layout, it would create an irregularly shaped lot, which is not allowed.

#### Adjacent Lots

At the June 1 meeting, Commissioner Nelson asked whether there are any non-conforming lots adjacent to the property proposed for subdivision. There is an existing developed lot to the east of the subject property that is a 3 acre lot. There is also a large lot to the east of the 3 acre lot that does not have access to a public road. It appears that 10th Avenue would need to be extended to the east to enable this lot to be developable.

#### Planning Commission Recommendation

The Planning Commission recommended approval of the application based on the following findings, and with the conditions listed below.

#### Findings

1. The subdivision meets all subdivision requirements
2. The subdivision would enlarge the property with PID 08.028.20.14.0001 to enable it to meet the requirement for 300 feet of frontage on a public road.

#### Conditions

1. The approval to allow a subdivision with lots crossing quarter-quarter section lines shall not be used at any time to allow the density of either of the quarter-quarter sections to exceed three lots per quarter-quarter section
2. A dwelling unit on a lot can be placed only in the quarter-quarter section in which the majority of the lot area is located.
3. Easements as required by the City Engineer shall be granted
4. Scenic easements shall be placed on all slopes greater than 18%
5. The applicant shall execute a scenic easement agreement
6. Park dedication requirements shall be satisfied at the time of final subdivision approval in accordance with Section 12-1270 of the Subdivision Ordinance.

#### Resolutions

Attached is a resolution of approval reflecting the Planning Commission's recommendation and a resolution of denial, for the Council's consideration.

#### Council Action Requested

**Motion regarding the adoption of a resolution regarding the Bill Scheel Application for Subdivision at 13404 15th Street and the property with PID 08.028.20.14.0001 with findings, and conditions if needed**

**RESOLUTION 2015-55**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE BILL SCHEEL APPLICATION FOR A MINOR  
SUBDIVISION AT 13404 15<sup>TH</sup> STREET AND THE PROPERTY WITH PID 08.028.20.14.0001**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Bill Scheel has applied for a Minor Subdivision at the 13404 15<sup>th</sup> Street and the property with PID 08.028.20.14.0001; and
- WHEREAS,** the application is to create three lots on the property at 13404 15<sup>th</sup> Street South and the property with PID 08.028.20.14.0001; and
- WHEREAS,** the proposed subdivision would result in five lots in two quarter-quarter sections, with the boundaries of two of the lots extending across a quarter-quarter section line
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended APPROVAL of the application on a vote of 6-0-1; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton does hereby APPROVE the Bill Scheel application for a Minor Subdivision at the 13404 15<sup>th</sup> Street and the property with PID 08.028.20.14.0001, based on the findings of fact and conditions as listed below:

**Findings**

- 1. The subdivision meets all subdivision requirements.**
- 2. The subdivision would enlarge the property with PID 08.028.20.14.0001 to enable it to meet the requirement for 300 feet of frontage on a public road.**

**Conditions:**

- 1. The approval to allow a subdivision with lots crossing quarter-quarter section lines shall not be used at any time to allow the density of either of the quarter-quarter sections to exceed three lots per quarter-quarter section.**
- 2. A dwelling unit on a lot can be placed only in the quarter-quarter section in which the majority of the lot area is located.**
- 3. Easements as required by the City Engineer shall be granted.**
- 4. Scenic easements shall be placed on all slopes greater than 18%.**
- 5. The applicant shall execute a scenic easement agreement.**
- 6. Park dedication requirements shall be satisfied at the time of final subdivision approval in accordance with Section 12-1270 of the Subdivision Ordinance.**

**RESOLUTION 2015-55**

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

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

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

**RESOLUTION 2015-XX**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION DENYING THE BILL SCHEEL APPLICATION FOR A MINOR SUBDIVISION  
AT 13404 15<sup>TH</sup> STREET AND THE PROPERTY WITH PID 08.028.20.14.0001**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Bill Scheel has applied for a Minor Subdivision at the 13404 15<sup>th</sup> Street and the property with PID 08.028.20.14.0001; and
- WHEREAS,** the application is to create three lots on the property at 13404 15<sup>th</sup> Street South and the property with PID 08.028.20.14.0001; and
- WHEREAS,** the proposed subdivision would result in five lots in two quarter-quarter sections, with the boundaries of two of the lots extending across a quarter-quarter section line
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended APPROVAL of the application on a vote of 6-0-1; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton does hereby DENY the Bill Scheel application for a Minor Subdivision at the 13404 15<sup>th</sup> Street and the property with PID 08.028.20.14.0001, based on the findings of fact listed below:

**Findings**

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

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

**RESOLUTION 2015-XX**

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

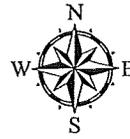
2-17-15

CITY OF AFTON  
MINOR SUBDIVISION PERMIT APPLICATION

Owner	Address	City	State	Zip	Phone
Bill Scheel	301 W. Lynwood St.	Phoenix	AZ	85003	602.909.0795
Applicant (if different than owner)	Address	City	State	Zip	Phone
Carverstone Land Surveying, Inc.	6750 Stillwater Blvd. N #1	Stillwater	MN	55082	651.275.4967
Project Address					
13404 15 <sup>th</sup> Street S.	AFTON	MN	55001		
Zoning Classification	Existing Use of Property	PID# or Legal Description			
(removed 11-21-2000) AG	AG Farm	#0802820210003			
AG Reserve on Map		#0802820140001			
Description of Request					
Divide 2 Existing Parcels of <del>6.25</del> 62.55 Acres into 3 parcels					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
BM H. Schief, Co-Trustee				5/4/2015	
Signature of Owner/Applicant				Date	
Make checks payable to City of Afton:					
<u>FEES:</u>		<u>DEPOSITS:</u>			
Minor Subdivision	\$250.00	Minor Subdivision	\$1,500.00	TOTAL:	\$1,750.00
				DATE PAID:	5/20/15
				CHECK #:	103941040
				RECVD. BY:	R. J. [unclear]
ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION					

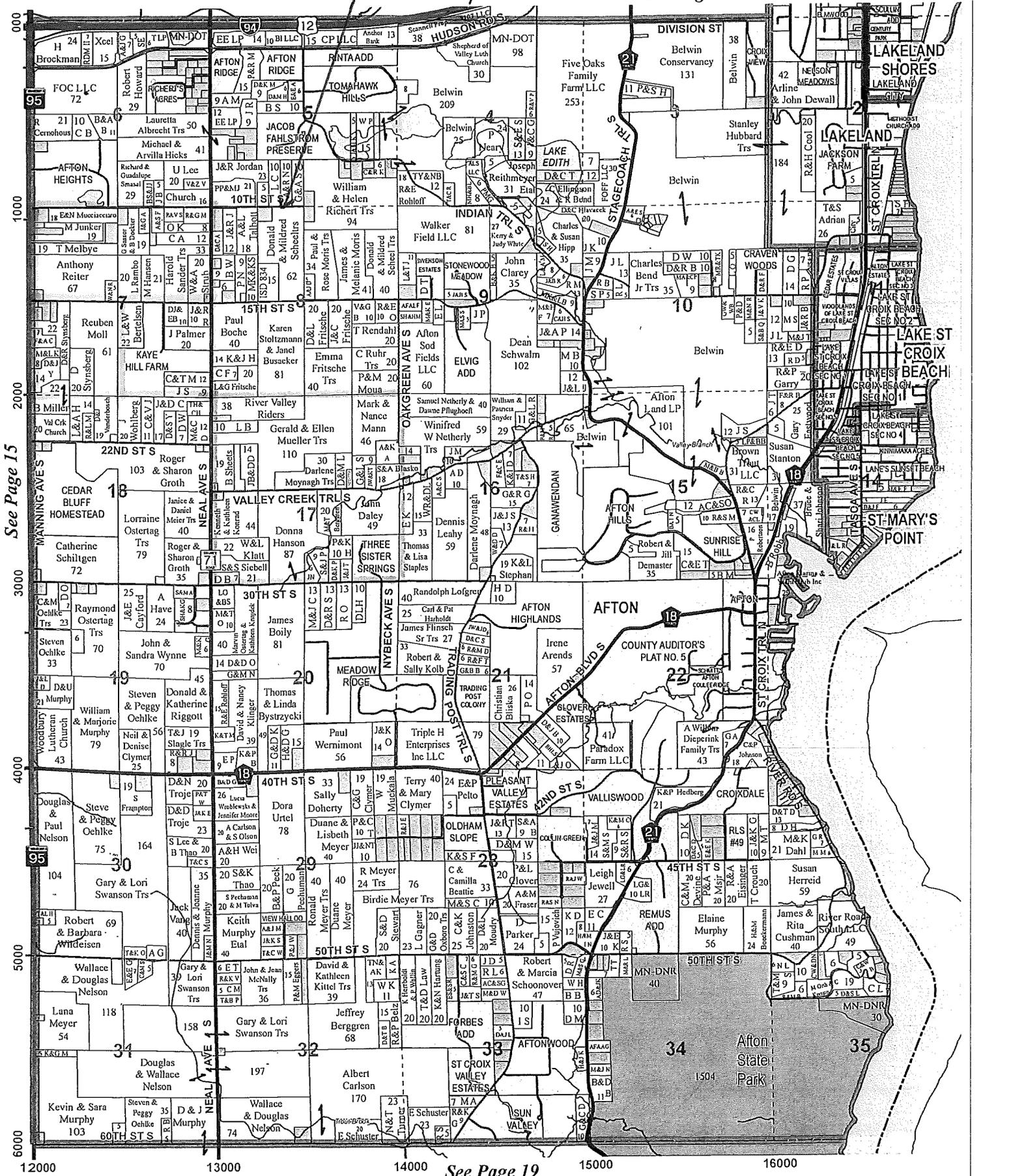
# Cities of Afton, St. Marys Point, Lakeland, Lake St. Croix Beach & Lakeland Shores

T.28



*subject property*

See Page 14



See Page 15

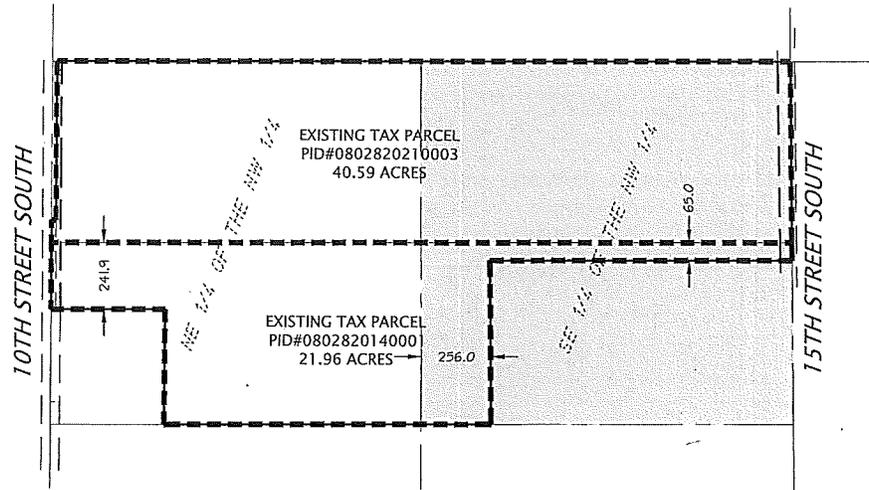
See Page 19

# SUBDIVISION EXHIBIT

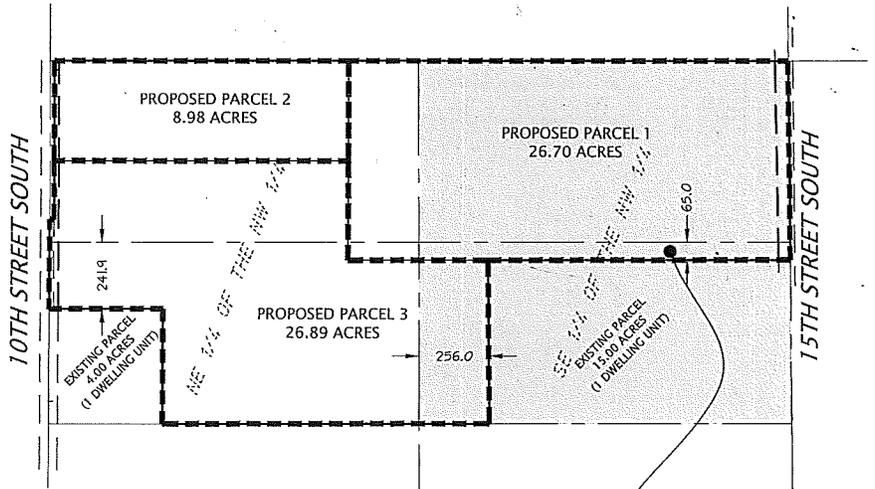
FOR: Bill Scheel  
 13404 15th St. S.  
 Afton, Mn 55001  
 602-909-0795

PROJECT LOCATION:  
 13404 15TH ST. SOUTH

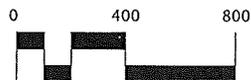
EXISTING PARCELS



PROPOSED MINOR SUBDIVISION



1 POSSIBLE FUTURE DWELLING UNIT IN THE SE 1/4 OF THE NW 1/4



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

**CORNERSTONE**  
 LAND SURVEYING, INC.

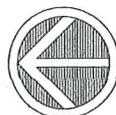
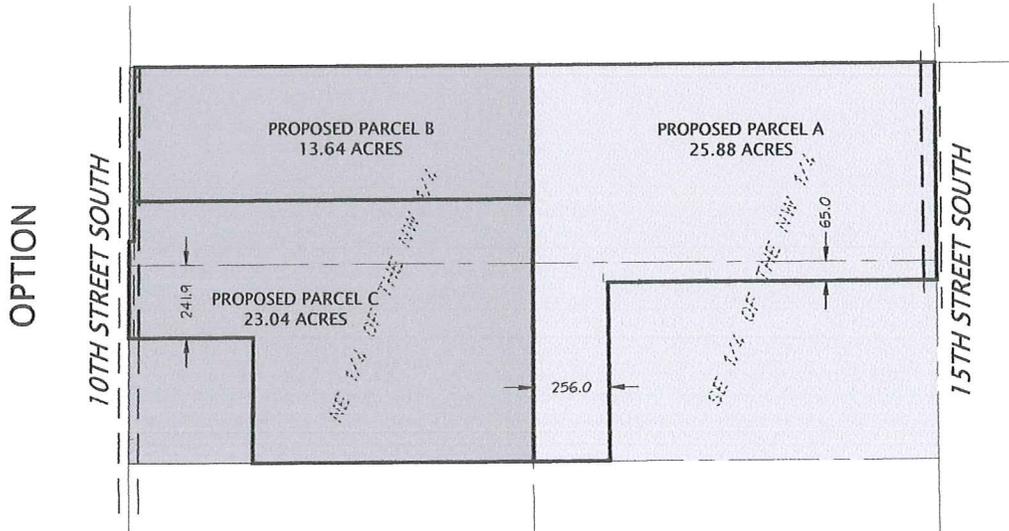
**SUBDIVISION EXHIBIT**

FOR: Bill Scheel  
13404 15th St. S.  
Afton, Mn 55001  
602-909-0795

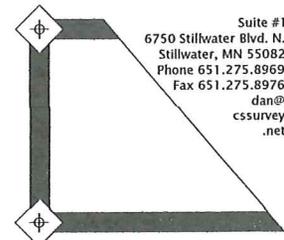
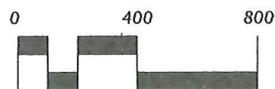
**PROJECT LOCATION:**  
13404 15TH ST. SOUTH

*Alternate Layout*

AREAS IN COLOR  
REPRESENT A  
NOMINAL 40 ACRE  
GOVERNMENT  
PARCEL.



NORTH



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

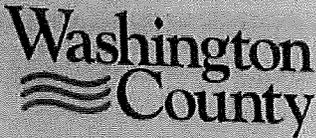
**CORNERSTONE**  
LAND SURVEYING, INC.



STATE OF MINNESOTA        )  
                                          ) SS.  
COUNTY OF WASHINGTON    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of May, 2013 by  
DIANA RONK.

  
Notary Public



Department of Public  
Health and Environment

Lowell Johnson  
Director

David Brummel  
Deputy Director

May 15, 2015

Bill Scheel  
301 W. Lynwood Street  
Phoenix AZ 85003

GEO Code: 0802820210003

#### LOT SPLIT

On May 4, 2015, the Department received a Septic Permit Application for a Lot Split at 13404 15<sup>th</sup> Street South in Afton, Minnesota, Geo Code 0802820210003. On May 11, 2015 the Department reviewed the soils of the proposed lot split. Based on the soil observations submitted with the application and the soil observations conducted by the Department on May 11, 2015, the proposed lot appears to have suitable soil for individual sewage treatment systems and the Department is approving the proposed subdivision as suitable to accommodate long-term sewage treatment.

It should be noted that the soil testing conducted by Ed Eklin was preliminary and was conducted only for the purpose of determining suitability of this lot to support long-term sewage treatment. Section 9.5 of the Washington County Development Code, Chapter Four, Subsurface Sewage Treatment System Regulations (Washington County Ordinance #196) states:

*Complete soil testing on each individual lot must be conducted prior to permit issuance independent of any prior subdivision or lot approval testing. For permit issuance, a minimum of four (4) soil observations encompassing the proposed sewage treatment area are required. At least one soil observation must be performed in the portion of the soil treatment area anticipated to have the most limiting conditions. Larger areas may be required where conditions of use, soils, topography, or vegetation require.*

Before permits will be issued by this Department for a specific individual sewage treatment system design, at least four additional soil borings and at least one percolation test must be conducted by a designer licensed by the Minnesota Pollution Control Agency. The preliminary soil borings conducted by Ed Eklin may not be used by another designer for a specific SSTS design.

For each lot, rope off and protect the area reserved for the primary and secondary individual sewage treatment system from all traffic. Any excavation in the primary and secondary individual sewage treatment system would nullify this approval and may subsequently cause the lot to be declared unbuildable.

If you have any questions or comments, please contact me at 651-430-6673.

Sincerely,

Christopher W. LeClair, R.E.H.S.  
Senior Environmental Specialist  
Washington County Department of  
Public Health & Environment  
[Chris.LeClair@co.washington.mn.us](mailto:Chris.LeClair@co.washington.mn.us)

Government Center • 14949 62nd Street North — P.O. Box 6, Stillwater, Minnesota 55082-0006  
Phone: 651-430-6655 • Fax: 651-430-6730 • TTY: 651-430-6246

Service Centers also located in Cottage Grove and Forest Lake

[www.co.washington.mn.us](http://www.co.washington.mn.us)

Equal Employment Opportunity / Affirmative Action

19.50

Office of the  
County Recorder  
Washington County, MN

Certified filed and/or recorded on:

2001/03/09 3:06:00 PM

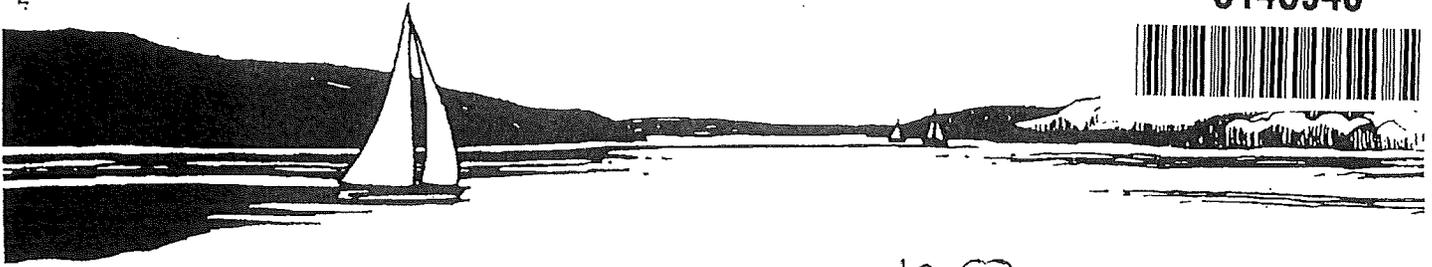
**3145943**



Cindy Koosmann  
County Recorder

By: *Cindy Koosmann*

3145943



*Mayor*  
*Jerry Kellogg*

*City Administrator*  
*Larry Whittaker*

19.50

*Council Members*  
*Ward 1 - Pat Tierney*  
*Ward 2 - Gary Swanson*  
*Ward 3 - Pat Snyder*  
*Ward 4 - Mark Borgwardt*

**CERTIFICATION**

I certify this to be a true and correct copy of Ordinance 1997-36, adopted by the Afton City Council on November 21, 2000.

  
Twyla Dudley  
Deputy Clerk

2-1-01  
Date



ORDINANCE 1997 - 36

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE APPROVING DON SCHEEL'S  
APPLICATION TO REZONE PROPERTY FROM AG PRESERVE TO AGRICULTURAL

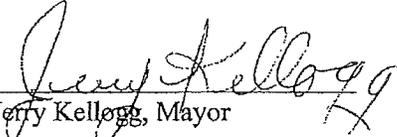
- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision and building regulations as part of the Afton Code of Ordinances to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Don Scheel has made an application to the City of Afton to rezone from Ag Preserve to Agricultural the property located in the ELY 1/2 OF THE NW 1/4 OF SECTION 8, T28, R20 at 13404 15<sup>th</sup> Street South in Afton; and
- WHEREAS,** the Afton Planning Commission conducted a public hearing regarding this application and recommended the City Council approve the applicant's request to rezone the parcel from Ag Preserve to Agricultural.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Afton that Don Scheel's application to rezone the property identified in the attached legal descriptions from Ag Preserve to Agricultural is approved pursuant to the following Findings:

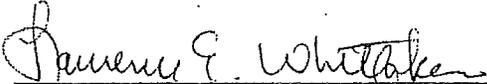
**FINDINGS:**

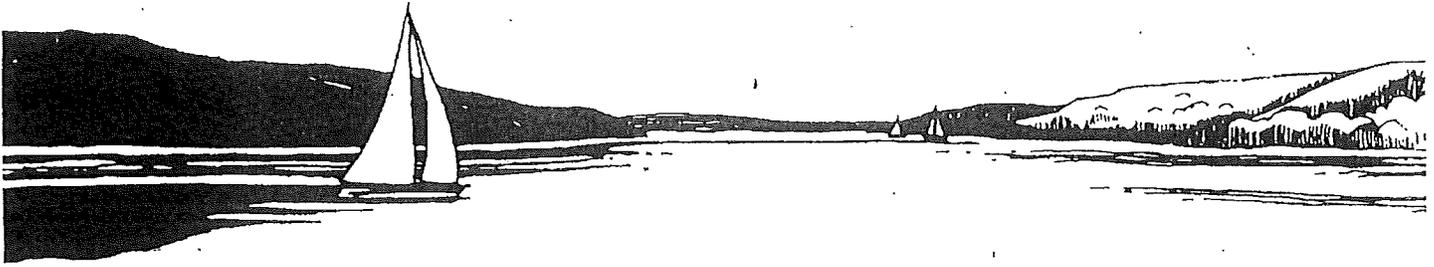
1. These parcels were in the City's Agricultural Zoning District prior to the applicant's voluntary participation in the Metropolitan AG Preserve program; and
2. Said parcels were removed from the program in January 1989; and Mr. Scheel waited until January 6, 1997 for the eight-year waiting period to end; and
3. The density of 3/40 in the AG zoning districts is in keeping with the City's overall density of one dwelling unit per 10 acres and is in conformance with the Comprehensive Plan; and
4. The properties have Rural Residential zoning and use to the west and northwest and AG (3/40) zoning to the east and south borders of the parcels.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21<sup>ST</sup> DAY OF  
NOVEMBER, 2000:**

  
Jerry Kellogg, Mayor

**ATTEST:**

  
Laurence E. Whittaker, City Administrator



*Mayor*

*Jerry Kellogg*

*City Administrator*

*Larry Whittaker*

**LEGAL DESCRIPTION**

*Council Members*

*Ward 1 - Pat Tierney*

*Ward 2 - Gary Swanson*

*Ward 3 - Pat Snyder*

*Ward 4 - Mark Borgwardt*

Township Twenty-eight (28), Range Twenty (20), Section Eight (8); the West Half of the East Half ( $W\frac{1}{2}$  of  $E\frac{1}{2}$ ) of the Northwest Quarter ( $NW\frac{1}{4}$ ), except the north one rod of the East Thirty-five (35) rods and except the North 417.4 feet of the West 417.4 feet, and except the South 1,100 feet of the West 594 feet thereof; (20.78 acres) and the East Half of the East Half ( $E\frac{1}{2}$  of  $E\frac{1}{2}$ ) of the Northwest Quarter ( $NW\frac{1}{4}$ ), except the North one rod (39.75 acres).

RICHERT WILLIAM E TRS & HELEN K RICHERT TRS  
or Current Resident  
13507 10TH ST S  
AFTON MN 55001

STOLTZMANN KAREN L & JANEL M BUSACKER  
or Current Resident  
805 MIDWEST TRAIL CT N  
LAKE ELMO MN 55042

RICHERT LOREN O & CHERYL A  
or Current Resident  
13544 10TH ST S  
AFTON MN 55001

NOVALANY ANTHONY F & RACHEL C  
or Current Resident  
13406 10TH ST S  
AFTON MN 55001

PAUL L & ROSE MORIS TRS  
or Current Resident  
9910 BROOKVIEW RD  
WOODBURY MN 55125

PARTRIDGE CARROLL O & MARY L JORDAN  
or Current Resident  
6163 22ND ST N  
OAKDALE MN 55128

DOMIAN ARIK E & JOLENE M  
or Current Resident  
13578 15TH ST S  
AFTON MN 55001

KIEFFER MARK & SCHMITZ KIM  
or Current Resident  
13228 15TH ST S  
AFTON MN 55001

CITY OF AFTON  
or Current Resident  
3033 ST CROIX TRL S PO BOX 219  
AFTON MN 55001-0219

DONALD G SCHEEL & MILDRED L SCHEEL FAMILY TRS  
or Current Resident  
4046 AMICK AVE  
DES MOINES IA 50310

FRITSCH DENNIS C & LOIS K  
or Current Resident  
13601 15TH ST S  
AFTON MN 55001

TLC HOLDINGS LLC  
or Current Resident  
893 HIGHLANDER TRL  
HUDSON WI 54016

IND SCH DIST #834  
or Current Resident  
1875 GREELEY ST S  
STILLWATER MN 55082

NAVARRO PAULA CATHERINE  
or Current Resident  
13192 15TH ST S  
AFTON MN 55001

FREDKOVE CHAD M & LISA F KOENIG  
or Current Resident  
13276 10TH ST S  
AFTON MN 55001

JORDAN JOHN L & ROBIN M  
or Current Resident  
821 NEAL AVE S  
AFTON MN 55001-9326

LOREN CONRAD TRS  
or Current Resident  
13288 10TH ST S  
AFTON MN 55001

DONALD G SCHEEL & MILDRED L SCHEEL TRS  
or Current Resident  
13404 15TH ST S  
AFTON MN 55001

SCHMIDT GARY L & ALVINA E  
or Current Resident  
13430 10TH ST S  
AFTON MN 55001

NICHOLAS A MUCCIACCIARO FAMILY TRS  
or Current Resident  
10123 COUNTRY CLUB CURV  
WOODBURY MN 55129

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 16, 2015  
Re: Shelly and Brad Holz Variance Application at 4206 River Road - **Resolution 2015-56**

---

### Attachments

Variance application  
Variance questionnaire  
Property survey  
Site plan  
House plans  
Property aerial photo with topography  
List of properties within 500 feet  
Property location map

### Background

The Holz property currently has a two-story house that is substandard in terms of its setback from River Road and its setback from the Ordinary High Water Line of the St. Croix River. The house backs up to a long steep slope. The house meets the setback from the St. Croix River bluffline. The Holzes are proposing to tear down the existing house and build a new two-story house that has an increased setback from the Road and the OHWL. The proposed house would be expanded to the north and south sides, and a portion would be expanded to the rear. The house is connected to the "201" community septic system, so a septic drainfield is not required.

### Zoning requirements met

1. Meets the side yard and rear yard setback requirements.
2. Meets the bluffline setback requirement
3. The proposed house would be screened from view from the river during leaf-on conditions.
4. The proposed house is below the 35 foot maximum allowed height.
5. Meets the 10% impervious coverage limitation

### Zoning requirements not met

1. The south and north side expansions will involve grading on slopes greater than 12%. In addition, the proposal includes a retaining wall at the rear of the house built several feet into the steep slope, which also involves grading in slopes greater than 12%.
2. Portions of the proposed house are at a height greater than the existing house. Sec. 12-580. C.4 provides that a substandard house shall not be increased in height. The attached house plans show the peak of the roof would be five feet higher than the existing roof.
3. The proposed house has a 92 foot setback from the centerline of River Road vs. the existing 89 foot setback and the required 105 foot setback.

4. The proposed house has a 177 foot setback to the Ordinary High Water Line of the St. Croix River vs. the existing 172 foot setback and the required 200 foot setback.

#### VariANCES Requested

The proposal includes four variances:

1. A variance to allow a 92 foot front yard setback vs. the required 105 foot setback
2. A variance to allow a 177 foot setback from the Ordinary High Water Line of the St. Croix River vs. the required 200 foot setback
3. A variance to allow grading in areas with slopes greater than 12%
4. A variance to allow the roof height to be 5 feet higher than the roof of the existing house

#### Variance Factors

In addition to the three factors used to determine practical difficulty, the St. Croix Bluffland and Shoreland ordinance requires that when considering a proposal or zoning amendment within the St. Croix River District, the Council shall address the following items in making its decisions:

- A. Preserving the scenic and recreational resources of the St. Croix Riverway, especially in regard to the view from and use of the river.
- B. The maintenance of safe and healthful conditions.
- C. The prevention and control of water pollution, including sedimentation.
- D. The location of the site with respect to floodways, floodplains, slopes, and blufflines.
- E. The erosion potential of the site based on degree and direction of slope, soil type, and vegetative cover.
- F. Potential impact on game and fish habitat.
- G. Location of the site with respect to existing or future access roads.
- H. The amount of wastes to be generated and the adequacy of the proposed disposal systems.
- I. The anticipated demand for police, fire, medical, and school services and facilities.
- J. The compatibility of the proposed development with uses on adjacent land.

#### Grading, Drainage and Erosion Control

There are currently no stormwater management facilities on the property. The stormwater runs down the hill and driveway to River Road, then down to the river. There is limited space available to manage stormwater drainage from the roof. The plans propose a rain garden in the southeast corner of the house, which would capture about one-third of the drainage from the roof.

The City Engineer has reviewed the grading and drainage plans, and has provided recommendations regarding the sizing of raingardens to capture the run-off from a one-inch rainfall event. The City Engineer and the property owners' architect are working on a drainage plan that could include rock swales on the north and south sides of the house in addition to raingardens on the southeast and northeast corners of the house, with the goal of capturing the run-off from a one-inch rainfall event. The City Engineer has also reviewed and approved the retaining wall plans.

#### DNR Comments

Attached is a letter from Jenifer Sorenson, DNR hydrologist, regarding the house proposal and variance application. The letter is supportive of the proposal and application and encourages engineering review of the grading and drainage plans.

#### Planning Commission Recommendation

The Planning Commission recommended, on a vote of 7-0-0, approval of the variance application, based on the following findings and with the conditions listed below.

### Findings

Several unique features of the parcel were listed:

1. The parcel is comprised of unusually steep terrain and it appears that the amount of grading is reasonable and the proposed new roofs will reduce the impact from stormwater runoff.
2. Screening of the property is significant and there is no impairment to the river.
3. There appears to be a reasonably level area for the new home.
4. The DNR is supportive of the proposal (It was requested that the DNR memo regarding the proposal be submitted prior to the City Council meeting)

Staff recommends adding the following findings:

5. The proposal preserves the scenic and recreational resources of the St. Croix Riverway, especially in regard to the view from and use of the river.
6. The proposal maintains safe and healthful conditions.
7. The proposal includes a drainage plan for the prevention and control of water pollution, including sedimentation.

### Conditions

1. City Engineer shall review and approve grading, drainage and erosion control plans.
2. City Engineer shall review and approve retaining wall design.
3. City Engineer specifications and recommendations for all work shall be met for the duration of the permit.
4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt fences or other types of erosion control shall be properly installed prior to construction; and shall be maintained in good condition until the construction is complete.
5. House color shall be earth tone.
6. The applicant shall comply with all conditions as may be specified by the Department of Natural Resources and the applicable watershed.
7. The house shall be constructed according to the plans dated May 28, 2015, the site plan dated May 27, 2015 and the survey dated May 29, 2015, subject to revisions as required or approved by the City Engineer.
8. Existing vegetative screening shall be maintained, with the exception of one large tree to be removed on the southern property line.

### Resolutions

Attached is a resolution of approval reflecting the Planning Commission's recommendation and a resolution of denial for the Council's consideration.

### Council Action Requested

**Motion regarding the adoption of a resolution regarding the Shelly and Brad Holz Variance Application at 4206 River Road, with findings, and conditions if needed**

**RESOLUTION 2015-56**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING THE BRAD AND SHELLY HOLZ APPLICATION FOR  
VARIANCES REQUIRED TO CONSTRUCT A NEW HOME ON THE EXISTING HOME  
PROPERTY AT 4206 RIVER ROAD**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Brad and Shelly Holz have applied for variances at 4206 River Road; and
- WHEREAS,** the proposal is to demolish the existing home and to allow a new home which requires four variances to be constructed; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended APPROVAL of the application on a vote of 7-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton does hereby APPROVE the Brad and Shelly Holz application for variances at 4206 River Road, based on the findings of fact and conditions as listed below:

Findings

Several unique features of the parcel were listed:

1. It comprised of unusually steep terrain and it appears that the amount of grading is reasonable and the proposed new roofs will reduce the impact from stormwater runoff.
2. Screening of the property is significant and there is no impairment to the river.
3. There appears to be a reasonably level area for the new home.
4. It was requested that the DNR memo be submitted prior to the City Council meeting.
5. The proposal preserves the scenic and recreational resources of the St. Croix Riverway, especially in regard to the view from and use of the river.
6. The proposal maintains safe and healthful conditions.
7. The proposal includes a drainage plan for the prevention and control of water pollution, including sedimentation.

Conditions

1. City Engineer shall review and approve grading, drainage and erosion control plans.
2. City Engineer shall review and approve retaining wall design.
3. City Engineer specifications and recommendations for all work shall be met for the duration of the permit.

**RESOLUTION 2015-56**

4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt fences or other types of erosion control shall be properly installed prior to construction; and shall be maintained in good condition until the construction is complete.
5. House color shall be earth tone.
6. The applicant shall comply with all conditions as may be specified by the Department of Natural Resources and the applicable watershed.
7. The house shall be constructed according to the plans dated May 28, 2015, the site plan dated May 27, 2015 and the survey dated May 29, 2015, subject to revisions as required or approved by the City Engineer.
8. Existing vegetative screening shall be maintained, with the exception of one large tree to be removed on the southern property line.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

---

Richard Bend, Mayor

**ATTEST:**

---

Ronald J. Moorse, City Administrator

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

**RESOLUTION 2015-XX**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION DENYING THE BRAD AND SHELLY HOLZ APPLICATION FOR VARIANCES  
REQUIRED TO CONSTRUCT A NEW HOME ON THE EXISTING HOME PROPERTY AT 4206 RIVER  
ROAD**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Brad and Shelly Holz have applied for variances at 4206 River Road; and
- WHEREAS,** the proposal is to demolish the existing home and to allow a new home which requires four variances to be constructed; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended APPROVAL of the application on a vote of 7-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton does hereby DENY the Brad and Shelly Holz application for variances at 4206 River Road, based on the findings of fact listed below:

Findings

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 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 Hankee, PE, City Engineer*

**Date:** *July 21, 2015*

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

---

**1. 2015 Crack Fill & Seal Coat Project**

Staff is in the process of obtaining quotes to crack fill and seal coat, see enclosed map. The seal coat will use the rock stock pile at the garage. The project is estimated at:

Crack Fill	\$44,000
Seal Coat	\$22,000

Next month quotes will be presented.

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

2-23-15

# CITY OF AFTON VARIANCE APPLICATION

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

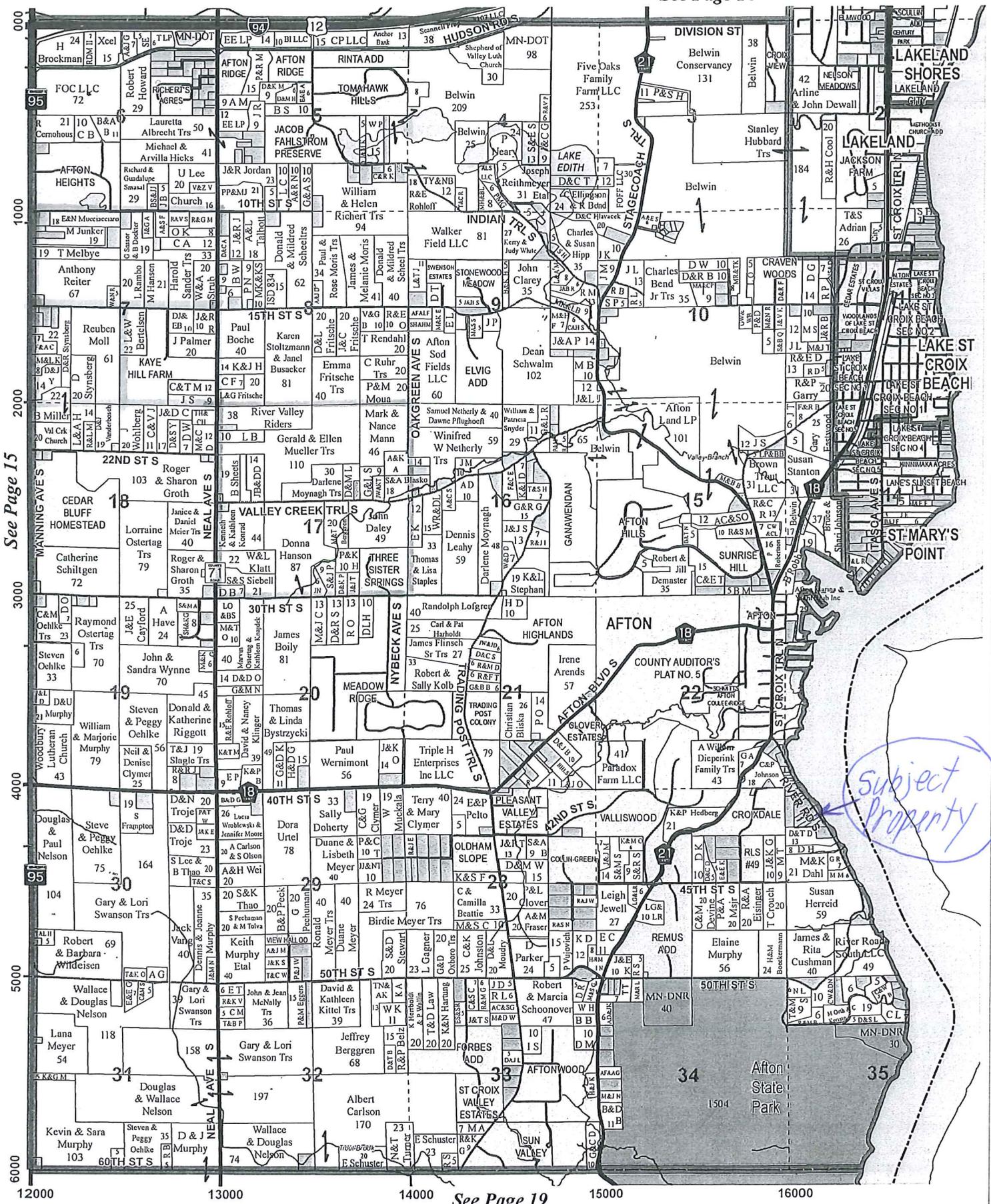
Owner	Address	City	State	Zip	Phone
Brad & Michelle (Shelly) Holz	4206 River Rd S	Afton	MN	55001	952-210-7746
Applicant (if different than owner)	Address	City	State	Zip	Phone
Project Address	4206 River Rd S		AFTON	MN	55001
Zoning Classification	Existing Use of Property	PID# or Legal Description			
Rural Residential	Residential	2602820220007			
Please list the section(s) of the code from which the variance(s) are requested.					
12-637 A, 12-637 B, 12-580 C4, 12-132 A6					
Description of Request					
Remove current home and rebuild a more energy efficient residence of conservative size further away from the river that improves water drainage to better protect water quality of the adjacent St. Croix River, while continuing to remain visually inconspicuous from the Lower St. Croix National Scenic Riverway					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant			Date		
Shelly Holz			6-4-15		
Make checks payable to: <b>City of Afton</b>					
If multiple variances are necessary from the applicant only <b>one</b> fee is required. However, the deposit fee must be multiplied by the number of variances sought.					
<b>FEES:</b>		<b>ESCROWS:</b>			
Variance	\$250	\$600	TOTAL:	2,350	
Renewal/Extension	\$250	\$350	DATE PAID:	6-4-15	
			CHECK #:	1867	
			RECVD BY:		

# Cities of Afton, St. Marys Point, Lakeland, Lake St. Croix Beach & Lakeland Shores

T.28



See Page 14

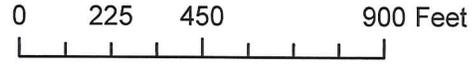


See Page 15

See Page 19



Parcel ID: 2602820220007  
Parcel Address:  
4206 RIVER RD S, CITY OF AFTON



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

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.

Applicant(s): Brad & Michelle (Shelly) Holz  
Phone: Shelly's Cell: 952-210-7746, Brad's Cell: 651-829-0853  
Mailing Address: 4206 River Rd S, Afton MN 55001  
Property Address for variance: 4206 River Rd S, Afton MN 55001

Variance request description: **Remove the current primary home and rebuild a more energy efficient, primary residence of conservative size further away from the river that improves water drainage to better protect water quality of the adjacent St. Croix River, while remaining visually inconspicuous as seen from the St. Croix National Scenic Riverway. The new house will be built over the existing footprint and is wider to the sides and rear. A variety of variances are requested due to the unique practical difficulties of our lot and current structure.**

Special care was made in selecting the Architect for the project. It was important for us to select an architect who is familiar with the St. Croix River Valley and protecting it as a natural scenic riverway; Tod Drescher has received awards for his environmental design and has been practicing green architecture since the 1970s. The proposed project was done with great thought, effort and planning. From the onset of exploring a home remodel, Molly Shodeen from the DNR and Ron Moore from the city of Afton was invited to the property for a meeting to give feedback on what was the most reasonable way to conservatively expand the home and what we should keep in mind during initial design. It was our desire to involve the DNR and city early on in the project to ensure the plan was most reasonable right from the start and a win-win for all involved. At that meeting, Molly Shodeen stated she would prefer the home expand out instead of going up in living space. After discovering the difficulty with updating an outdated, obsolete structure to today's building codes, we asked Ron Moore how the ordinances change when tearing down a home instead of remodeling. At that time he explained we try to move homes further away from the bluff but in our case we are limited with the cliff behind us, so therefore the rules for a tear down would be similar to that of an extensive remodel. Many revisions of the plan have been made throughout the process. In trying to honor the DNR's request, we explored keeping the entire home on one level with no basement, however the size and shape of the lot would not allow the all-one-level structure to fit. We then explored keeping most of the living space to one level with no basement and positioning minimal living spaces on the upper level similar to the current structure. We also explored how far back we could position the new home away from the bluff while preserving the cliff behind. This is how the current design evolved to what you are reviewing today and we believe results in a home/property that will benefit the St. Croix Scenic Riverway and city.

City Ordinance Section number(s), that variance is requested for:  
**12-637 A, 12-637 B, 12-580 C4, 12-132 A6**

Answer the following questions to the best of your ability - based on the criteria found in section 12-77 of Afton's Code (Land Use, Appeals and Variances). Completing this questionnaire will help the Planning Commission and the City of Afton evaluate your application in light of the requirements of Afton's

Variance Ordinance. It does not guarantee that your variance request will be approved. If needed use a separate page.

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

**Criteria #1a** *The property in question cannot be put to a reasonable use- if used under the conditions allowed by this Ordinance.* **Applicant** - Can the property in question be used in a reasonable manner if used under the conditions allowed by the Afton Use Code? Explain: **The property is considered substandard. The intent of the code seems to allow for extending and altering substandard structures away from and parallel to the substandard setback in Article II and the bluff/river in Article IV.**

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**Criteria #1b** *The requested use, must be a reasonable use in order to receive a variance.* **Applicant** - Please explain why the proposed use which requires a variance is a reasonable use for this property?

**The existing 1958 house is very energy inefficient, lacking insulation in many places with some rooms requiring space heaters to maintain temperatures during the winter months. It is built of 2 x 4 construction with abnormally low ceiling heights and has only 4" energy heels. The current roofline also directs a lot of rainwater to run off down the driveway directly east towards the St. Croix River. The owners would like to acquire the rights that other property owners commonly enjoy in the same zoning district to expand the home to accommodate their growing family, bring their property up to today's building code and energy efficiency standards while being good environmental stewards by protecting the water quality of the St. Croix River.**

**The property involves a substandard structure on a substandard lot:**

- **Section 12-57 D:** alterations of substandard structures are permitted if they don't meet minimum setback standards provided they meet 6 criteria; the house and proposed improvement meets all 6 criteria. Specifically the current setback from the centerline of the road is 85% of the required setback (although not part of this section, the setback from the OHW is 87% of the required setback).
- **Section 12-580 C2:** a substandard structure may extend parallel to the river or bluff when in compliance with the dimensional standards of article IV and side yard standards of the zoning ordinance article II. The proposed new house meets the side yard standards of the zoning ordinance article II and this particular lot presents a practical difficulty to adhere to some of the dimensional standards in article IV.
- **Section 12-637 D6:** the minimal dimensional requirement of article IV may be granted an exception if any new structure on a substandard lot is setback the average setback of the adjacent substandard structures plus 40 ft. The new house will actually be set back 78 ft from the neighbor averaging line at the closest point and 119 ft at its furthest point.

The current house is visually inconspicuous as seen from the river as well as the proposed new house. The new house will be built over the existing footprint with low roof pitches & earth tone colors. It will remain well below the tree canopy and screened with existing vegetation to continue to be visually inconspicuous as seen from the river. The trees and vegetation canopy are much taller than the current or future roofline as you can see from the enclosed picture. No tree screening will be altered with the new plan. Only one tree will be removed during construction on the rear south boundary of the home. This tree was damaged by a large falling oak tree that also damaged the current home during a wind storm, and left the tree leaning over the neighbor's home. We discussed the removal of this tree with the neighbor and they are in favor of removing it for peace of mind given it was hit by another large tree and increased the lean towards their home. Removing this tree will not alter the visual screening of the home from the river.

The current home is already built on a 12% slope, the new home will be built over the existing footprint and be extended directionally per DNR's preference; thus it will be positioned in the most reasonable location on the lot. Section 12-705 A1 states a grading permit may be issued if slopes greater than 12% are preserved to the greatest extent possible. The slopes surrounding the new structure will be preserved to the greatest extent possible and temporary erosion controls will be in place during construction.

In an effort to protect and improve the water quality of the St. Croix River, the roofline of the new structure also changes to drain water north-south, redirecting water runoff into natural vegetation, a green roof and a rain garden instead of directly down the driveway into the road through a culvert into the river. Per a letter from the DNR to the neighboring riverfront city of Lakeland dated March 31, 2015, the DNR states: "In the past, DNR has commented favorably on raising the roof of substandard structures for such reasons as improving roof drainage or increasing space for addition of insulation."

Even though the current lot presents some practical difficulties, the proposed new house conserves and protects the natural scenic values of the river valley in the following ways: 1) it is moved 3ft. – 5 ft. further back from the OHW (and centerline of the road), 2) the south section of the new structure will be 6 to 8 ft. lower than the current structure, and 3) the new structure will be built over the existing footprint and will not have a basement to minimize excavation needed.

*Criteria #2 Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size, shape, topography, or other circumstances over which the property owner, since enactment of this Ordinance, have had no control.* **Applicant** - What exceptional or extraordinary circumstances related to the property do not apply generally to other properties in the same zone or vicinity? Extraordinary circumstances would include lot size, irregular lot shape or topography. Are there other circumstances over which you, as the property owner, have no control?

Explain?

The lot is the original size from when this area was first developed – it is long and narrow and the size/shape of it makes it substandard.

The lot also has a continuous sloping topography throughout with an extreme bluff line/cliff behind the structure. The current structure is set on a 12% slope and the unique topography limits where the structure can be repositioned in relation to a 12% slope or setbacks from the OHW in article IV, and the centerline of the road in article II.

The current home was also originally built in 1958 prior to adoption of this ordinance with a lower than average ceiling heights. Currently there is only a 4" energy heel. This makes strictly adhering to section 12-580 C4 a practical difficulty when trying to adjust the roofline to bring the structure up to today's building code requirements & energy efficiency standards, while also trying to improve the water run-off and water quality of the St. Croix River.

*Criteria #3 That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.*

**Applicant** - How does the literal interpretation of the provisions of the Afton ordinance (from which you are requesting a variance) deprive you of rights commonly enjoyed by other properties in the same zoning district? Explain:

It is common that residential homeowners replace out-of-date structures with new structures, and it is encouraged in our community to be good stewards of preserving water quality and energy conservation. Building the new design with modern technology will provide greater energy conservation, improve water run-off to enable greater long term protection of the river's water quality, position the structure even further back from the river & center line of the road, and all while still remaining visually inconspicuous from the river with the existing vegetation screening & tall tree canopy. When we replace our out-of-date house with a new house that meets today's building codes, we will be building over the existing footprint while also moving the front Southern corner of it 3 ft. – 5 ft. back, extending behind (as allowed in section 12-580 C1 and section 12-57 D), exceeding the required setback from our most visible major bluffline along the river as well as exceeding the average setback to the adjacent substandard structures per section 12-637 D6, and requesting a substandard exception to extend latterly as the intent seems to allow in 12-580 C2 and 12-57 D.

The size, shape and topography of our specific lot prohibit strict adherence to section 12-132 A6 and some of the minimum dimensional standards in section 12-637. The current home is already built on a 12% grade and most of the lot involves a 12% grade as seen with the green shading on the enclosed survey. Even though the lot size, shape & topography cause a conflict with the literal interpretation of these sections, it appears there is intent in the language of Section 12-580 C2 and 12-57 D to allow substandard exceptions for extending laterally.

In order to fully improve the structure to bring it up to today's building code requirements, energy efficiency standards, and improve water run-off to protect water quality of the St. Croix River, we need to adjust the roofline. This technically causes 2 minimal sections to rise only 2 ft. and 5 ft in the new low profile design; the section that rises an additional 2 ft is actually setback 24ft from the front of the house. Literal adherence to section 12-580 C4 deprives us the right to be good stewards of the following areas in unison together rather

than sacrificing one in spite of the other: 1) energy conservation, 2) water quality protection, 3) scenic riverway preservation by keeping the new design low profile as viewed from the river. The elevation will NOT be raised to include any more levels than the current structure has and the roofline as a whole will NOT be raised; many areas of the new roofline will actually be lower than the current roofline and these lower areas are the sections outside the existing footprint of the current structure. The total average height of the current roofline is 18.5 ft, and the total average height of highest roofline for the new house will be 21.75ft with a maximum peak at one point of 26 ft; all well below the maximum structure height of 35 ft. as outlined in 12-637 A

*Criteria #4 The special conditions or circumstances do not result from actions of the applicant.*

**Applicant** - How did these exceptional circumstances related to the property come about? Did actions by you create these circumstances? Explain:

**The lot size, shape and topography have always been there and cannot be adjusted. The current lot, structure and rooflines are part of the original 1958 built structure, prior to the ordinance adoption. The current structure already exists on a 12% slope.**

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*Criteria #5 That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.*

**Applicant** - Will the granting of the requested variance confer on you, the applicant, any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same zoning district? Explain:

**Not to our knowledge. Per section 12-57D and 12-580 C2, substandard structures are allowed reasonable exceptions to being extended, enlarged or altered parallel with the substandard setback. Section 12-637 D allows exceptions to the minimal dimensional requirements. Removing the current substandard structure and replacing with the proposed new structure enables us to actually move the house further back from the center line of the road and OHW. Also, the design of the new house continues to keep the structure visually inconspicuous as seen from the river and under the natural tree canopy while maintaining the elevation and roofline in both a total average height and maximum peak height to remain well below the dimensional standard of 12-637 A. Section 12-705 A1 states a grading permit may be issued if slopes greater than 12% are preserved to the greatest extent possible. The current home is built on a 12% slope and the slopes surrounding the new structure will be preserved to the greatest extent possible.**

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*Criteria #6 The variance requested is the minimum variance which would alleviate the hardship.*

**Applicant** - Is the variance you are requesting the minimum variance which would alleviate the practical difficulty or hardship for your property? Explain:

**Yes. The positioning on the lot and the low roof pitches were thoughtfully designed through multiple versions described in the introduction of this document to best minimize the impact of the new house as seen from the river, and in the community in general. Thus, requiring the minimum number of variances to alleviate the practical difficulties of this unique property. This small, 1958 built three bedroom existing house will just become a**

larger, conservatively sized three bedroom house with a den built over the same footprint that is drastically more energy efficient and better designed to protect the water quality of the St. Croix River.

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**Criteria #7** *The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.* **Applicant (Optional)** - Will the variance be materially detrimental to the purposes of this Ordinance, or to property in the same zone? How would the use of the property, if allowed by the variance, affect other properties in the vicinity?

Explain:

**No. The proposed new house will setback and hide itself almost totally from the river in summer due to the existing vegetation and tall tree canopy. Side yard house setbacks to neighbors will meet ordinance and the new design will not obstruct anyone's view to the river. Owner applicants have the support from both immediately adjacent neighbors per the attached letters. The use of earth-tone materials and local stone on the residence will blend with the natural setting and should enhance the neighborhood and property values.**

**There have been many structures remodeled or rebuilt on this street and in neighboring riverfront communities with the same Lower St. Croix River Bluffland and Shoreland Management Ordinance which required the same needed variances. Many were much larger and located much closer to the river:**

- 3934 River Rd, Afton
- 3936 River Rd, Afton
- 641 Quixote Ave N, Lakeland: tear down one story & rebuild into two story, 5 ft setback from bluff (approved October 2013)
- 737 Quentin Ave S, Lakeland: tear down to foundation & rebuild, 0 ft. setback from bluff (approved April 2015)

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**Criteria #8** *Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.* **Applicant -** Is the requested variance for economic reasons?

Explain:

**No. The owner applicants are actually spending extra money to keep the roof pitches low compared to other homes in the area and to direct immediate roof water away from the river by using good design, a green roof and a rain garden.**

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**Criteria #9** *In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.* **Applicant (optional), PC** - Is the property in a Flood Plain District?  Yes  No

**Criteria #10** *Variances shall be granted for earth-sheltered construction by state statutes when in harmony with this Ordinance.* **Applicant** - Is the variance for earth-sheltered construction?  Yes  No

**ADDITIONAL CRITERIA THAT MAY BE CONSIDERED BY THE PLANNING COMMISSION (PC) AND/OR CITY COUNCIL(CC)- Applicant responses to criteria #11 and criteria #12 are optional.**

**Criteria #11** *Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton ordinances and code? How will this variance if granted (and the proposed use of the property allowed) affect the essential character of the area? Explain:

**Yes, the low, organic architectural style of the new house will blend well and be visually inconspicuous as seen from the river behind existing vegetation and under the tall tree canopy. The new setbacks will be even further from the substandard distance than they are now, the new structure will extend behind and parallel the current structure which the intent of the ordinance allows and existing slopes surrounding the home will be preserved to the greatest extent possible. It will also enable the owner applicants to bring the structure up to today's building code and help control water quality of the St. Croix River. The new home keeps in character of the neighboring homes, is much more modest than several of the surrounding houses and continues to be set further back than the required distance from the immediate adjacent properties and major bluff as seen from the river. The updated design will also support property values for the area.**

**Criteria #12** *Variances shall only be permitted when they are in harmony with the general purposes and intent of the Afton Comprehensive Plan.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton comprehensive plan?

**Explain: Yes, the design of the new home redirects water runoff into a green roof, natural vegetation and a rain garden instead of directly down the driveway/into the road in an effort to help protect the water quality of the scenic St. Croix river.**

**\*\*\*\*\*If you have any questions, please contact us for clarifications. We welcome you to come visit the site in person to experience the unique practical difficulties of this lot.\*\*\*\*\***

## Holz Project Setbacks for 4206 River Rd

Existing house to OHW = 172ft at closest point

Proposed house to OHW = 177ft at closest point

Existing house to Major Bluffline along river = 140ft at closest point

Proposed house to Major Bluffline along river = 145ft at closest point

Existing house to centerline of Road = 89ft at closest point

Proposed house to centerline of Road = 92ft at closest point

Existing house to neighbor averaging line = 81ft back at closest point  
(109ft back at it's furthest point)

Proposed house to neighbor averaging line = 78ft back at closest point  
(119ft back at it's furthest point)



Date: 07/15/2015

Ron Moorse  
City Administrator  
City of Afton  
3033 St. Croix Trail South  
PO Box 219  
Afton, MN 55001

Re: 4206 River Road South Variance Application

Ron:

In the fall of 2013, MNDNR (Molly Shodeen) met onsite with you and the applicant to discuss plans for this property and the zoning requirements in Afton's St. Croix River overlay district. On 6/18/15 we met at the property with the applicant to review the design plans to date and to discuss the specific variances requested for the tear down and rebuilding of the proposed structure.

The applicant has taken MNDNR's comments made in 2013, about minimizing variances, to heart when planning their new home. In our view, the applicant has minimized the variances that are being requested and the variance requests are reasonable, given the topographic and dimensional limitations of the property.

During the site visit, it was determined that the bluffline setback would be measured from the natural bluffline that is located on the east side of River Road South (elevation 700 feet on the site plan). There is a line of rocks on the front property that form a man-made bluffline, but because of their small size and nature, it is more logical to use the natural bluffline for measuring this setback.

The topography of the lot limits the ability for a structure to meet the OHW setback of 200 feet. The applicant has not brought the proposed structure forward from the location of the existing home. The height of the proposed structure will be up to five feet higher than the existing building height, in part to allow for insulation (the existing structure has three inches of space currently available for insulation). Instead of going out and up, the building footprint of the proposed structure has expanded laterally and away from the river. This is just what DNR had suggested initially and we appreciate that the applicant took our guidance into consideration.

During the site visit, you indicated that both the drainage and retaining wall designs will be reviewed by the City engineer. While the applicant meets the percent impervious surface requirements, it is





important that an effort be made to reduce runoff from the site (such as through the use of a raingarden and grassy swale). Runoff from this location flows along River Road South and into an outfall to the St. Croix River. Increasing onsite infiltration will reduce the amount of runoff flowing directly into the river, an important design consideration for this property because of its slope and proximity to the outfall.

MNDNR recommends that dark earth tone colors be used for the house. Dark colors (dark browns and greens for example) are the least visible from the river and really help a structure to blend in with surrounding vegetation.

Thank you for the opportunity to comment. Please enter these written comments into the City Council hearing record for this variance application.

Sincerely,

Jenifer Sorensen  
East Metro Area Hydrologist  
DNR Central Region  
1200 Warner Road  
St. Paul, MN 55106  
651-259-5754  
[jenifer.sorensen@state.mn.us](mailto:jenifer.sorensen@state.mn.us)



Members of the Planning Commission,

I support the Holz family project at 4206 River Rd S. in Afton, MN to remove the current home and replace with a new home including the variances necessary.

We have reviewed the plan and feel its focus on controlling water run off, low profile, and minimal impact to existing topography is in the spirit of the Wild and Scenic Riverway. We feel the proposed home will enhance and bring great value to the neighborhood.

*Henry and Virginia Woltman*  
Henry and Virginia Woltman

651.436.5697

4220 River Road South(immediate property to South)

*Henry L. Woltman 5/2/15*

## Members of the Planning Commission

I am in agreement with the Holz family plan to replace their existing family residence with a modern energy efficient home that has the necessary space to raise their family here in Afton.

In discussing the plan with Brad Holz I was surprised at the length he has gone to minimize the impact this house will have to the existing building lot site because of his concern for the scenic river environment & this community.

I believe this project meets the requirements of the plan And should receive the variances necessary to proceed.

Leonard Evanoff Jr

651-337-2068

4102 River Road (Second property North)

June 5, 2015

To: The City of Afton

From: Louis and Linda Tilton, 4201 River Road South, Afton  
55001

Re: The new home proposed by Brad and Shelly Holz

We are the next door neighbors to Brad and Shelley Holz and have owned our property since 1982. We have looked at their plans to build a new home over the existing footprint of the existing home. We support their desire to complete this project. Looking at the plan, it is evident that it protects the scenic views from the river with the existing tree screening. Preserving views and water quality is very important and the new plans do both. The size of the home is very reasonable and will fit in well in the neighborhood.

The Holz family has lived here several years and plans to continue living here. The setting is unique with respect to grade and the existing home was constructed on the 12% grade and, as indicated, the new home will be built over the footprint. The style will, in fact, not alter the character of the area but will enhance the neighborhood.

Thus we strongly support Brad and Shelly Holz in their desire to build their new home.

Linda and Louis Tilton

14949 62<sup>nd</sup> Street North PO Box 200  
Stillwater, MN 55082-0200  
(651) 430-6175 www.co.washington.mn.us

Property ID: **26.028.20.22.0007** Bill#: **5934**

**Taxpayer: BRAD L & MICHELLE M HOLZ**  
4206 RIVER RD S  
AFTON MN 55001-9366

**\$\$\$ REFUNDS?**

*You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply.*

**Property Address:**  
4206 RIVER RD S  
AFTON MN 55001

**Description:**  
Section 26 Township 028 Range 020 PT OF GOV LOT 4 COM AT PT 186.5FT N OF S LINE OF SD GOV LOT 4 & 254.5FT E OF W LINE OF SD GOV LOT 4 SD DIST BEING MEAS AT R ANG TO SD S & W LINES RESPECTIVELY THN N80E01839"E ON A LINE PAR WITH S LINE OF SD GOV LOT 4 DIST 28.80FT TO PT OF BEG OF LAND

**Line 13 Special Assessment Detail:**  
COUNTY ENVIRONMENTAL CHARGE PHE DEP 3.00

Principal: 3.00  
Interest: 0.00

TAX STATEMENT 2015			
2014 Values for Taxes Payable in			
VALUES AND CLASSIFICATION			
Taxes Payable Year:		2014	2015
Estimated Market Value:		395,500	411,300
Step 1	Homestead Exclusion:	1,600	200
	Taxable Market Value:	393,900	411,100
	New Improvements/ Expired Exclusions:		
	Property Classification:	Res Hstd	Res Hstd
Sent in March 2014			
Step 2	<b>PROPOSED TAX</b>		\$4,336.00
	<i>Did not include special assessments or referenda approved by the voters at the November election</i>		
Sent in November 2014			
Step 3	<b>PROPERTY TAX STATEMENT</b>		
	First half taxes:	May 15	\$2,139.00
	Second half taxes:	October 15	\$2,139.00
	Total Taxes Due in 2015:		\$4,278.00

Tax Detail for Your Property:				
Taxes Payable Year:		2014	2015	
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. <input type="checkbox"/>			\$4,275.00	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund. <input type="checkbox"/>		\$4,503.00		
Tax and Credits	3. Property taxes before credits	\$4,503.00	\$4,275.00	
	4. Credits that reduce property taxes			
	A. Agricultural market value credit	\$0.00	\$0.00	
	B. Other Credits	\$0.00	\$0.00	
5. Property taxes after credits		\$4,503.00	\$4,275.00	
Property Tax by Jurisdiction	6. WASHINGTON COUNTY	A. County General	\$1,292.81	\$1,241.33
		B. County Regional Rail Authority	\$9.17	\$8.73
	7. CITY OF AFTON		\$1,185.34	\$1,140.26
	8. State General Tax		\$0.00	\$0.00
	9. ISD 834 STILLWATER	A. Voter approved levies	\$900.01	\$631.26
		B. Other Local Levies	\$909.15	\$1,059.58
	10. Special Taxing Districts	A. Metropolitan Council	\$41.38	\$38.77
		B. Metropolitan Mosquito Control	\$21.78	\$20.14
		C. Valley Branch Watershed	\$74.80	\$69.91
		D. County HRA	\$50.82	\$48.58
11. Non-school voter approved referenda levies		\$17.74	\$16.48	
12. Total property tax before special assessments		\$4,503.00	\$4,275.00	
13. Special assessments		\$3.00	\$3.00	
14. TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		\$4,506.00	\$4,278.00	

Agricultural homesteads may have received a supplemental agricultural homestead credit in October 2014. This credit was a reduction in property taxes payable in 2014.  
*Minnesota Laws 2014, Chapter 308, Article 1, Section 14.*

**PAYABLE 2015 2<sup>nd</sup> HALF PAYMENT STUB**  
TO AVOID PENALTY PAY ON OR BEFORE: October 15

Property ID: 26.028.20.22.0007 Bill #: 5934



**Taxpayer:**  
BRAD L & MICHELLE M HOLZ  
4206 RIVER RD S  
AFTON MN 55001-9366

Fold & detach at perforation & mail this stub with your 2<sup>nd</sup> half payment in the enclosed green envelope Res Hstd

**\*\*ESCROW NOTE\*\*** Your taxes have been sent to escrow agent CHASE HOME FINANCE LLC. If you do not escrow your taxes, please pay the amount indicated in the box.

**SECOND HALF TAX AMT DUE**  
**\$2,139.00**

**MAKE CHECKS PAYABLE TO:**  
Washington County  
P.O. Box 200  
Stillwater MN 55082-0200

CHECK  
 CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.

2602820220007 2 00000000213900 6

**PAYABLE 2015 1<sup>st</sup> HALF PAYMENT STUB**  
TO AVOID PENALTY PAY ON OR BEFORE: May 15

Property ID: 26.028.20.22.0007 Bill #: 5934



**Taxpayer:**  
BRAD L & MICHELLE M HOLZ  
4206 RIVER RD S  
AFTON MN 55001-9366

Fold & detach at perforation & mail this stub with your 1<sup>st</sup> half payment in the enclosed green envelope Res Hstd

**\*\*ESCROW NOTE\*\*** Your taxes have been sent to escrow agent CHASE HOME FINANCE LLC. If you do not escrow your taxes, please pay the amount indicated in the box.

**FIRST HALF TAX AMT DUE**  
**\$2,139.00**

**MAKE CHECKS PAYABLE TO:**  
Washington County  
P.O. Box 200  
Stillwater MN 55082-0200

CHECK  
 CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.

2602820220007 1 00000000213900 8

## LEGAL DESCRIPTION

That part of Government Lot 4, Section 26, Township 28, Range 20 in said Washington County, Minnesota described as follows:

Commencing at a point 186.5 feet North of the South line of Said Government Lot 4 and 254.5 feet East of the West line of said Government Lot 4, said distances being measured at right angles to said South and West lines respectively; thence North  $88^{\circ}18'39''$  East on a line parallel with the South line of said Government Lot 4 a distance of 29.80 feet to the point of beginning of land to be described; thence continue North  $88^{\circ}18'39''$  East on said parallel line a distance of 193.95 feet; thence North  $57^{\circ}26'17''$  East a distance of 637 feet more or less, to the Southwesterly shore line of Lake St. Croix; thence Northwesterly along said shore line to its intersection with a line produced Northeasterly from the point of beginning on a bearing of North  $57^{\circ}30'00''$  East; thence South  $57^{\circ}30'00''$  West a distance of 873 feet, more or less, to the point of beginning.

Subject to all rights for railroad right of way purposes and public road across said above described property as now located thereon and acquired.

ROUTIER ANN  
or Current Resident  
4233 PENFIELD AVE S  
AFTON MN 55001

REARDON ROBERT F & JULIANNE  
or Current Resident  
4117 PENFIELD CT S  
AFTON MN 55001

THUMA MARGARET H TRS  
or Current Resident  
1094 BEAVER CREEK PKWY  
MAPLEWOOD MN 55119

TILTON LOUIS R & LINDA K  
or Current Resident  
5620 COVINGTON RD  
SHOREWOOD MN 55331

MCLAURIN MARY D & JULIE D MARCUS  
or Current Resident  
PO BOX 276  
AFTON MN 55001

WIRTH CHRISTINA & SIMON  
or Current Resident  
4135 PENFIELD CT S  
AFTON MN 55001

HOLZ BRAD L & MICHELLE M  
or Current Resident  
4206 RIVER RD S  
AFTON MN 55001

DEMING DAVID D & TERESA B  
or Current Resident  
16200 45TH ST S  
AFTON MN 55001

XIONG KONG & YING THAO  
or Current Resident  
4123 PENFIELD CT S  
AFTON MN 55001

HEFFRON DANIEL A  
or Current Resident  
4350 RIVER RD S  
AFTON MN 55001

WOODFILL JANEL L  
or Current Resident  
PO BOX 333  
AFTON MN 55001-0333

WOLTMAN HENRY L & VIRGINIA H  
or Current Resident  
4220 RIVER RD S  
AFTON MN 55001

LEONARD A EVANOFF JR TRS  
or Current Resident  
219 3RD AVE S  
SOUTH SAINT PAUL MN 55075

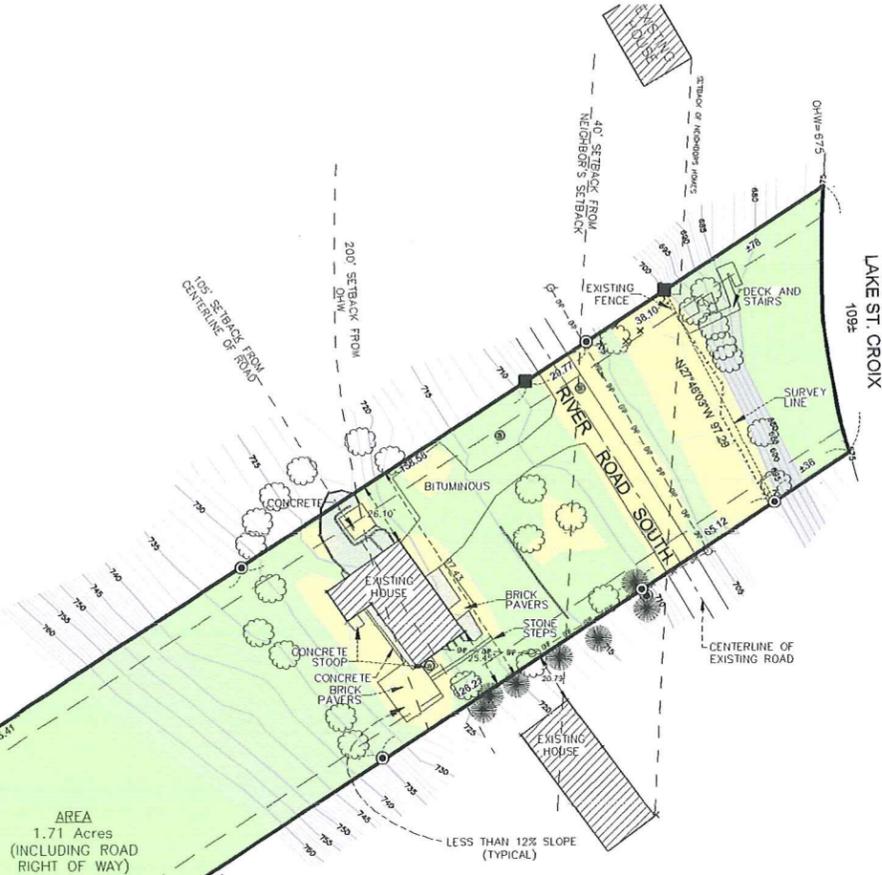
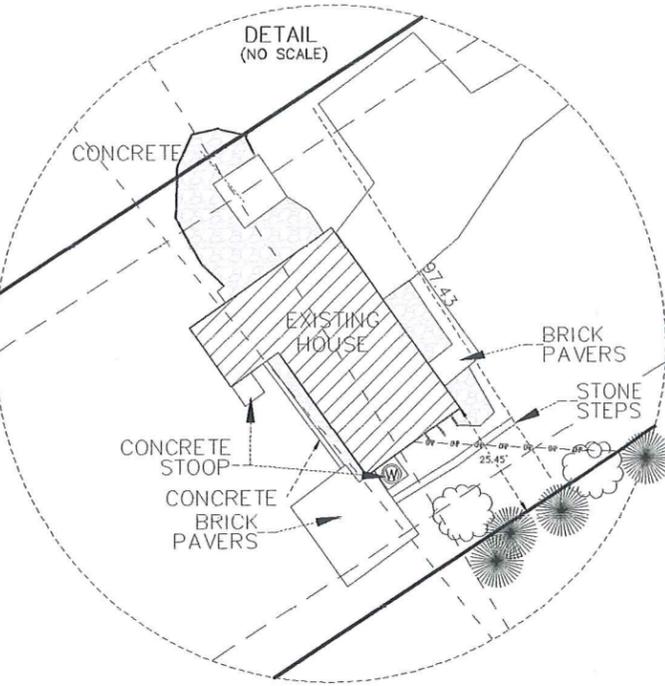
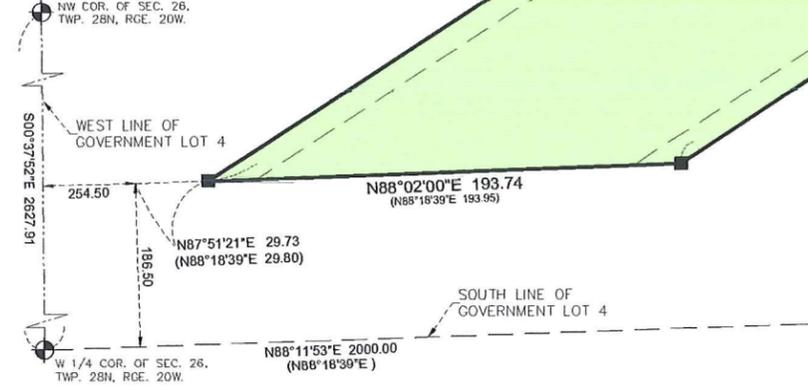
- x-x-x-x- DENOTES EXISTING FENCE.
- - - - - DENOTES EXISTING RETAINING WALL.
- ↑ DENOTES EXISTING SIGN.
- ⊙ DENOTES EXISTING SEPTIC MANHOLE.
- ⊙ DENOTES EXISTING WELL.
- DENOTES EXISTING POWER POLE.
- - - - - DENOTES EXISTING OVERHEAD POWER.
- DENOTES EXISTING DECIDUOUS TREE.
- DENOTES EXISTING CONIFEROUS TREE.
- ⊙ DENOTES FOUND IRON MONUMENT.
- ⊙ DENOTES FOUND JUDICIAL LANDMARK.
- ⊙ DENOTES FOUND COUNTY MONUMENT.
- ( ) DENOTES A RECORD DIMENSION.
- DENOTES EXISTING ROCK LANDSCAPING.

**NOTES:**

- GARAGE FLOOR ELEVATION = 720.1
- ROOF PEAK ELEVATION = 740.8



BEARINGS SHOWN HEREON ARE ORIENTED TO THE WASHINGTON COUNTY COORDINATE SYSTEM, NAD 83, 1996 ADJUSTMENT (HARN)



**RECORD PROPERTY DESCRIPTION**  
(PER DOC. NO 1195244)

That part of Government Lot 4, Section 26, Township 28, Range 20 in said Washington County, Minnesota described as follows:

Commencing at a point 186.5 feet North of the South line of said Government Lot 4 and 254.5 feet East of the West line of said Government Lot 4, said distances being measured at right angles to said South and West lines respectively; thence North 88°18'39" East on a line parallel with the South line of said Government Lot 4 a distance of 29.80 feet to the point of beginning of land to be described; thence continue North 88°18'39" East on said parallel line a distance of 193.95 feet; thence North 57°26'17" East a distance of 637 feet more or less, to the Southwesterly shore line of Lake St. Croix; thence Northwesterly along said shore line to its intersection with a line produced Northeasterly from the point of beginning on a bearing of North 57°30'00" East; thence South 57°30'00" West a distance of 873 feet, more or less, to the point of beginning.

Subject to all rights for railroad right of way purposes and public road across said above described property as now located thereon and acquired.

CERTIFICATE OF SURVEY FOR:  
**SHELLY HOLZ**

**JOHNSON & SCOFIELD INC.**  
SURVEYING AND ENGINEERING

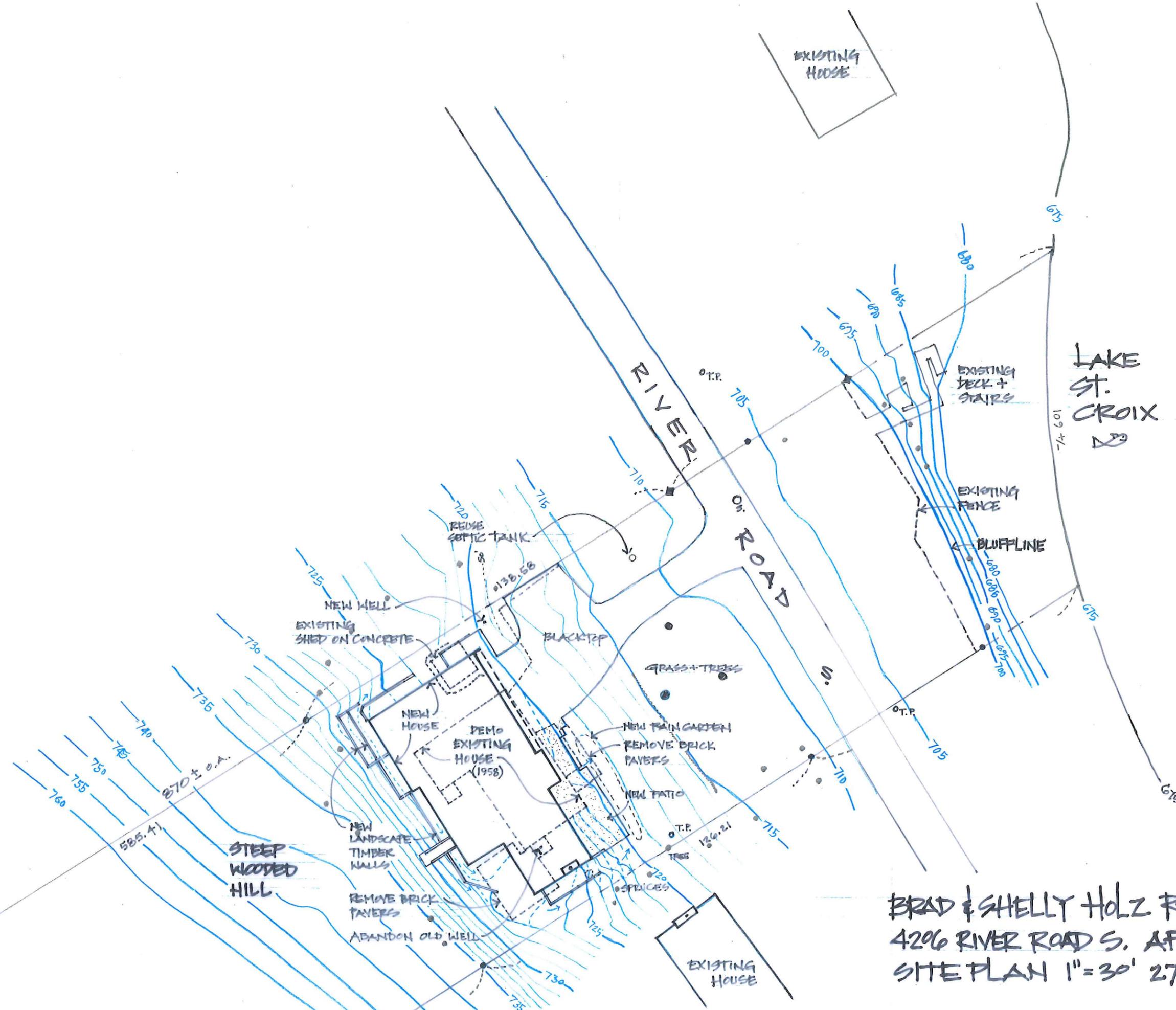
1112 HIGHWAY 55, SUITE 201, HASTINGS, MN 55033  
(651)438-0000

I hereby certify that this survey, plan 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.

*Mitchell A. Scofield*  
Mitchell A. Scofield  
Minnesota License No. 48634  
Date: January 3, 2014

Revised: May 29, 2015  
Revised: May 14, 2015  
Revised: February 14, 2014

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 1 OF 2 SHEETS	13-563	R-2601	



BRAD & SHELLY HOLZ RESIDENCE.  
 4206 RIVER ROAD S. AFTON MN  
 SITE PLAN 1"=30' 27 MAY 15 Hkd.





# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 15, 2015  
Re: Valley Branch Watershed District Conditional Use Permit Application for a Grading Project at properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004 - **Resolution 2015-57**

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### Attachments

CUP Application and related materials  
Property surveys  
Property aerial photos with topography  
List of properties within 500 feet  
Property location maps

### Background

The Valley Branch Watershed District (VBWD) is proposing two ravine stabilization projects, one at the northeast corner of Trading Post Trail and 30<sup>th</sup> Street, and one east of Neal Avenue and north of Valley Creek Trail. The attached maps show the project locations and the topography of each location. As indicated above, both locations are steep ravines that experience substantial erosion during significant rain events. The project will stabilize the ravines, prevent erosion and help protect the water quality of Valley Creek.

The application materials provided by the VBWD included a lengthy wetland delineation report. Rather than copy the report for the packet, the report has been scanned and is available on the City website in the same area as the Planning Commission agenda packet.

The VBWD does not own any of the properties involved in the ravine stabilization project. The VBWD is in the process of obtaining easements from the property owners to allow the work. The application packet includes materials related to the easement acquisition process. The City of Afton has approved the easement over the City's property near Trading Post Trail and 30<sup>th</sup> Street.

### Engineer Review

The City Engineer has reviewed the grading plans for the project. All of the City Engineer's questions regarding the grading plans have been adequately answered by the VBWD engineer, and the City Engineer has approved the plans.

### Planning Commission Recommendation

The Planning Commission, on a vote of 7-0-0, recommended approval of the Valley Branch Watershed District's Conditional Use Permit Application for the ravine stabilization project, with the conditions listed below.

### Conditions

1. All appropriate provisions of the Afton Code of Ordinances shall be complied with for the duration of the permit.
2. Grading plans shall be reviewed and approved by the City Engineer
3. City Engineer specifications and recommendations for all work shall be met for the duration of the permit.
4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt fences or other types of erosion control shall be properly installed prior to construction; and shall be maintained in good condition until the construction is complete.
5. Non-compliance with the conditions of this permit shall be considered a violation, and may result in revocation of this permit.
6. Compliance with conditions of this permit shall be monitored on a periodic basis.
7. Construction shall begin within one year of the date of issuance of this permit or the permit shall become null and void.
8. All necessary easements to enable the project work shall be acquired

### Resolutions

Attached is a resolution of approval reflecting the Planning Commission's recommendation and a resolution of denial, for the Council's consideration.

### Council Action Requested

**Motion regarding the adoption of a resolution regarding the Valley Branch Watershed District Conditional Use Permit Application for a Grading Project at properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004, with conditions if desired.**

**RESOLUTION 2015-57**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING VALLEY BRANCH WATERSHED DISTRICT REQUEST FOR  
A CONDITIONAL USE PERMIT FOR TWO RAVINE STABILIZATION PROJECTS AT  
PROPERTIES NORTHEAST OF 30TH STREET AND TRADING POST TRAIL WITH PIDS  
21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 AND 21.028.20.12.0001, AND EAST OF  
NEAL AVENUE AND NORTH OF VALLEY CREEK TRAIL ON PROPERTIES WITH PIDS  
17.028.20.21.0002, 17.028.20.12.0001 AND 17.028.20.13.0004**

**WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and

**WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and

**WHEREAS,** Valley Branch Watershed District request is for a Conditional Use Permit to complete two ravine stabilization projects at multiple properties; and

**WHEREAS,** Valley Branch Watershed District does not own any of the properties involved in the ravine stabilization project; rather they are in the process of obtaining easements from the property owners to allow the work; and

**WHEREAS,** the properties included in this project are northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004; and

**WHEREAS,** the City of Afton has already approved an easement over the City's property near Trading Post Trail and 30<sup>th</sup> Street; and

**WHEREAS,** City staff reviewed the request and drafted a report for consideration; and

**WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended APPROVAL of the application on a vote of 7-0-0; and

**WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton does hereby APPROVE the Valley Branch Watershed District request for Conditional Use Permit for two ravine stabilization projects at properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004, based on conditions as listed below:

Conditions

1. All appropriate provisions of the Afton Code of Ordinances shall be complied with for the duration of the permit.

**RESOLUTION 2015-57**

2. Grading plans shall be reviewed and approved by the City Engineer.
3. City Engineer specifications and recommendations for all work shall be met for the duration of the permit.
4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt fences or other types of erosion control shall be properly installed prior to construction; and shall be maintained in good condition until the construction is complete.
5. Non-compliance with the conditions of this permit shall be considered a violation, and may result in revocation of this permit.
6. Compliance with conditions of this permit shall be monitored on a periodic basis.
7. Construction shall begin within one year of the date of issuance of this permit or the permit shall become null and void.
8. All necessary easements to enable the project work shall be acquired.
9. The applicant shall limit erosion wherever possible and at no cost to the City of Afton.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

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

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

**RESOLUTION 2015-XX**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION DENYING VALLEY BRANCH WATERSHED DISTRICT REQUEST FOR A  
CONDITIONAL USE PERMIT FOR TWO RAVINE STABILIZATION PROJECTS AT  
PROPERTIES NORTHEAST OF 30TH STREET AND TRADING POST TRAIL WITH PIDS  
21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 AND 21.028.20.12.0001, AND EAST OF  
NEAL AVENUE AND NORTH OF VALLEY CREEK TRAIL ON PROPERTIES WITH PIDS  
17.028.20.21.0002, 17.028.20.12.0001 AND 17.028.20.13.0004**

**WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and

**WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and

**WHEREAS,** Valley Branch Watershed District request is for a Conditional Use Permit to complete two ravine stabilization projects at multiple properties; and

**WHEREAS,** Valley Branch Watershed District does not own any of the properties involved in the ravine stabilization project; rather they are in the process of obtaining easements from the property owners to allow the work; and

**WHEREAS,** the properties included in this project are northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004; and

**WHEREAS,** the City of Afton has already approved an easement over the City's property near Trading Post Trail and 30<sup>th</sup> Street; and

**WHEREAS,** City staff reviewed the request and drafted a report for consideration; and

**WHEREAS,** the Planning Commission held a public hearing on the request at its regular meeting of July 6, 2015 and recommended APPROVAL of the application on a vote of 7-0-0; and

**WHEREAS,** the City Council heard the request at its regular meeting on July 21, 2015, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton does hereby DENY the Valley Branch Watershed District request for Conditional Use Permit for two ravine stabilization projects at properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004, based on the findings listed below:

Findings

**RESOLUTION 2015-XX**

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

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

Motion by:

Second by:

Palmquist:

Richter:

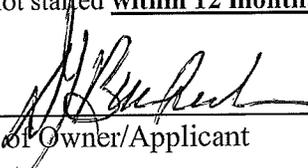
Ross:

Nelson:

Bend:

2-22-15

## CITY OF AFTON CONDITIONAL USE PERMIT APPLICATION

Owner <i>See attached list</i>	Address	City	State	Zip	Phone
Valley Branch Watershed District, David Buecheck - PO Box 838		Lake Elmo	MN	55042	952-832-2622
Applicant (if different than owner)	Address	City	State	Zip	Phone
Valley Branch Watershed District, David Buecheck PO Box 838		Lake Elmo	MN	55042	952-832-2622
Project Address					
(1) Unaddressed Neal Ave S & (2) Unaddressed Trading Post Trail S		AFTON	MN	55001	
Zoning Classification	Existing Use of Property	PID# or Legal Description			
(1) Agricultural & (2) Rural Residential	(1) Agricultural & (2) Rural Residential	1702820210002, 1702820120001, 17028130004, 2102820210001, 1602820340002, 1602820430004			
Description of Request					
<p><small>The VBWD is proposing two ravine stabilization projects within the City of Afton. Both sites currently act as existing drainages, conveying watershed runoff to Valley Creek. To construct the stabilization measures, grading permits from the City of Afton are required.</small></p> <p><small>The VBWD is proposing two ravine stabilization projects within the City of Afton. Both sites currently act as existing drainages, conveying watershed runoff to Valley Creek. To construct the stabilization measures, grading permits from the City of Afton are required.</small></p>					
<p>By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City. If work authorized by this Conditional Use Permit is not started <b>within 12 months of the date issued</b>, this CUP will EXPIRE and be INVALID.</p>					
 Signature of Owner/Applicant			6/11/15 Date		
<p>Make checks payable to <b>City of Afton</b>:</p>					
<b>FEES:</b>		<b>ESCROW DEPOSIT:</b>			
CUP	\$250	CUP Escrow	\$600	TOTAL: \$850	
Amended CUP	\$250	Amend CUP Escrow	\$350	DATE PAID: 6-11-15	
City Engineer	_____	Engineer Escrow	_____	CHECK #: 208468	
Other	_____	Other	_____	CHECK #: 208467	
			RECVD. BY: 		
<b>ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION</b>					

a. Valley Branch Watershed District request for Conditional Use Permit for two ravine stabilization projects at properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004 – Chair Ronningen opened the Public Hearing at 7:34 p.m.

Administrator Moose summarized the application from Valley Branch Watershed District (VBWD) proposing to complete two ravine stabilization projects, one at the northeast corner of Trading Post Trail and 30<sup>th</sup> Street, and one east of Neal Avenue and north of Valley Creek Trail. Both locations are steep ravines that experience substantial erosion during significant rain events. The proposed projects will stabilize the ravines, prevent erosion and help protect the water quality of Valley Creek. Moose noted that the VBWD does not own any of the properties involved in the ravine stabilization project; they are in the process of obtaining easements from the property owners to allow the work. The City of Afton has already approved the easement over the City's property near Trading Post Trail and 30<sup>th</sup> Street. Moose noted the City Engineer reviewed the plans for the project and had several questions about the design for the VBWD engineer, who addressed the questions with the design logic and expected performance.

VBWD's engineer, Jennifer Koehler, from Barr Engineering, gave additional background on the two ravine stabilization projects in identifying and completing these types of erosion control projects.

Linda Stephan, 2783 and 2771 Trading Post Trail, commented that she received the notice in the mail and could not find any detailed information on the city website. She commented on the properties and other erosion control measures that have been installed prior to this project.

Deputy Clerk wanted clarification on residents not finding the public hearing information on the city website. It was determined that the public notices should include the date the packet will be posted to the website, or when information will otherwise be available in City Hall.

**Motion/Second: Doherty/Wroblewski. To close the public hearing at 7:41 p.m. Motion carried 7-0-0.**

**Motion/Second: Ronningen/Doherty. To recommend approval to the City Council for the Valley Branch Watershed District request for a Conditional Use Permit for a two ravine stabilization projects at properties northeast of 30th Street and Trading Post Trail with PIDs 21.028.20.21.0001, 16.028.20.34.0002, 16.028.20.43.0004 and 21.028.20.12.0001, and east of Neal Avenue and north of Valley Creek Trail on properties with PIDs 17.028.20.21.0002, 17.028.20.12.0001 and 17.028.20.13.0004, with the following conditions:**

**Conditions**

1. All appropriate provisions of the Afton Code of Ordinances shall be complied with for the duration of the permit.
2. Grading plans shall be reviewed and approved by the City Engineer.
3. City Engineer specifications and recommendations for all work shall be met for the duration of the permit.
4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt fences or other types of erosion control shall be properly installed prior to construction; and shall be maintained in good condition until the construction is complete.
5. Non-compliance with the conditions of this permit shall be considered a violation, and may result in revocation of this permit.
6. Compliance with conditions of this permit shall be monitored on a periodic basis.
7. Construction shall begin within one year of the date of issuance of this permit or the permit shall become null and void.
8. All necessary easements to enable the project work shall be acquired.
9. The applicant shall limit erosion wherever possible and at no cost to the City of Afton.

**Motion carried 7-0-0.**



## Memorandum

**To:** Ron Moorse, City of Afton  
**From:** Jennifer Koehler, Barr Engineering and Gregg Larson, Henning Professional Services  
**Subject:** VBWD Ravine Stabilization Project – Summary of Landowners  
**Date:** 7/7/2015  
**Project:** 23/82-1067

For the two ravine stabilization projects proposed by the Valley Branch Watershed District (VBWD), the following is the list of landowners that are directly impacted by the projects.

Parcel ID	Owner Names
<i>Ravine 2 Stabilization on the Landucci Property (Unaddressed Neal Ave S)</i>	
1702820210002, 1702820120001, 17028130004	Landucci Homes, Inc.
<i>Stabilization at 30<sup>th</sup> Avenue and Trading Post Trail (Unaddressed Trading Post Trail)</i>	
2102820210001	Marion M. Lindstrom, Lori B. Sirek, Gail A. Billington, Michael Billington, Randy A. Lindstrom, & Debra Lindstrom
1602820340002	Norman and Helen Lee
1602820430004	City of Afton

Items with strikethrough not required based on 5/21/2015 phone conversation with Ron Moore (as not applicable to project)

**CITY OF AFTON  
CONDITIONAL USE PERMIT CHECKLIST**

APPLICANT	CITY
<del>_____ Design Review/Historic Pres. Commission notification (VHS-R or VHS-G)</del>	_____
<input checked="" type="checkbox"/> Completed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property.	_____
<input checked="" type="checkbox"/> Fee as set forth in the current Fee schedule as adopted by the City. <span style="border: 1px solid black; padding: 2px;">See Attached Checks</span>	_____
<input checked="" type="checkbox"/> Location map showing the general location of the proposed use within the City <span style="border: 1px solid black; padding: 2px;">See Plan Set</span>	_____
<input checked="" type="checkbox"/> Legal description of the property, including street address, if any, property identification number, and proof of legal ownership. <span style="border: 1px solid black; padding: 2px;">See Easement Summary Memo</span>	_____
<input checked="" type="checkbox"/> Written statement explaining requested use of the property. <span style="border: 1px solid black; padding: 2px;">See application form and attached memos</span>	_____
<input checked="" type="checkbox"/> Site Plan (and/or Certificate of Survey) drawn to scale showing: <span style="border: 1px solid black; padding: 2px;">See Plan Set</span>	_____
<input checked="" type="checkbox"/> Property dimensions <span style="border: 1px solid black; padding: 2px;">See two (2) Property Dimension Figures</span>	
<del>    -Adjacent roads and location of existing and proposed curb cuts, driveways, and parking spaces</del>	
<del>    -Location of existing and proposed buildings, including setbacks, dimensions and square footage</del>	
<del>    -Building setbacks from the crest of slopes greater than 16 percent</del>	
<input checked="" type="checkbox"/> Existing topographic information and finished grading and drainage plan <span style="border: 1px solid black; padding: 2px;">See Plan Set, H&amp;H Modeling Memo</span>	
<del>    -Existing and proposed wells and septic systems</del>	
<del>    -Sewer and water plan with estimated use per day (if applicable)</del>	
<input checked="" type="checkbox"/> Existing vegetation and proposed landscaping and screening plans, including species and sizes of trees and shrubs <span style="border: 1px solid black; padding: 2px;">See Plan Set</span>	
<input checked="" type="checkbox"/> Location of wetlands <span style="border: 1px solid black; padding: 2px;">See Plan Set, Wetland Determination Memo</span>	
<input checked="" type="checkbox"/> Soil type and soil limitations for the intended use. If severe soil limitations for the intended use are noted, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the permit application <span style="border: 1px solid black; padding: 2px;">See two (2) Soil Type Figures</span>	
<del>    -Type of business or activity and proposed number of employees (if applicable)</del>	
<del>    -Proposed floor plan, with uses indicated, and elevations of buildings (if applicable)</del>	
<del>    -Photometric lighting plan</del>	
<input checked="" type="checkbox"/> Map showing principal land uses within five hundred (500) feet of the subject parcel <span style="border: 1px solid black; padding: 2px;">See two (2) Land Use Figures</span>	_____
<input checked="" type="checkbox"/> An accurate list of the names and mailing addresses of the recorded owners of all property within a minimum of 500 feet of the boundaries of the property for which the application is submitted, and mailing labels for listed owners <span style="border: 1px solid black; padding: 2px;">See Parcel List and Printed Labels</span>	_____

**ALL ITEMS REQUIRED UNLESS SPECIFICALLY WAIVED BY ADMINISTRATOR!**

**Note: The City may waive or modify some of these submittal requirements if appropriate to the specific situation. Call the Zoning Administrator at (651) 436-8957 with questions about specific submittal requirements.**



6/12/2015

Ron Moorse  
City of Afton  
3033 St. Croix Trail  
PO Box 219  
Afton, MN 55001

**Re: VBWD Ravine Stabilization Projects – CUP Permit Application for City of Afton Grading Permit**

Dear Mr. Moorse:

We are submitting this CUP application on behalf of the Valley Branch Watershed District (VBWD) for the two proposed ravine stabilization projects located within the City of Afton. The purpose of the CUP application is to obtain a grading permit from the City, as the projects may disturb more soil than outlined for an administrative grading permit.

The two ravine stabilization projects are located within the Valley Creek watershed and will stabilize existing erosion and reduce sediment delivery to Valley Creek. The first project includes stabilization work a ravine located on property owned by Landucci Homes, Inc., east of Neal Avenue and north of Valley Creek Trail. Log vanes will be placed at intervals across the ravine to help control grade by temporarily retaining flows and promoting sedimentation along the length of the stabilized ravine. Additionally, a stepped log drop structure will be constructed in smaller adjacent ravine to help prevent head cutting into the surrounding upland area. The second project is located in a ravine northeast of 30<sup>th</sup> Avenue and Trading Post Trail (on private property and property owned by the City of Afton) and includes the installation of a concrete drop structure (tying in the three existing culverts) and an energy dissipation basin where discharge from the existing culverts currently is causing ravine bank erosion and undercutting of mature trees on the bank.

The CUP submittal package includes the required application form & submittal checklist, checks for payment of fees, the construction plan set, and three memos summarizing the status of the easements and agreements, the hydrologic and hydraulic modeling used to support the stabilization design, and the wetland determination investigations. Also included in the package are figures that summarize the property dimensions, general soils, and land use information within the project areas, a list of all property owners within 500 feet of the impacted parcels, and printed mailing labels with these addresses.

Please feel free to contact me at (952) 832-2750 if you have any questions about the project or the items in the CUP submittal. If necessary, we will plan to attend the July 6 planning commission and July 21 city council meeting.

Thanks,

A handwritten signature in blue ink that reads "Jen Koehler". The signature is fluid and cursive, written in a professional style.

Jen Koehler, P.E.



## Memorandum

**To:** Ron Morse, City of Afton

**From:** Jesse Carlson, WSB & Associates, Inc.

**Date:** July 2, 2015

**Re:** Drainage Review – VBWD Ravine Stabilization - Landucci and 30<sup>th</sup> and Trading Post Trail Ravines  
WSB Project No. 01856-450

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A proposed plan was submitted for 2 ravine stabilization projects located in the City of Afton. The proposed project looks to decrease erosion and improve stream flow for both ravines. As a part of this submittal the following was reviewed:

- Preliminary drainage and construction plan.

The following are recommended improvements that should be considered as a part of the final design:

- Should riprap be considered to be installed upstream and downstream of the cedar pilings to protect them? It is assumed that they are being installed to protect any head cutting that may be occurring within the ravine and provide protection of the proposed log check dams.
- For the Landucci Ravine will the entire length of the ravine be disturbed or is the disturbance limited to the log check dams? If the entire ravine will be disturbed the plan shall call for proper restoration and stabilization of the disturbed areas.
- Are the proposed restoration methods for the stilling basin as shown on page C-06 adequate to handle the flows as anticipated?
- If 2' of vertical separation is the goal should another log check dam be proposed between Station 10 + 55 and 11 + 50?

Please contact us if you have any questions.

## Ron Moore

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**From:** Jennifer A. Koehler <JKoehler@barr.com>  
**Sent:** Monday, July 06, 2015 11:20 AM  
**To:** Ron Moore  
**Cc:** Jesse Carlson (JCarlson@wsbeng.com); John P. Hanson  
**Subject:** RE: VBWD Ravine Stabilization Projects  
**Attachments:** R0010855.jpg; R0010853.jpg

Hi Ron (and Jesse),

Thanks for providing the comments/questions on the VBWD Ravine design in the memo dated 7/2/2015. Below are our responses. Jesse, if you have any further questions or if you would like to discuss this more, please feel free to give me a call at 952-832-2750. Ron, I will follow-up this email with a call to you so we can discuss this (and any other items) before tonight's meeting.

- Bullet #1 – Should riprap be considered to be installed upstream and downstream of the cedar pilings to protect them? It is assumed that they are being installed to protect any head cutting that may be occurring within the ravine and provide protection of the proposed log check dams.
  - Riprap should not be necessary upstream and downstream of the cedar pilings. They will be installed flush with the ground and will improve the stream bed stability without the need for riprap. We have used this technique (without rip rap) on the Nine Mile Creek lower valley stabilization project which has been in place for near 25 years and are performing well. Dr. Gary Parker, formerly of the U of M, used a similar design (much larger scale, no rip rap) in the Minnesota River at the Highway 169 crossing near LeSueur, MN. Based on field visits, the location of the cedar pilings is not experiencing severe erosion and the intent of the cedar pilings in the VBWD ravine is as a protective measure.
- Bullet #2 – For the Landucci Ravine will the entire length of the ravine be disturbed or is the disturbance limited to the log check dams? If the entire ravine will be disturbed the plan shall call for proper restoration and stabilization of the disturbed areas.
  - We expect that most of the disturbance will be limited to the area around the log check dams, not the entire length of ravine. The contractor will access the check dams from the west side of the ravine. Our notes on sheet G-03 and C-01 require the contractor to restore all disturbances. The hatching was shown based on where we expect significant disturbance for the installation of the check dams. Additionally, numerous site visits indicate that there is limited vegetation established on the bottom of the ravine and has deposited sediments along the length (see attached photos as examples of what the Landucci Ravine looks like (for existing conditions)).
- Bullet #3 – Are the proposed restoration methods for the stilling basin as shown on page C-06 adequate to handle the flows as anticipated?
  - The expected existing and proposed velocities at the pipe discharge during the 100-year event were 7.7 fps and 7.4 fps, respectively. The riprap apron at the outlet of the proposed 54" RCP and the riprap berm are MnDOT Class III riprap, which are intended for velocities from 8-10 fps. Downstream of the riprap apron, we are proposing seed with erosion control blanket. We expect the riprap apron will dissipate energy along with water that will temporarily pool behind the rip rap berm during storm events. We believe that the proposed restoration in the stilling basin is sufficient given the riprap apron at the outlet and the downstream rip rap berm.
- Bullet #4 – If 2' of vertical separation is the goal should another log check dam be proposed between Station 10 + 55 and 11+ 50?
  - The 2' of vertical separation was the general goal for the placement of the log check dams. However, based on several field visits, we determined that in the section between Station 10+55 and 11+50 did

not require a log check dam as the grade in this section flattens out and the active erosion in this reach was minimal.

Thanks,

Jen

Jennifer A. Koehler, PE

Water Resources Engineer

Minneapolis office: 952.832.2750

[jkoehler@barr.com](mailto:jkoehler@barr.com)

[www.barr.com](http://www.barr.com)

resourceful. naturally.



**From:** Ron Moore [mailto:[rmoorse@ci.afton.mn.us](mailto:rmoorse@ci.afton.mn.us)]  
**Sent:** Monday, July 06, 2015 8:27 AM  
**To:** Jennifer A. Koehler  
**Subject:** FW: VBWD Ravine Stabilization Projects

Jen,

I am forwarding comments from Jesse Carlson regarding the ravine stabilization project. Please review the comments and call me today with your response. If you need to talk with Jesse regarding his comments, his contact information is in the email below.

Thanks,

Ron

**From:** Jesse Carlson [mailto:[JCarlson@wsbeng.com](mailto:JCarlson@wsbeng.com)]  
**Sent:** Thursday, July 02, 2015 5:06 PM  
**To:** Ron Moore  
**Cc:** [jkoehler@barr.com](mailto:jkoehler@barr.com); [jhanson@barr.com](mailto:jhanson@barr.com); Diane Hankee  
**Subject:** VBWD Ravine Stabilization Projects

Ron:

The attached are my review comments regarding the VBWD ravine stabilization projects.

Thank You,

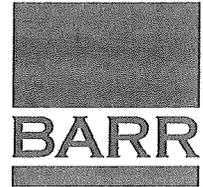
Jesse Carlson, CPESC, CPSWQ  
Water Resources Project Manager  
d: 651-286-8464 | c: 612-518-8785  
WSB & Associates, Inc. | 477 Temperance Street | St. Paul, MN 55101





2014/06/1

W:092° 49' 53.496"  
N:044° 54' 59.136"



## Memorandum

**To:** Ron Moose, City of Afton  
**From:** Jennifer Koehler, Barr Engineering and Gregg Larson, Henning Professional Services  
**Subject:** VBWD Ravine Stabilization Project – Summary of Easements for CUP Application for the City of Afton Grading Permit  
**Date:** June 12, 2015  
**Project:** 23/82-1067

For the two ravine stabilization projects proposed by the Valley Branch Watershed District (VBWD), several permanent surface water drainage easements needed to be obtained for the construction of the projects. Henning Professional Services was hired to help coordinate and negotiate the easements with the landowners and is working with the VBWD attorney to record the easements. The following table summarizes the status of the easements as they apply to each ravine stabilization project site. Attached are copies of the easements and agreements, signed if available, at time of submittal.

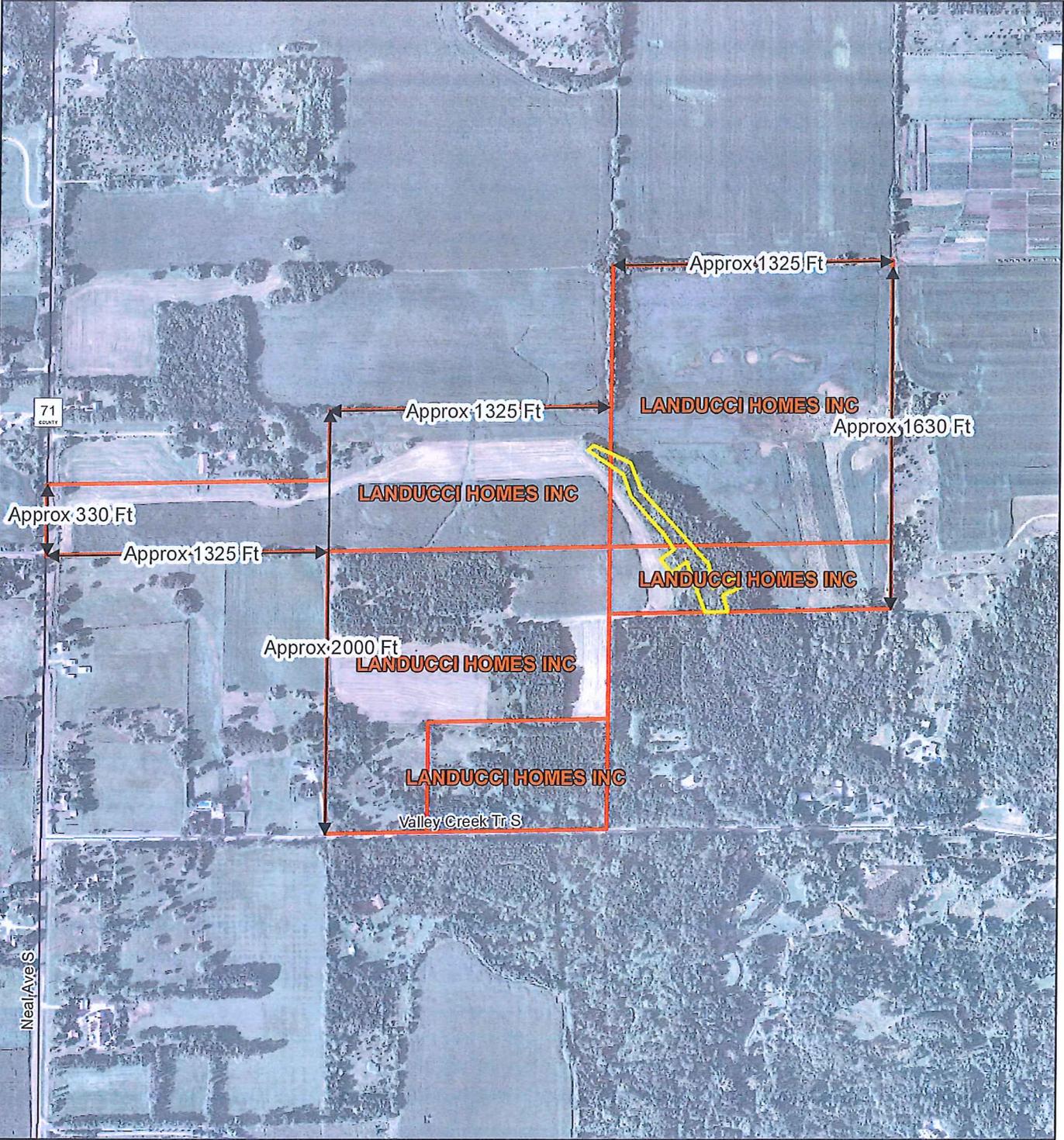
Parcel ID	Owner Names	Status of Easement/Agreement
<i>Ravine 2 Stabilization on the Landucci Property (Unaddressed Neal Ave S)</i>		
1702820210002, 1702820120001, 17028130004	Landucci Homes, Inc.	A meeting with Nathan Landucci, VBWD Managers and Attorney was originally scheduled for June 11, 2015 to negotiate the permanent surface water drainage easement and consent to enter/waiver of trespass agreement. Nathan Landucci was unable to make this meeting, and we are in the process of rescheduling the meeting within the next week or two.
<i>Stabilization at 30<sup>th</sup> Avenue and Trading Post Trail (Unaddressed Trading Post Trail)</i>		
2102820210001	Marion M. Lindstrom, Lori B. Sirek, Gail A. Billington, Michael Billington, Randy A. Lindstrom, & Debra	Verbally agreed to a Permanent Surface Water Drainage Easement. Working to obtain signatures from all property owners – several owners live out of state and signatures are being completed via mail.

**To:** Ron Moore, City of Afton  
**From:** Jennifer Koehler, Barr Engineering and Gregg Larson, Henning Professional Services  
**Subject:** VBWD Ravine Stabilization Project – Summary of Easements for CUP Application for the City of Afton Grading Permit  
**Date:** June 12, 2015  
**Page:** 2

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	Lindstrom	
1602820340002	Norman and Helen Lee	Permanent surface water drainage easement signed on May 14, 2015 and will be recorded.
1602820430004	City of Afton	Gregg Larson of Henning Professional Services discussed the permanent surface water drainage easement with Ron Moore and the easement will be presented to the City of Afton City Council at the June 16, 2015 city council meeting for approval.
2102820120001	Haiwei Du & Xuemei Tran	Have an ingress/egress easement over a portion of the Lindstrom party's property which will be encumbered by the proposed permanent surface water drainage easement. Agreement signed on June 9, 2015.

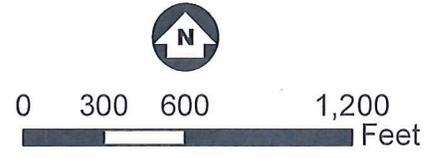
Bar: Footer: ArcGIS 10.3, 2015-06-10 11:13 File: I:\Client\VBWD\DistrictWork\_Orders\2014\2014\_Clean\_Water\_Fund\_Grant\Figure\_Landucci\_Parcel\_CUP\Application\_06122015.mxd User: lad



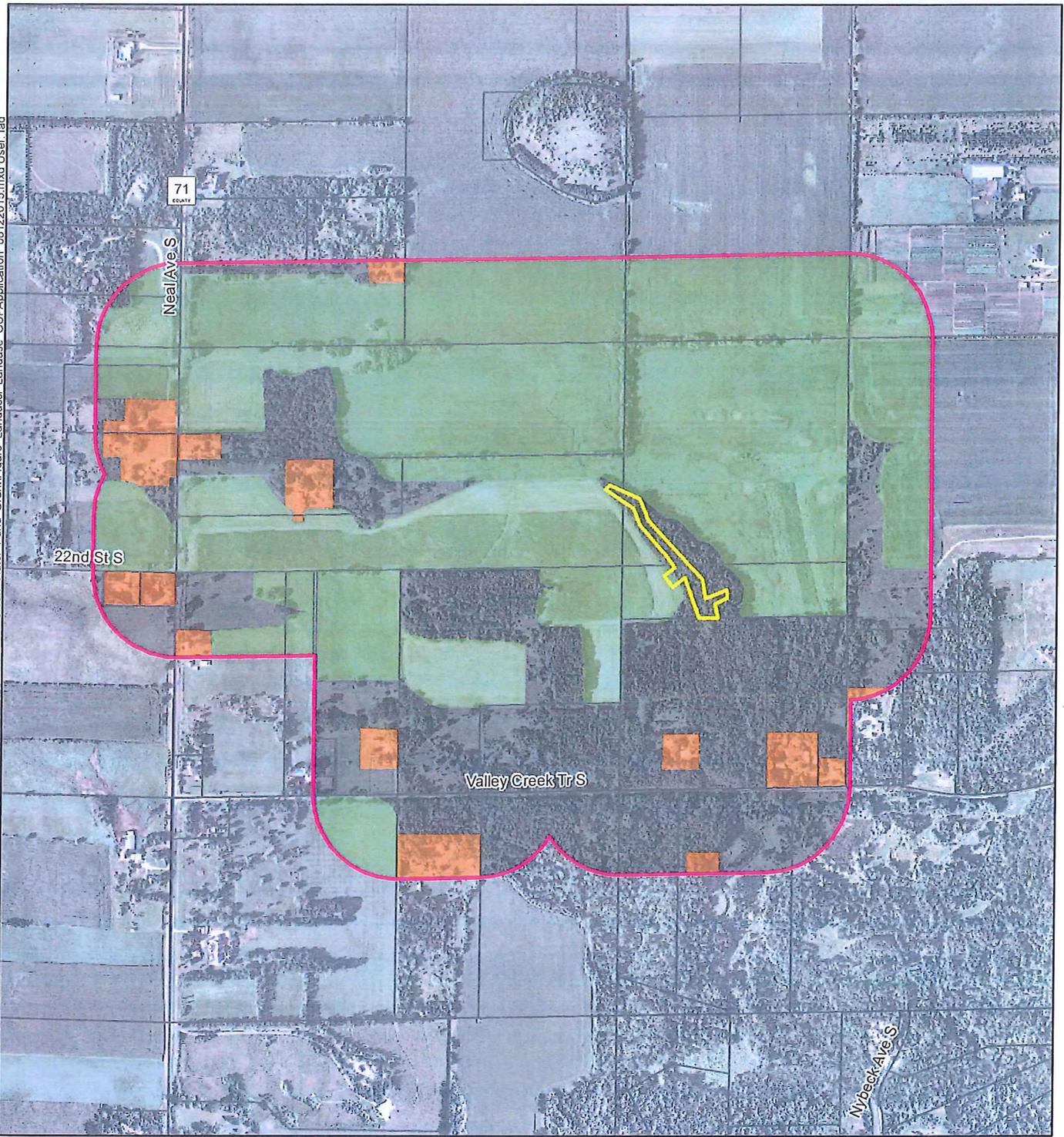
- Easement Boundary
- LANDUCCI HOMES INC PARCELS

Approximate Property Area (including 5 Parcels) = 120 Acres  
 3 parcels impacted by proposed project.

FIGURE  
 Property Dimensions  
 Landucci Ravine Site  
 Valley Branch Watershed District  
 Afton, MN



Barr Footer: ArcGIS 10.3. 2015-06-10 11:19 File: I:\Client\B\B\District\Work Orders\2014\2014 Clean Water Fund Grant\Figure\_Landuse\_CUPApplication\_06122015.mxd User: jad



-  Easement Boundary
-  500 Foot Buffer (from Project Parcels)
-  Washington County Parcels
-  Single Family Detached
-  Agricultural
-  Undeveloped

FIGURE  
Landuse  
Landucci Ravine Site  
Valley Branch Watershed District  
Afton, MN



Source: Metropolitan Council 2010 Generalized Land Use Inventory dataset

Barr Footer-ArcGIS 10.3. 2015-06-10 11:39 File: I:\Client\VBWVD\DistrictWork\_Orders\2014\2014\_Clean Water Fund\_Grant\Figure\_Landucci\_Soils\_CUPApplication\_06122015.mxd User: lad



- |                                                                                                                                |                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|  Easement Boundary                          |  Chetek sandy loam, 6 to 12 percent slopes              |
|  Washington County Parcels                  |  Dorerton-Rock outcrop complex, 25 to 65 percent slopes |
|  Antigo silt loam, 0 to 2 percent slopes    |  Gale silt loam, 25 to 50 percent slopes                |
|  Antigo silt loam, 2 to 6 percent slopes    |  Hubbard loamy sand, 1 to 6 percent slopes              |
|  Baytown silt loam, 6 to 12 percent slopes  |  Lindstrom silt loam, 2 to 4 percent slopes             |
|  Campia silt loam, 0 to 8 percent slopes    |  Mahtomedi loamy sand, 25 to 40 percent slopes          |
|  Chaska silt loam                           |  Ripon silt loam, 2 to 6 percent slopes                 |
|  Chetek sandy loam, 0 to 6 percent slopes   |  Rosholt sandy loam, 1 to 6 percent slopes              |
|  Chetek sandy loam, 12 to 25 percent slopes |  Rosholt sandy loam, 6 to 15 percent slopes             |

**FIGURE**  
Soil Type  
Landucci Ravine Site  
Valley Branch  
Watershed District  
Afton, MN



0 60 120 240 360  
 Feet

Source: Soil Survey Staff, Natural Resources Conservation Service, United States Department of Agriculture, Web Soil Survey. Available online at <http://websoilsurvey.nrcs.usda.gov/>. Accessed [May 2015].

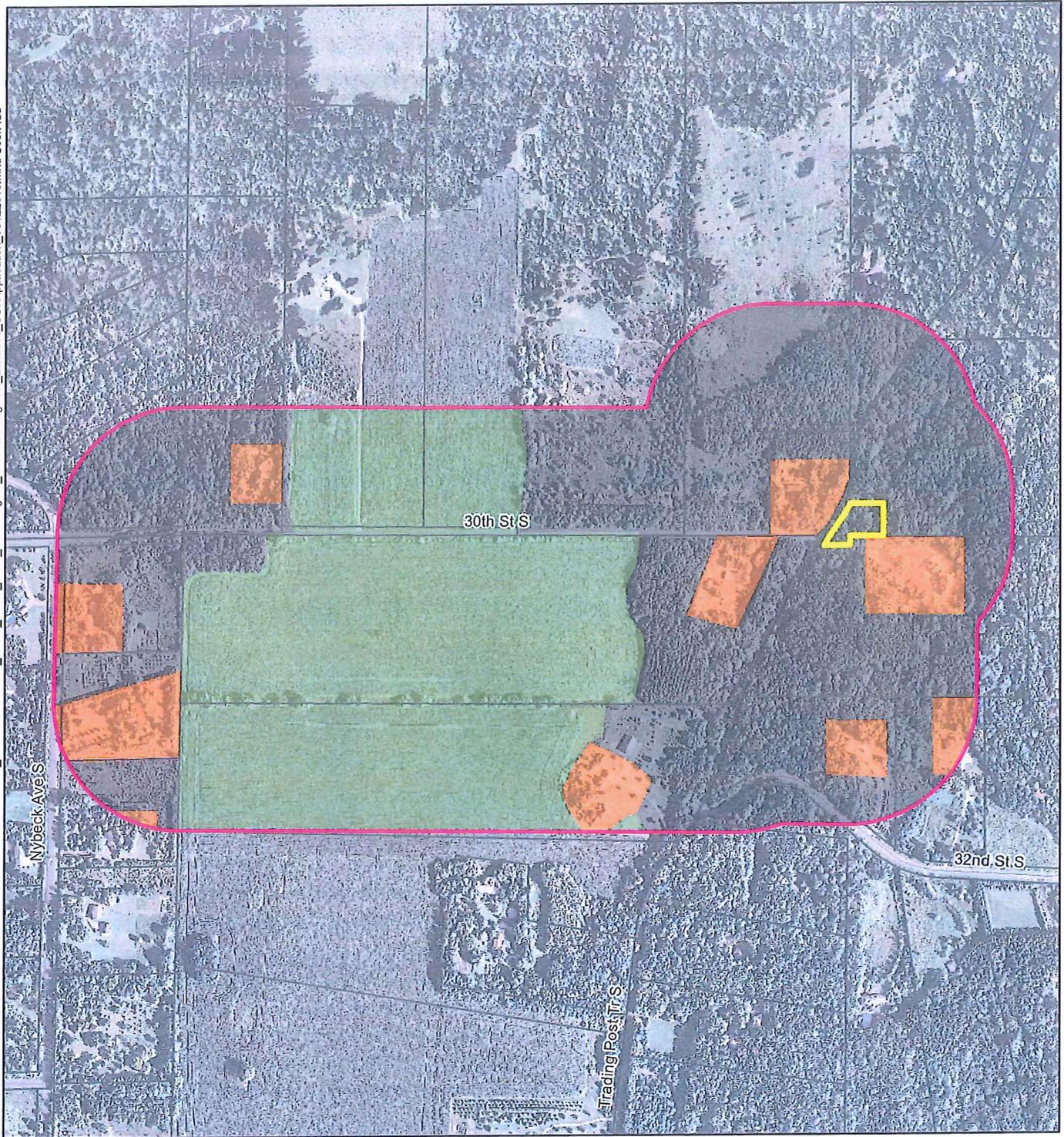


-  Easement Boundary
-  Parcels

Approximate Property Area (including 4 Parcels) = 43 Acres  
3 parcels impacted by proposed project.

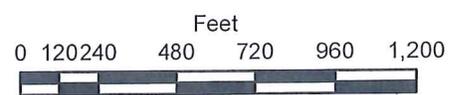
FIGURE  
Property Dimensions  
30th Ave & Trading Post Trail Ravine Site  
Valley Branch Watershed District  
Afton, MN

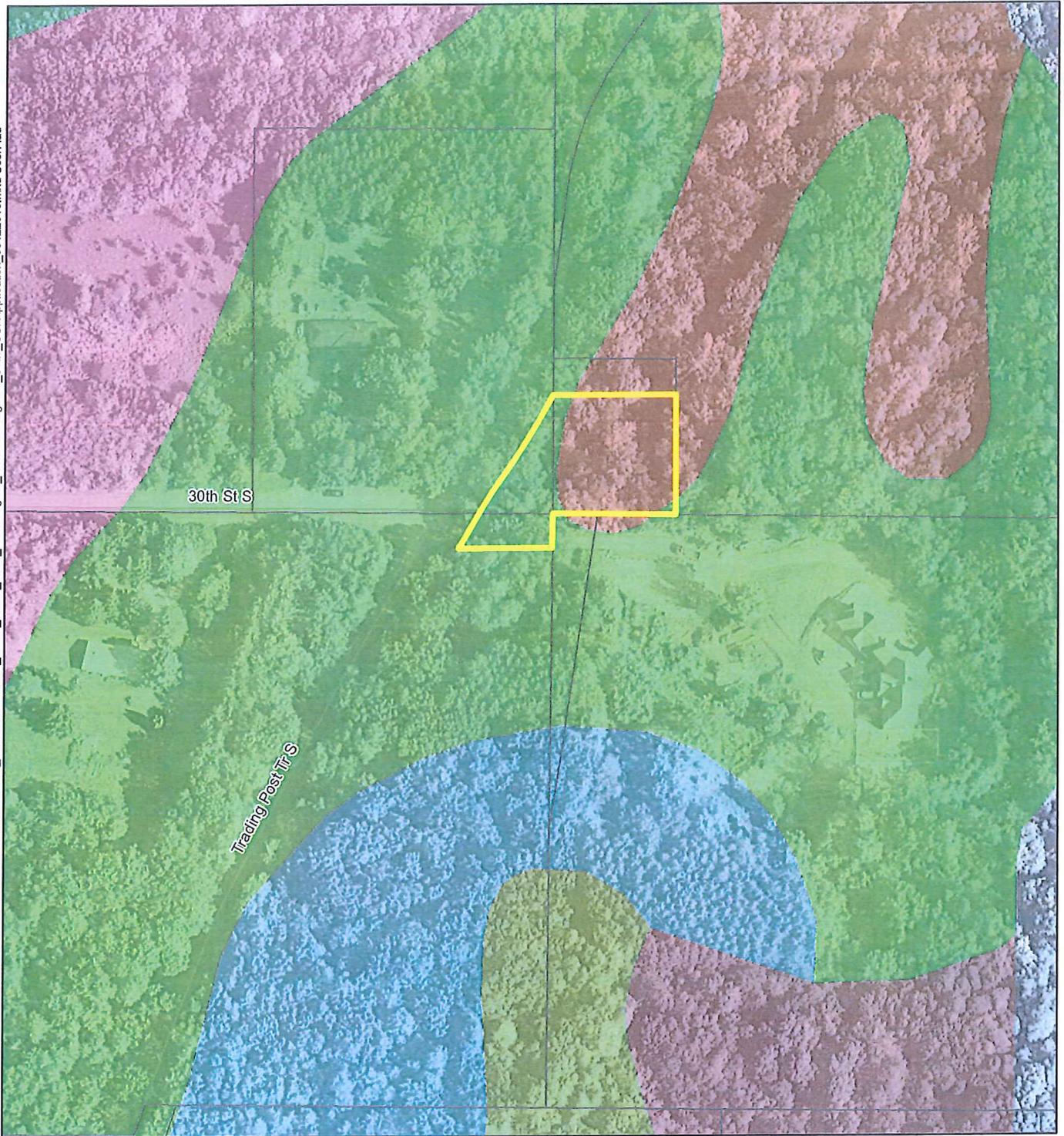




-  500 Foot Buffer (from Project Parcels)
-  Easement Boundary
-  Washington County Parcels
-  Single Family Detached
-  Agricultural
-  Undeveloped

**FIGURE**  
Landuse  
30th Ave & Trading Post Trail Ravine Site  
Valley Branch Watershed District  
Afton, MN





- Easement Boundary
- Washington County Parcels
- Brodale flaggy loam, 20 to 50 percent slopes
- Channahon silt loam, 1 to 6 percent slopes
- Channahon silt loam, 12 to 18 percent slopes
- Channahon silt loam, 6 to 12 percent slopes
- Chetek sandy loam, 12 to 25 percent slopes
- Mahtomedi loamy sand, 25 to 40 percent slopes
- Ostrander silt loam, 2 to 6 percent slopes
- Ripon silt loam, 2 to 6 percent slopes
- Ripon silt loam, 6 to 12 percent slopes
- Rosholt sandy loam, 6 to 15 percent slopes
- Santiago silt loam, 2 to 6 percent slopes
- Whalan silt loam, 1 to 6 percent slopes
- Whalan silt loam, 6 to 12 percent slopes

**FIGURE**  
**Soil Type**  
**30th Ave & Trading**  
**Post Trail Ravine Site**  
**Valley Branch**  
**Watershed District**  
**Afton, MN**



Source: Soil Survey Staff, Natural Resources Conservation Service, United States Department of Agriculture, Web Soil Survey. Available online at <http://websoilsurvey.nrcs.usda.gov/>. Accessed [May 2015]



Landucci Property site 5/14/15



Landucci Property site 4/14/15



Landucci Property site 6/18/14



Landucci Property site 6/18/14



Landucci Property site 6/18/14



Landucci Property site 6/18/14



30<sup>th</sup> St. and Trading Post Trail site 4/14/15



30<sup>th</sup> St. and Trading Post Trail site 8/28/14



Pipes directing stormwater into 30<sup>th</sup> St. and Trading Post Trail site 11/19/13



## Memorandum

**To:** Ron Moorse, City of Afton  
**From:** Jennifer Koehler, Pat Brockamp, and Adam Howard, Barr Engineering  
**Subject:** VBWD Ravine Stabilization Project – Summary of Hydrologic and Hydraulic Modeling for the CUP Application for the City of Afton Grading Permit  
**Date:** June 12, 2015  
**Project:** 23/82-1067

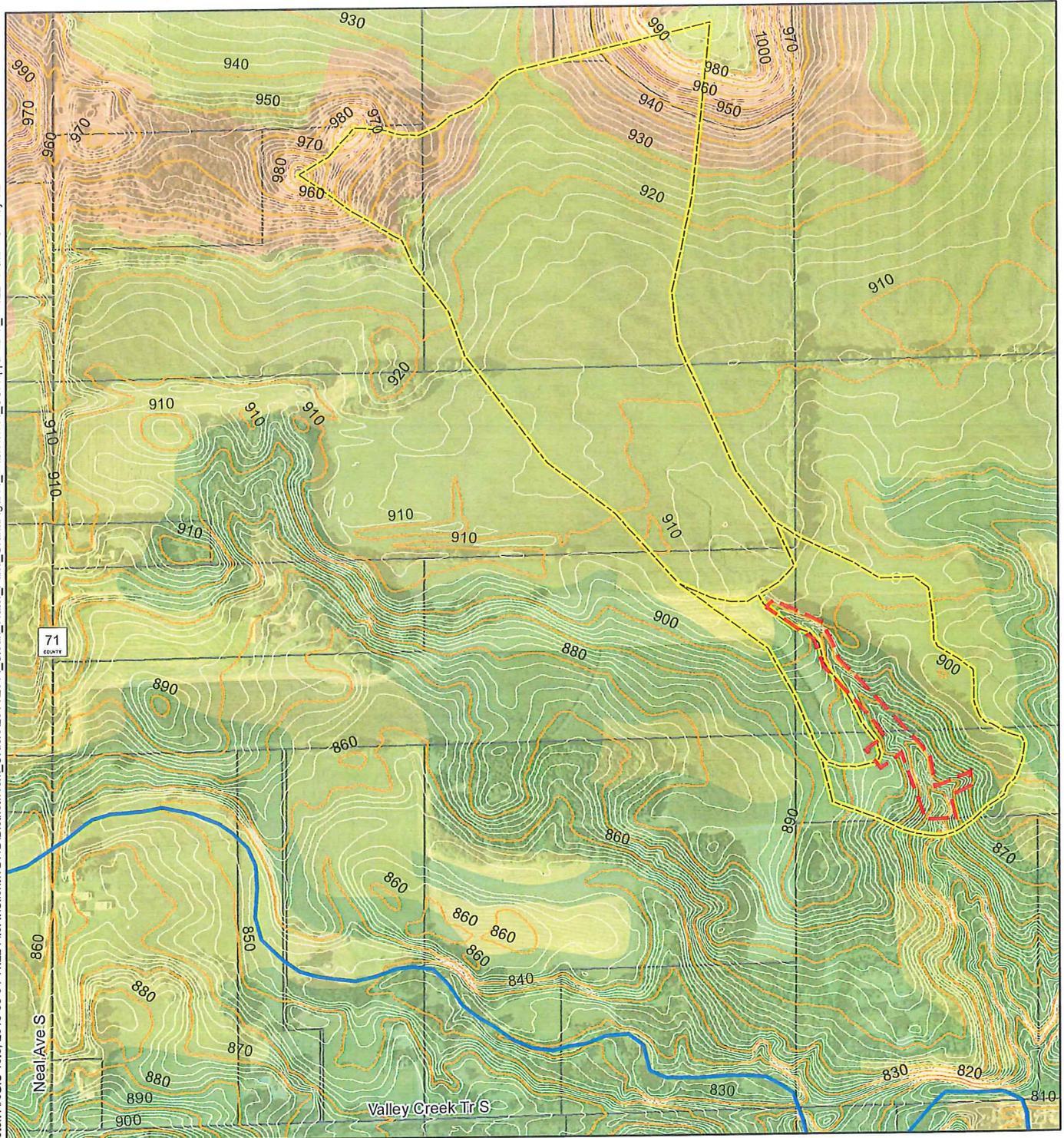
The following memo summarizes the hydrologic and hydraulic modeling performed for the two ravine stabilization projects that the Valley Branch Watershed District (VBWD) plans to construct in the Valley Creek watershed in 2015. The goals of these projects are to stabilize erosion and reduce sediment delivery to Valley Creek.

The first project includes stabilization work in Ravine 2 on the Landucci Property, east of Neal Avenue and north of Valley Creek Trail where there is currently erosion occurring along the length of the ravine. Log vanes will be placed at intervals across the ravine to help control grade by temporarily retaining flows and promoting sedimentation and limited infiltration along the length of the stabilized ravine. Additionally, a stepped log drop structure will be constructed in smaller side ravine to Ravine 2 to help prevent head cutting into the upland area surrounding the ravine. The second project location in a ravine northeast of 30<sup>th</sup> Avenue and Trading Post Trail includes the installation of a concrete drop structure (tying in the three existing culverts) and an energy dissipation basin where discharge from the existing culverts currently is causing ravine bank erosion and undercutting of mature trees on the bank.

The existing watersheds to each of the projects were delineated and are shown on Figures 1 & 2. No changes are expected to the contributing watersheds as a result of the proposed projects (e.g. no increase in imperviousness, etc.). The project sites were modeled with HydroCAD using the SCS runoff methodology. We utilized the current SSURGO hydrologic soils group data (2014), published runoff curve numbers for the given land cover and soil type, and current LiDAR data to develop the watershed input parameters. We modeled the 2-, 10-, and 100-year Atlas 14 design storm events and the nested storm distribution, as outlined in the VBWD stormwater management rules.

Table 1 summarizes the modeling results for the design storm events for existing and proposed conditions at the two projects sites.

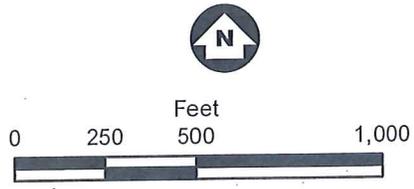


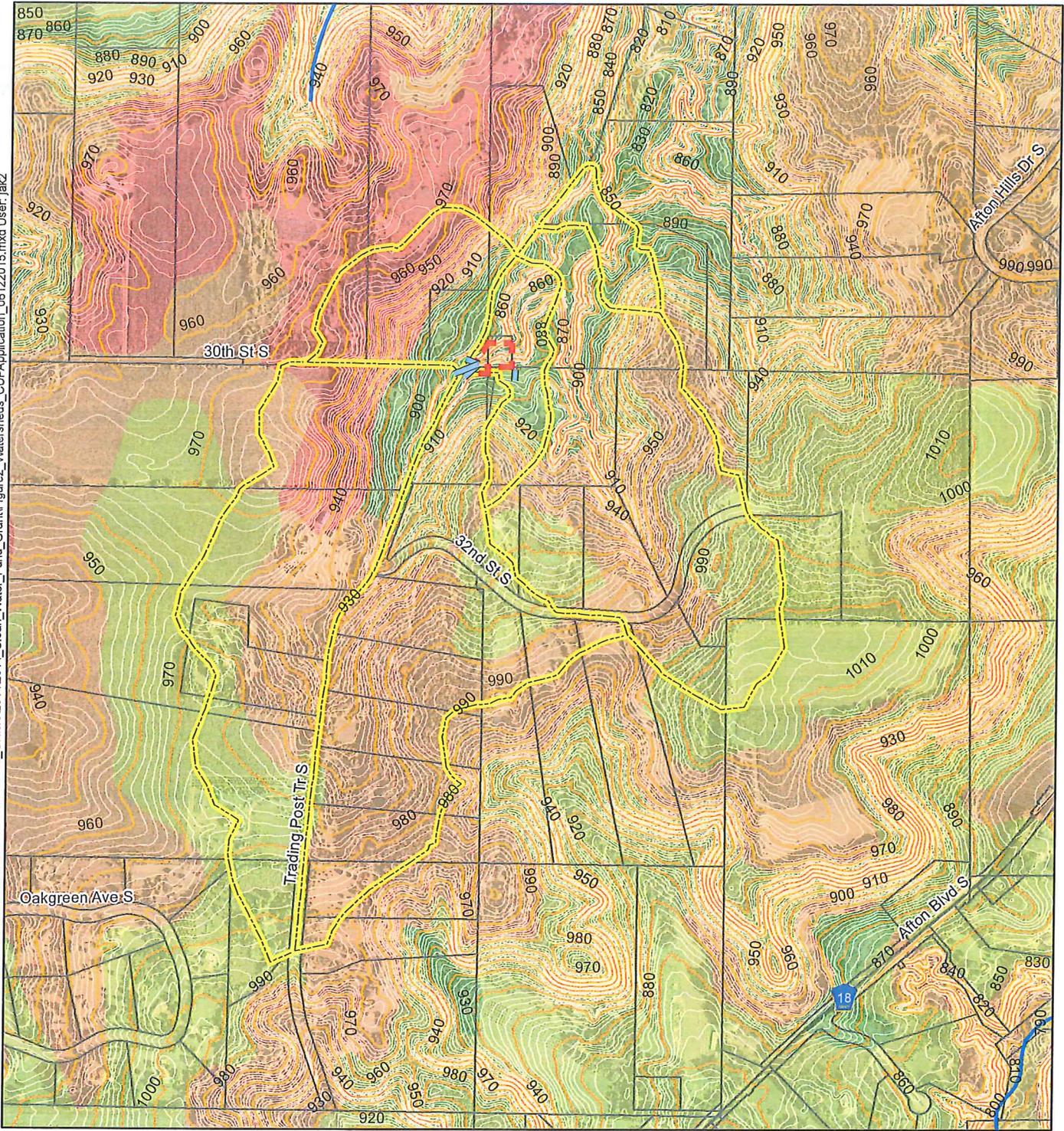


-  Existing Culverts
  -  Public Water Inventory Watercourses
  -  Landucci/Ravine2 Easement
  -  Subwatersheds
- Contours**
-  10-Foot Contour
  -  2-Foot Contour
  -  Washington County Parcels

- Hydrologic Soil Group**
-  A
  -  A/D
  -  B
  -  B/D
  -  C
  -  C/D
  -  D

**FIGURE 1**  
 Watersheds to Ravine 2 on Landucci Property  
 Valley Branch Watershed District  
 Afton, MN





-  Existing Culverts
  -  Public Water Inventory Watercourses
  -  30th and Trading Post Easement
  -  Subwatersheds
  -  Washington County Parcels
- Contours**
-  10-Foot Contour
  -  2-Foot Contour

**Hydrologic Soil Group**

	A
	A/D
	B
	B/D
	C
	C/D
	D

**FIGURE 2**  
 Watersheds to 30th Ave & Trading Post Trail  
 Valley Branch Watershed District  
 Afton, MN



JAMES WILLIAM COX  
12941 22ND ST S  
AFTON MN 55001

CRAIG D & TRACIE MORTENSON  
1872 NEAL AVE  
AFTON MN 55001

CARL W & PAT R HARHOLDT  
3180 TRADING POST TRL S  
AFTON MN 55001

JAMES L WRIGHT &  
JEANNE M DONAHER  
3255 TRADING POST TRL S  
AFTON MN 55001

RIVER VALLEY RIDERS  
8362 TAMARACK VILLAGE  
WOODBURY MN 55125

DONNA L HANSON  
13277 VALLEY CREEK TRL S  
AFTON MN 55001

KAREN L STOLTZMANN &  
JANEL M BUSACKER  
805 MIDWEST TRAIL CT N  
LAKE ELMO MN 55042

DENNIS M LEAHY  
3616 NORSTED AVE S  
AFTON MN 55001

CITY OF AFTON  
3033 ST CROIX TRL S PO BOX 219  
AFTON MN 55001-0219

ROBERT L & SHARON L GEORGE  
3065 NYBECK AVE S  
AFTON MN 55001

KENNETH H & KATHLEEN KONRAD  
13150 VALLEY CREEK TRL S  
AFTON MN 55001

KURT R & LINDA A STEPHAN  
2783 TRADING POST TRL S  
AFTON MN 55001

DAVID J & JUDITH M INVIE  
1261 DONEGAL ALCOVE  
WOODBURY MN 55125

LANDUCCI HOMES INC  
13230 20TH STREET CT N  
STILLWATER MN 55082

MICHAEL J & JANE M HARTIGAN  
14480 32ND ST S  
AFTON MN 55001

SANDRA J & MARY A LAMBERT  
1980 NEAL AVE S  
AFTON MN 55001

KURT A & LINDA A STEPHAN  
2771 TRADING POST TRL S  
AFTON MN 55001

JOHN J & JENNIFER HANNAHAN  
14515 32ND ST S  
AFTON MN 55001

JAMES D FLINSCH SR  
3346 TRADING POST TRL S  
AFTON MN 55001

LANDUCCI HOMES INC  
13230 20TH STREET CT N  
STILLWATER MN 55082

CAROL ANN FRITSCHÉ  
11306 32ND ST N  
LAKE ELMO MN 55042

ERIC & LAURA BURGER  
2115 NEAL AVE S  
AFTON MN 55001

JONATHAN C & RACHEL J VAN WYK  
14560 32ND ST S  
AFTON MN 55001

LANDUCCI HOMES INC  
13230 20TH STREET CT N  
STILLWATER MN 55082

NANCE L MANN  
9684 WELLINGTON CT  
WOODBURY MN 55125

JAMES H WAY & KATHLEEN M THOMAS  
13736 VALLEY CREEK TRL S  
AFTON MN 55001

RANDOLPH LOFGREN  
272 DEER PATH CT  
STILLWATER MN 55082

KENNETH H & KATHLEEN KONRAD  
13150 VALLEY CREEK TRL S  
AFTON MN 55001

THOMAS L & LISA R STAPLES  
14040 30TH ST S  
AFTON MN 55001

KIMBERLY DWYER  
3233 NYBECK AVE S  
AFTON MN 55001

NORMAN F & HELEN C LEE  
14460 30TH ST S  
AFTON MN 55001

ROGER E & SHARON M GROTH  
12431 22ND ST S  
AFTON MN 55001

HIGHVIEW AFTON LLC  
PO BOX 439  
RIVER FALLS WI 54022

THOMAS L & LISA R STAPLES  
14040 30TH ST S  
AFTON MN 55001

GARY L & LENORE G SCANLON  
13726 VALLEY CREEK TRL  
AFTON MN 55001

LANDUCCI HOMES INC  
13230 20TH STREET CT N  
STILLWATER MN 55082

HAIWEI DU  
8565 TIMBERWOOD RD  
WOODBURY MN 55125

CITY OF AFTON  
3033 ST CROIX TRL S PO BOX 219  
AFTON MN 55001-0219

EMMA L FRITSCHÉ  
13681 15TH ST S  
AFTON MN 55001

JENNIFER KONRAD & TERREL BACKES  
2333 NEAL AVE S  
AFTON MN 55001

LANDUCCI HOMES INC  
13230 20TH STREET CT N  
STILLWATER MN 55082

JOHN R DALEY  
325 ST ANNES PKWY  
HUDSON WI 54016

DONNA L HANSON  
13277 VALLEY CREEK TRL S  
AFTON MN 55001

DONALD P & MARY A LACHO  
13676 VALLEY CRK TRL S  
AFTON MN 55001

MELVIN D & CORA M DORSEY  
2134 NEAL AVE S  
AFTON MN 55001

JEFF & DONNA CAMPBELL  
12740 22ND ST S  
AFTON MN 55001

DARLENE D MOYNAGH  
13506 VALLEY CREEK TRL S  
AFTON MN 55001

WILLIAM C & DEBORAH DIGGINS  
2888 TRADING POST TRL S  
AFTON MN 55001

MARK RISBERG & SARA MABIE  
3131 NYBECK AVE S  
AFTON MN 55001

MICHAEL V & TRUDY A BERGGREN  
13645 VALLEY CREEK TRL S  
AFTON MN 55001

THEODORE J & CHRISTINE N HALAND  
2088 NEAL AVE S  
AFTON MN 55001

DONNA L HANSON  
13277 VALLEY CREEK TRL S  
AFTON MN 55001

MONICA M TAYLOR  
12999 22ND ST  
AFTON MN 55001

LORI SIREK  
272 DEER PATH CT  
STILLWATER MN 55082

PATRICK B & MAI YANG MOUA  
1916 OAKGREEN AVE S  
AFTON MN 55001

JEFFREY S BROWER &  
DONNA M DALTON  
13258 VALLEY CRK TRL  
AFTON MN 55001

LUCILLE BURGER  
2149 NEAL AVE S  
AFTON MN 55001

BRION L HYBERTSON &  
STACY L SURRATT  
13710 VALLEY CREEK TRL S  
AFTON MN 55001

JAMES L WRIGHT &  
JEANNE M DONAHER  
3255 TRADING POST TRL S  
AFTON MN 55001

GERALD E & PATRICIA A FRITSCHÉ  
544 12TH AVE N  
SOUTH SAINT PAUL MN 55075

LORI SIREK  
14441 30TH ST S  
AFTON MN 55001

## Meeting Date July 21, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: July 14, 2015  
Re: Larry Best/Chrome-X, LLC Sketch Plan Review Application for Luxury Storage Garages at 13900 Hudson Road Bruce – **Update Only**

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The Planning Commission, at its July 6, 2015 meeting, held a public hearing regarding a sketch plan review for Larry Best/Chrome-X, LLC Sketch Plan Review Application for Luxury Storage Garages at 13900 Hudson Road. A summary of the proposal is attached. The Planning Commission provided direction to the applicant for the Conditional Use Permit application required for the proposed use. A report regarding the Planning Commission's review of the Sketch Plan will be provided at the meeting.

#### **Council Action Requested**

**No Action Required**

Chrome-X, LLC is very excited to be working with the city of Afton to build our new facility, and to be a positive and contributing part of the community.

Chrome-X is a luxury storage facility, which focuses on individuals that need additional storage, and want a high end luxurious storage unit for any thing from collections to collector/performance cars. A minimum build out requirement will be in place to ensure that the units are all luxury. While some owners will use their storage units to display their cars, no restoration, body or major mechanic work will be permitted. The owners are not required to have any type motorized item in their unit.

The facility will be a beautifully landscaped, gated facility, with a show place look. Inside, it will have a court yard community feel, consisting of six buildings around the perimeter and a common building in the center. The six buildings will be built in phases, and the common building is planned out to be build, in year two. Each of the storage building will contain 16 storage units that will be individually owned. This allows them the opportunity to design the inside under separated permits to their needs and make it as luxurious as they would like. The owners will also pay a monthly fee for maintaining the facility to a high standard.

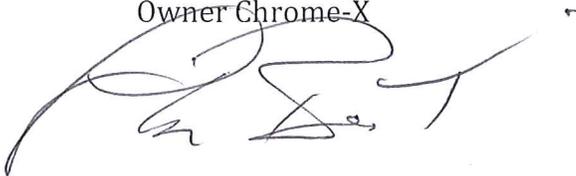
Luxury storage facilities have been very popular over the last 10 years, with approximately 20 facilities in 12 states; include a similar facility in the Twin Cities area. They have all been very successful and typically sell out quickly, with very little turnover.

We feel that this will be a big asset to the Afton community. Bringing in individuals to the community that take pride in their luxury storage units, which will bring additional tax dollars to the city. Throughout the year, Chrome-X and it's owners are excited to promote and give back to the community by charity benefits.

Chrome-X, will be going to great lengths to be well respected in the community. By having strict safety and security policies in place, as well a covenants in place to ensure we operate well within city ordinances or it's intended use.

We look forward to working with you on our application and becoming a part of Afton.

Sincerely,  
Larry Best  
Owner Chrome-X



**RECEIVED**

**JUN 22 2015**

**CITY OF AFTON**



**Memorandum**

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

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

**Date:** *July 21, 2015*

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

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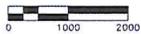
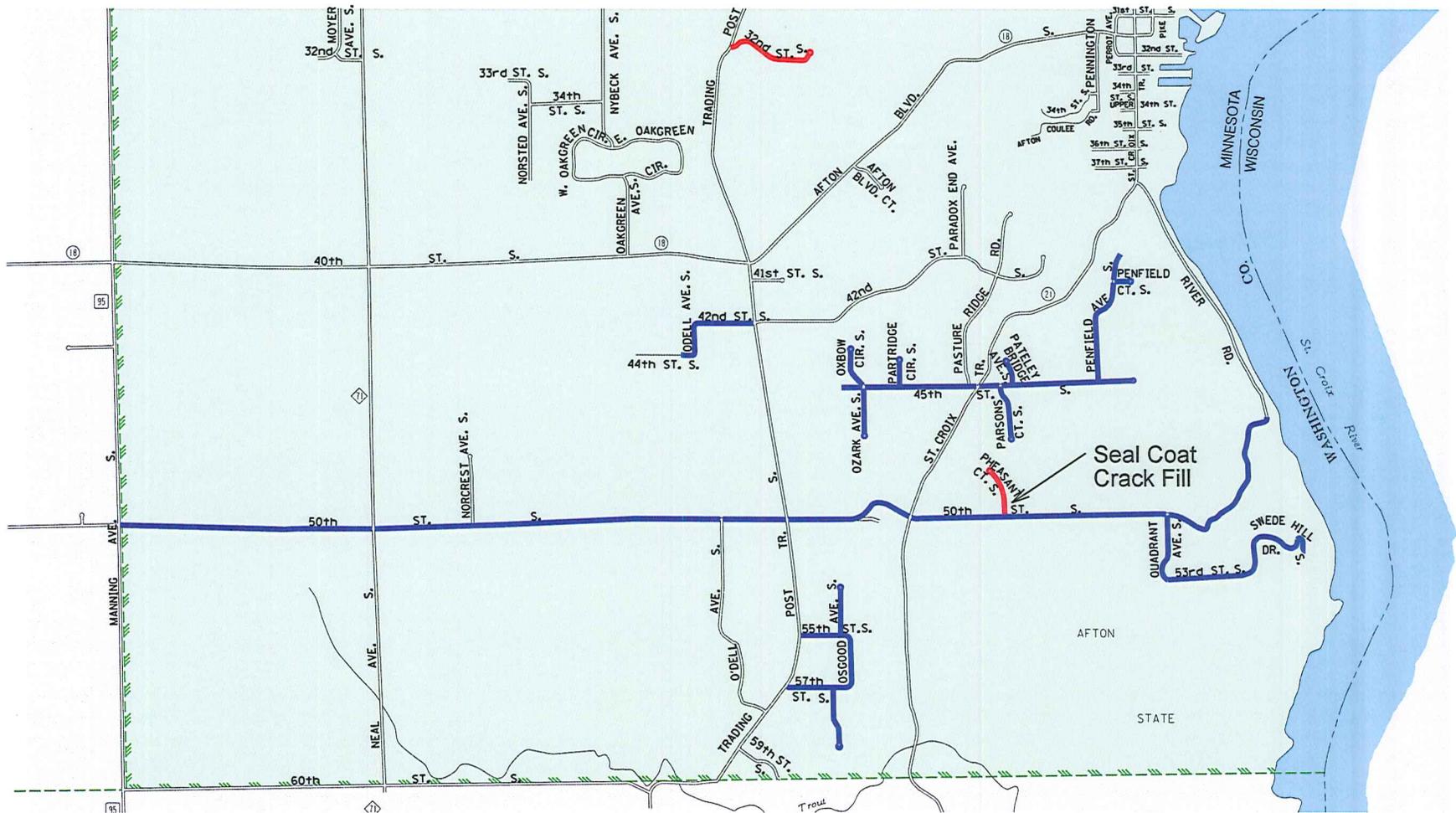
**1. 2015 Crack Fill & Seal Coat Project**

Staff is in the process of obtaining quotes to crack fill and seal coat, see enclosed map. The seal coat will use the rock stock pile at the garage. The project is estimated at:

Crack Fill	\$44,000
Seal Coat	\$22,000

Next month quotes will be presented.

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



— Seal Coat Crack Fill  
— Crack Fill

2015 Crack Fill & Seal Coating Project  
 for the City of  
 Afton, Minnesota

**WSB**  
 477 Temperance Street  
 St. Paul, MN 55101  
 Tel: (651)286-8450 • Fax: (651)286-8488  
 wsbeng.com

engineering • planning • environmental • construction



City of Afton

9B2

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

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 16, 2015  
Re: Downtown Improvement Projects Summary Memo

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**The July 16 Special Council meeting included a number of action items related to the downtown improvement projects. Each of those items has also been included on the July 21 regular Council meeting agenda, in the case the Council did not take action at the Special meeting.**

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

## Meeting Date July 21, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 16, 2015  
Re: CR 21 Streetscape/Aesthetics - **Resolution 2015--52**

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#### CR 21 Streetscaping/Aesthetics

Attached is a resolution regarding CR 21 Streetscape/Aesthetics priorities. The City Engineer will provide an outline of the streetscape options and costs for the meeting.

#### Council Action Requested

**Motion regarding the resolution regarding the CR 21 streetscape/Aesthetics priorities.**

**RESOLUTION 2015-53**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**ST. CROIX TRAIL ROADWAY IMPROVEMENTS IN DOWNTOWN AFTON –  
STREETSCAPE/AESTHETICS**

**WHEREAS,** Washington County is reconstructing St. Croix Trail through Downtown Afton. The project requires the removal of existing streetscape including gas street lights, boulevard trees, and sidewalk; and,

**WHEREAS,** Washington County has a cost participation policy which allows for 3% of the project costs to be allocated to streetscape if matched by the City of Afton; and,

**WHEREAS,** The City of Afton Design Review Committee prioritized streetscape items of which the top three were: street lights, banded concrete sidewalk to maintain the historic architecture, and boulevard trees; and,

**WHEREAS,** The City of Afton desires to replace the street lights and install banded concrete sidewalk recognizing these items are not cost effectively added once the project is completed. Additional desired landscaping such as boulevard trees, plantings, benches, and trash receptacles will be added through a separate contract to be bid in 2016, so that the Council will have the results of the Downtown Improvement Project bids before it makes decisions regarding landscaping; and,

**WHEREAS,** City Staff is directed to adjust the bid quantities to meet the 3% budget match.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton approves street lights and banded concrete sidewalks to be included in the St. Croix Trail Roadway Improvements in Downtown Afton Project.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 16th DAY OF JULY 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 July 21, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 16, 2015  
Re: Downtown Improvement Project Design - **Resolution 2015--53**

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#### Final Project Design

Attached are materials related to the downtown improvement projects, including a resolution regarding final project design. The final project design resolution addresses final local street widths, the Pike Street design, the 33<sup>rd</sup> Street design, options related to the City Hall parking lot compliance with ADA standards, parking spaces on local roads, and the redesign of the south flood storage pond to address the State Archeologist recommendations.

#### Council Action Requested

**Motion regarding the resolution regarding final project design.**

**RESOLUTION 2015-52**

**CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA**

**DOWNTOWN IMPROVEMENT PROJECT DESIGN**

**WHEREAS,** The City of Afton has initiated the Public Improvement Project to downtown Afton, to construct sanitary sewer, storm sewer, levee, roadways, and appurtenant work; and,

**WHEREAS,** The City of Afton established a Downtown Improvement Project Design Committee to provide input to the City Council regarding the design of the project. In addition to the Downtown Improvement Project Design Committee, the City held multiple public meeting open houses to receive input on the project design. When the project impacted specific properties the City held meetings with the affected property owners; and,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Afton approves the following design for the Downtown Improvement Project.

1. Roadways will be a minimum of 20 feet wide except for 35<sup>th</sup> Street which is 15 feet wide per Resolution 2015-23. Roadway alignments are set in the approved construction plans dated April 21, 2015.
2. Pike Street will be a 22 foot wide detour roadway which will maintain access to businesses during construction. Post project this roadway will be converted back to its original use as a one way southbound and a bike trail. The project will improve the delineation of these uses.
3. 33<sup>rd</sup> Street was determined by community to be a focal point to the St. Croix River and a levee opening to be included in the levee design. 33<sup>rd</sup> Street is designed to be a one way roadway to the east with angled parking on the south side and a drop off on the north side.
4. The City Hall parking lot and 30th Street will be improved to meet the American Disabilities Act Title II Section 35.151 (a) 1. **(Insert option approved by Council)**
5. Parking on local roadways will be improved as feasible per updated parking study that indicates parking is adequate for current uses.
6. The flood storage pond located along the levee will be designed based on the recommendations of the State Archeologist and project permit requirements. **(Insert option approved by Council)**

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 16th DAY OF JULY 2015.**

**SIGNED:**

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

**ATTEST:**

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

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



## *Memorandum*

**To:** *Diane Hankee, PE – City of Afton Engineer*

**From:** *Dean Chamberlain, PE – WSB & Associates*  
*Sean Delmore, PE, PTOE – WSB & Associates*

**Date:** *May 13, 2015*

**Re:** *ADA Compliance Analysis*  
*Afton City Hall Site (Parking and Sidewalk Access) and Other Parking Areas*  
*WSB Project No. 01856-400*

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The purpose of this memorandum is to document the need for ADA compliant parking and pedestrian facilities on the Afton City Hall site located on 30<sup>th</sup> Street east of St. Croix Trail. This memorandum also presents three ADA-compliant designs that accommodate the parking and pedestrian facility needs for Afton City Hall along with the pros and cons of each option and a recommendation for further action. The memorandum will also provide analysis of the amount of handicap parking stalls needed at other public parking lots being reconstructed with the 2015 and 2016 reconstruction projects in downtown Afton.

### Need for ADA-Compliant Facilities

The Americans with Disabilities Act (ADA) requires that facilities suitable for the movement of people with physical disabilities be provided with all new construction and reconstruction projects on public facilities. Specific requirements are provided in Title II and ADAAG sections of the ADA. The following requirements from the ADA are applicable to the Afton City Hall site:

- Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992. – ADA Title II Section 35.151(a)(1)
- Full compliance with the requirements of this section is not required where a public entity can demonstrate that it is structurally impracticable to meet the requirements. Full compliance will be considered structurally impracticable only in those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features. – ADA Title II Section 35.151(a)(2)(i)

- At least 2 accessible parking spaces are required for parking facilities of 26-50 spaces (the Afton City Hall site is proposed to have 48 spaces) – Section 208 of ADAAG
- Parking spaces that serve a particular building or facility shall be located on the shortest accessible route from parking to an entrance. – Section 208 of ADAAG
- For every six or fraction of six parking spaces required, at least one shall be a van parking space. – Section 208 of ADAAG
- Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps excluding the flared sides, elevators, and platform lifts. – Section 402 of ADAAG
- Ramp runs shall have a running slope not steeper than 1:12, except that in existing sites, buildings, and facilities shall be permitted to have running slopes steeper than 1:12 [...] where such slopes are necessary due to space limitations. – Section 405 of ADAAG
- Cross slope of ramp runs shall not be steeper than 1:48. – Section 405 of ADAAG
- Ramps and curb ramps shall have landings at the top and bottom of each ramp run. Landing slopes not steeper than 1:48 shall be permitted. – Sections 405 and 406 of ADAAG
- Car parking spaces shall be 96 inches wide minimum, and van parking spaces shall be 132 inches wide, except that the van parking spaces shall be permitted to be 96 inches wide minimum where the access aisle is 96 inches wide minimum. – Section 502 of ADAAG
- Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted, except that slopes not steeper than 1:48 shall be permitted. – Section 502 of ADAAG

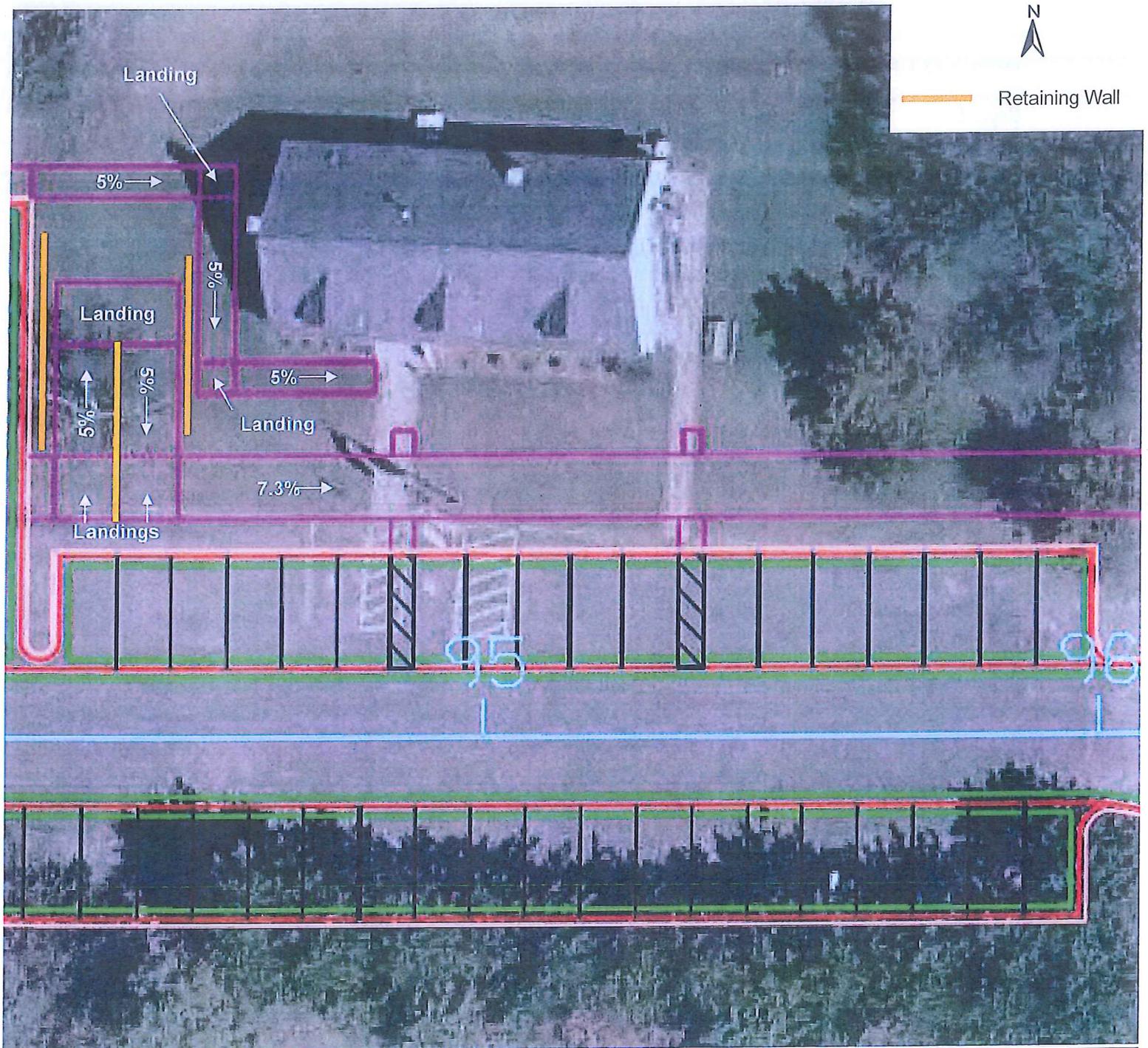
Although Afton City Hall and 30<sup>th</sup> Street are constructed on a considerable slope (> 7% toward the east), the terrain and existing facilities do not meet the standards for being impracticable for construction of ADA-complaint facilities.

### Design Options for Accessible Parking and Routes to Afton City Hall

Three design options were considered to fulfill ADA requirements for accessible parking facilities for Afton City Hall and routes from the parking facilities to the Afton City Hall building: the west lot option, on-street option, and east lot option.

#### *West Lot Option*

This option provides two van-accessible parking spaces, an access aisle, and a turnaround area in a separate lot from the rest of the proposed parking along 30<sup>th</sup> Street. The lot would be located west of the Afton City Hall building on the north side of 30<sup>th</sup> Street. Grades along 30<sup>th</sup> Street do not allow for accessible parking on the street without significant elevation changes on the street. A separate lot allows for accessible spaces to be provided without significantly changing the roadway profile of 30<sup>th</sup> Street to accommodate ADA design standards. The layout for this option is provided in **Figure 1**.



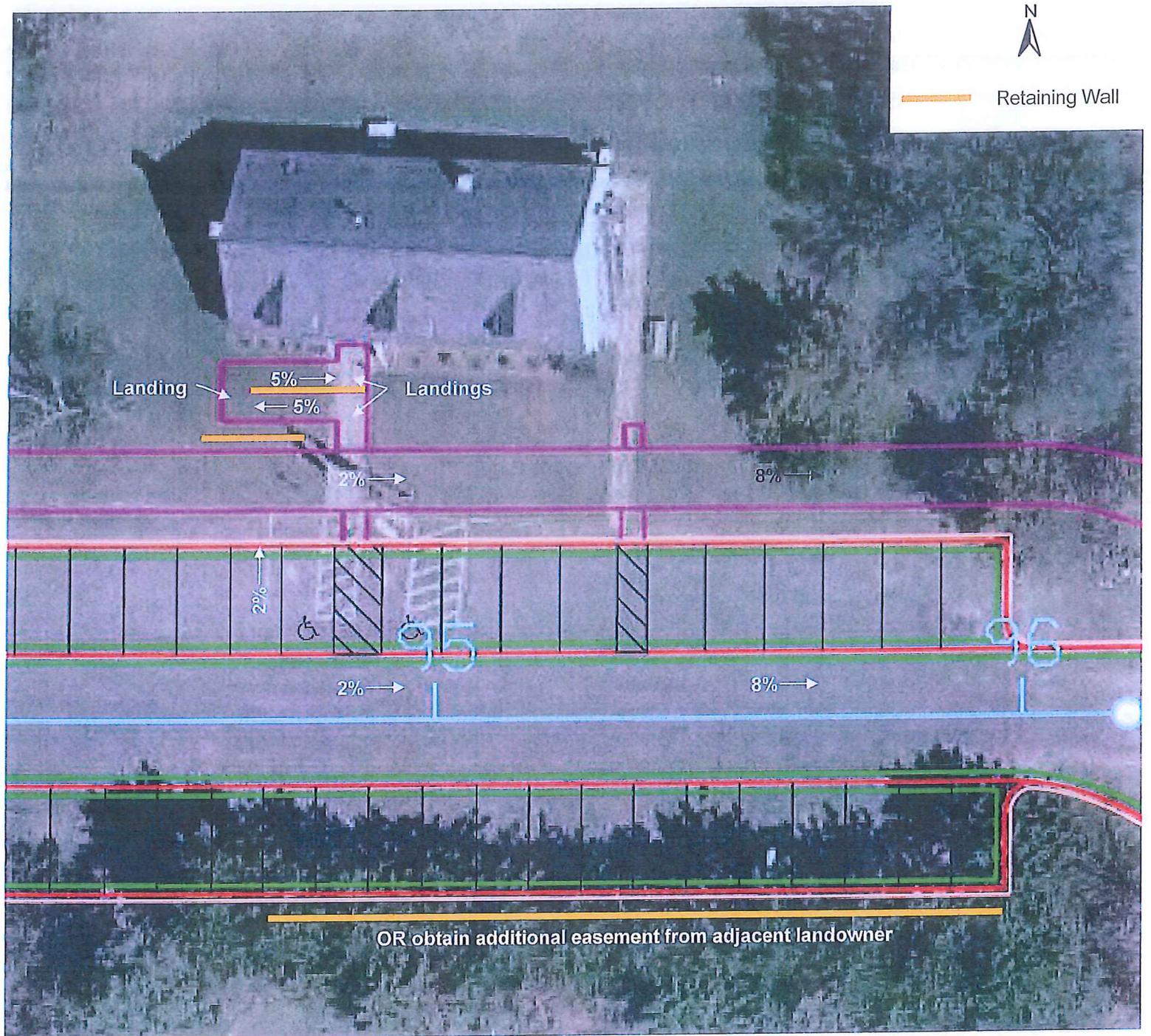
**ing and Access Route Analysis**  
 Hall Site  
 n, Minnesota

**Figure 1**  
 West Lot Option

This option requires a switchback along the 10' trail next to the north curb on 30<sup>th</sup> Street as well as many retaining walls between the pedestrian walkways/trails and/or parking areas. Either grading will be needed west of the accessible parking area/turnaround requiring removal of a significant amount of trees or a retaining wall would be needed west of the accessible parking area to avoid the grading. Each of the needed or potential retaining walls for the option would be generally 2' high or less. This option would likely be the most expensive option and potentially require the greatest impact to the existing mature trees in the area.

*On-Street Option*

This option provides two van-accessible parking spaces and an access aisle in the proposed parking area along 30<sup>th</sup> Street. This option would alter the profile of 30<sup>th</sup> Street to allow for the 2% maximum slope in the accessible parking area. The layout for this option is provided in **Figure 2**.



Planning and Access Route Analysis  
 Hall Site  
 in, Minnesota

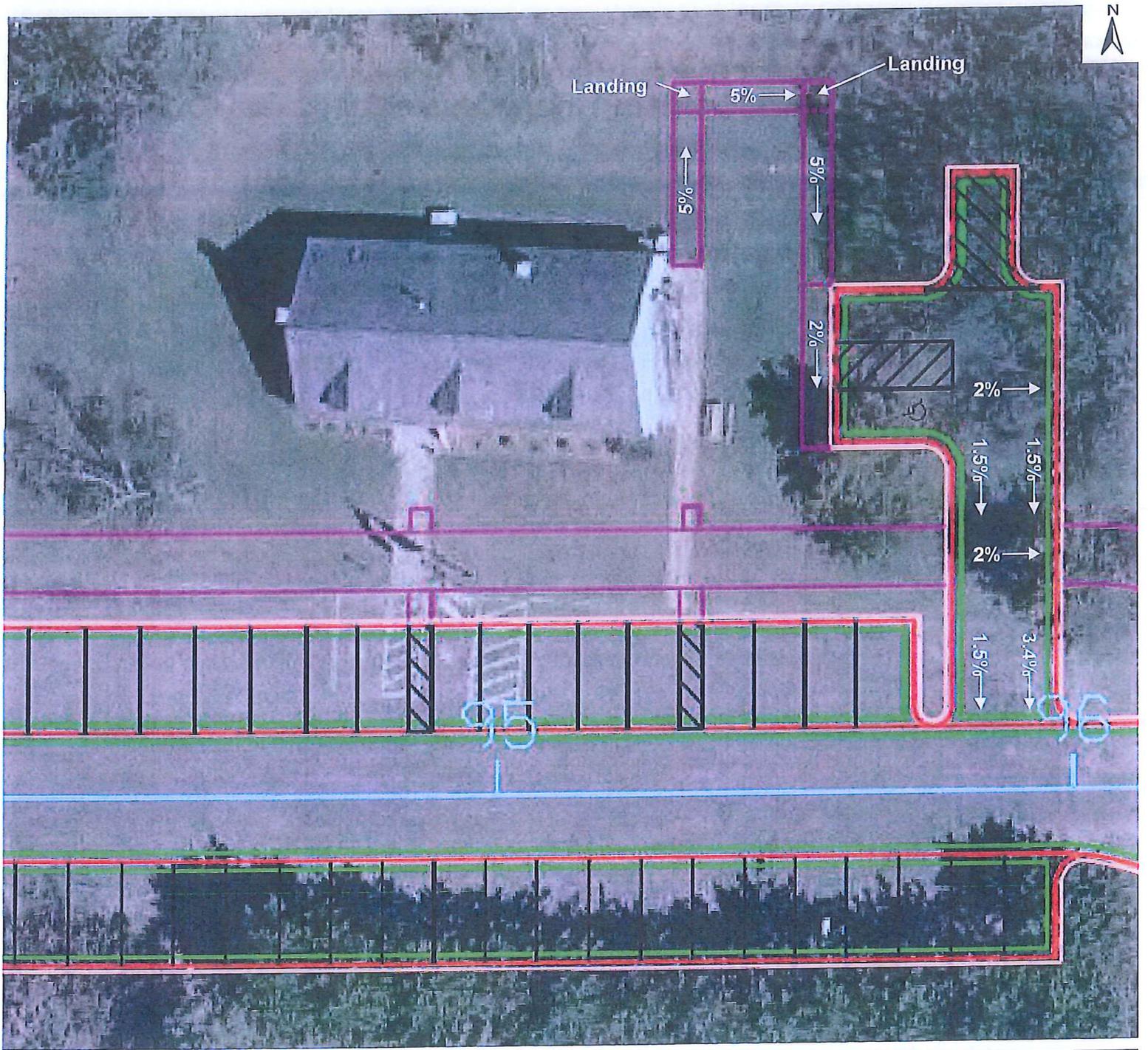
Figure 2  
 On-Street Option

This option would require a sidewalk switchback ramp between the trail and the main building entrance to meet ADA grade requirements. This option would also require the most retaining wall of any option (approximately 125' long along the south side of 30<sup>th</sup> Street at 3' max height and 20' along the sidewalk switchback at the building entrance) to avoid additional easement purchases along the south side of 30<sup>th</sup> Street.

The vertical curves on 30<sup>th</sup> Street to accommodate the ADA parking spaces are designed at 15 mph, which is lower than the 30 mph statutory speed limit for local urban roads. These vertical curves will likely be acceptable due to the slow speeds of traffic anticipated turning onto 30<sup>th</sup> Street from St. Croix Trail and negotiating the 90 degree curve between 30<sup>th</sup> Street and Pike Avenue. With this option, it is recommended to sign the curve between 30<sup>th</sup> Street and Pike Avenue for a 15 mph advisory speed to slow traffic around the curve.

#### *East Lot Option*

This option provides two van-accessible parking spaces, an access aisle, and a turnaround area in a separate lot from the rest of the proposed parking along 30<sup>th</sup> Street. The lot would be located east of the Afton City Hall building north of 30<sup>th</sup> Street. Grades along 30<sup>th</sup> Street do not allow for accessible parking on the street without significant elevation changes on the street. A separate lot allows for accessible spaces to be provided without significantly changing the roadway profile of 30<sup>th</sup> Street to accommodate ADA design standards. The layout for this option is provided in **Figure 3**.



ing and Access Route Analysis  
 Hall Site  
 n, Minnesota

Figure 3  
 East Lot Option

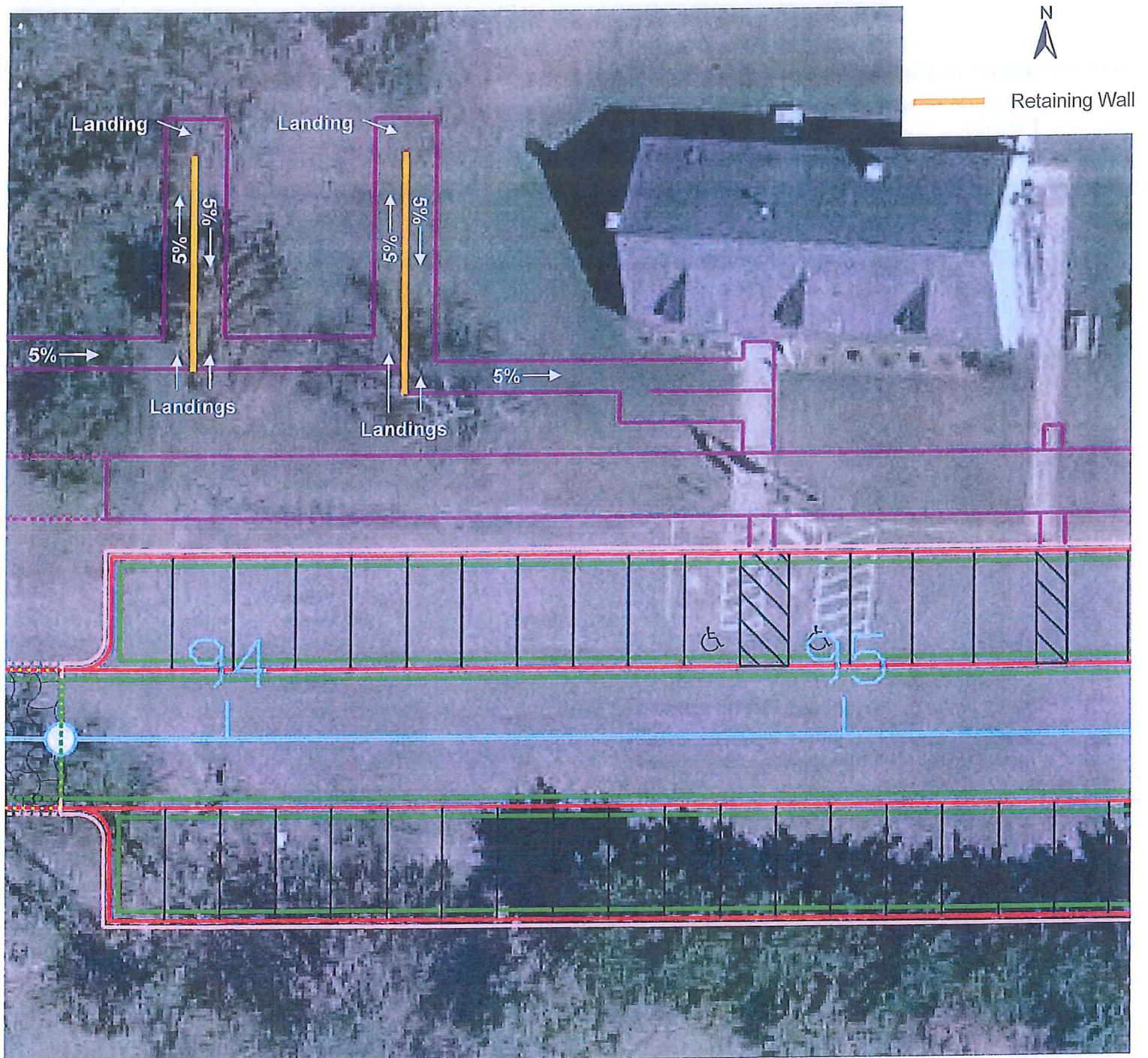
This option would not require any retaining walls or sidewalk switchbacks. However, construction of the accessible parking lot and the grading needed to match the existing ground would require the removal of some trees east of the Afton City Hall building. This option would also likely be the lowest cost option due to the lack of needed retaining walls.

This option would require further analysis of the side access to the Afton City Hall building to determine if wheelchair users would be able to use the side access to the building.

#### ADA-Compliant Connection to Trail along St. Croix Trail

ADA-compliant access for impaired users from the trail along St. Croix Trail to the Afton City Hall site is desired to meet ADA requirements and to provide the opportunity for impaired users to access the Afton City Hall building without using a car. Constructing the sidewalk adjacent to 30<sup>th</sup> Street to be ADA-complaint would not be feasible due to the need to match the sidewalk to the adjacent street grade. A separate sidewalk facility would be necessary to provide the required grades for ADA compliance. **Figure 4** shows an example of a parallel ADA-compliant sidewalk facility along the north side of 30<sup>th</sup> Street connecting St. Croix Trail to the Afton City Hall building.

ADA-compliant facilities were not deemed necessary connecting Afton City Hall to Pike Avenue on the east if an ADA-compliant sidewalk was provided connecting the Afton City Hall building to St. Croix Trail.



**ing and Access Route Analysis**

Hall Site  
n, Minnesota

**Figure 4**  
On-Street Option with ADA-Accessible Sidewalk  
from St. Croix Trail

In order to provide ADA-compliant sidewalk facilities from St. Croix Trail to Afton City Hall without impacting trees in the area, two switchbacks with retaining walls would be needed in the sidewalk. Constructing the sidewalk without including switchbacks and retaining walls would require removal of many trees in the northwest corner of the Afton City Hall property.

#### Other Parking Areas in Reconstruction Area

In addition to the parking on 30<sup>th</sup> Street near the Afton City Hall site, the following parking areas are proposed within the reconstruction area:

- Steamboat Park parking lot (Upper 34<sup>th</sup> Street east of St. Croix Trail)
- 34<sup>th</sup> Street west of St. Croix Trail
- 33<sup>rd</sup> Street east/west of St. Croix Trail
- 32<sup>nd</sup> Street east of St. Croix Trail
- 31<sup>st</sup> Street east of St. Croix Trail

ADA requirements state that 1 handicap parking space with a van accessible access aisle is required for parking lots with 1-25 spaces. Lots with 26-50 spaces require an additional handicap space that is not required to be van accessible. With these requirements, the following amount of handicap spaces is required in the reconstructed lots:

- Steamboat Park parking lot: 1 space
- 34<sup>th</sup> Street west of St. Croix Trail: 1 space
- 33<sup>rd</sup> Street east/west of St. Croix Trail: 1 space (assumes parking areas comprise one lot due to proximity)
- 32<sup>nd</sup> Street east of St. Croix Trail: 1 space
- 31<sup>st</sup> Street east of St. Croix Trail: 1 space (to be met via off-street parking area at southwest corner of Afton Market Square building)

All of these parking lots are on grades that support ADA-compatible parking facilities without alteration of roadway profiles, except for the 32<sup>nd</sup> Street parking area. It is determined to be impracticable to change the profile of the road to meet ADA requirements for grades due to the roadway profile needing to match in to the many intersecting roadways.

#### Recommendations

The following are recommended based on the analysis in this memorandum:

- The on-street option is recommended to facilitate ADA requirements for parking at the Afton City Hall site due to the lowest likely cost and the reduced impacts to adjacent land.
- An ADA-compliant sidewalk facility should be provided from St. Croix Trail to the Afton City Hall site utilizing switchbacks to avoid tree removal.
- Reconstructed parking areas should be striped to provide the required number of handicap accessible spaces as explained in the memo.

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

## Meeting Date July 21, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 14, 2015  
Re: High Speed Internet Access Expansion and Funding Options

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The High Speed Internet Access Committee has completed its work of identifying unserved and underserved areas and identifying options, costs and funding sources for the expansion of high speed internet service. Attached is the PowerPoint presentation that was presented by Council member Ross at the July 16 Special City Council meeting. The presentation outlines the work of the Committee and the options, costs and funding sources for the expansion of high speed internet service. This item has been included on the regular City Council meeting agenda in case the Council continued action regarding this item at the Special Council meeting.

#### Council Action Requested

**Motion regarding high speed internet access expansion and funding options**

## Afton High Speed Internet Committee (HSIC) Report June, 2015

### HSIC goals:

- #1 - Identify those homes in Afton that have no Internet connectivity.
- #2 - Identify those homes in Afton with slow Internet connectivity which is defined as connectivity speeds under 1mbs.
- #3 - Establish points of contact with the service providers.
- #4 - Investigate funding options.
- #5 - Make recommendations to the City Council.

### The Process:

The HSIC met with Centurylink (CTL) and Comcast at its first meeting. Follow up meetings were scheduled to view proprietary coverage maps and discuss options.

- [Richard Gacke](mailto:Richard.Gacke@CenturyLink.com), ([Richard.Gacke@CenturyLink.com](mailto:Richard.Gacke@CenturyLink.com)) manager of Network Planning for the state of Minnesota is our CTL contact person. 612-600-9250
- [Kate Hensing](mailto:Kate.Hensing@cable.comcast.com), ([Kate.Hensing@cable.comcast.com](mailto:Kate.Hensing@cable.comcast.com)) manager of Government Affairs is our Comcast contact person. 651-341-3022

The HSIC met with a representative from the Mn. Office of Broadband (MOB) to discuss funding options.

- [Jane Leonard](mailto:Jane.Leonard@state.mn.us) ([Jane.Leonard@state.mn.us](mailto:Jane.Leonard@state.mn.us)) Broadband Grant Administrator is our contact at the MOB. 651-259-7635

- Coverage maps from both service providers were viewed and noted. FYI – these maps are considered company confidential and therefore should not be distributed.
- A request for feedback was posted in the monthly Afton newsletter for residents to let the HSIC know if they had no or slow connectivity. Approximately forty (40) replies were received and the HSIC posted the results on a map of Afton. The results confirmed CTL and Comcast's coverage map information.

### The Next Step:

- Both service providers were requested to quote at the following levels:
  - 1) Build out to provide service to the None Served homes.
  - 2) Build out to those homes with "slow" service.
  - 2) Build out to provide the standard 10mbs service to all of Afton.

**Why do homes in Afton have NO or SLOW Internet connectivity?**

SOME BACKGROUND - the copper wire phone lines traveling from our homes do not go directly to the phone companies switching station. Instead these wires travel to a junction box called a DSLAM (Digital Subscriber Line Access Multiplexer) . Here your and your neighbors' phones lines for voice and data are combined together and converted from a signal on copper wire to an optic signal which can travel long distances over fiber optic cable. Afton currently has seven (7) DSLAMs.

THE PROBLEM - data signals on copper wire hate traveling distances. So, the further you live from one of Afton's DSLAM boxes the slower your Internet speed. The signal may be so badly degraded that you have no data connectivity at all. Another factor: the DSLAM you are connected to may not be the closest.



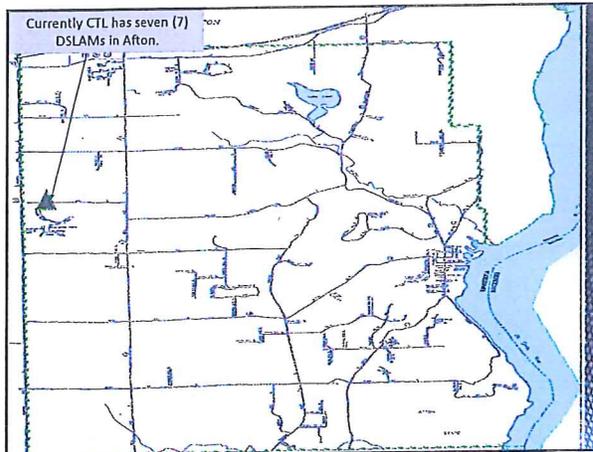
One of Afton's DSLAMs.

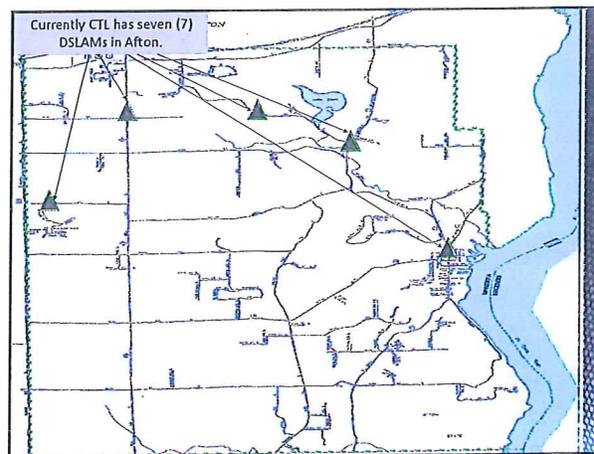
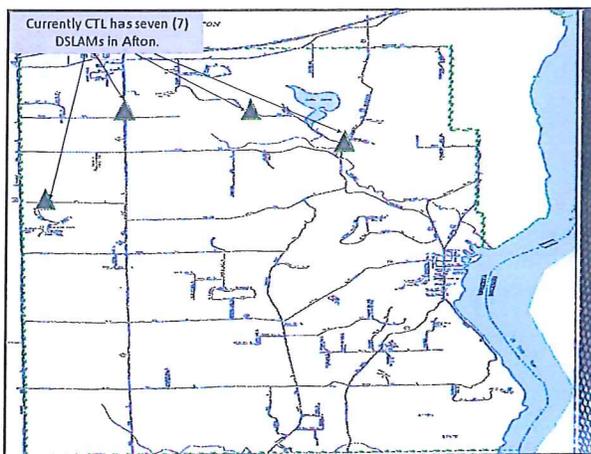
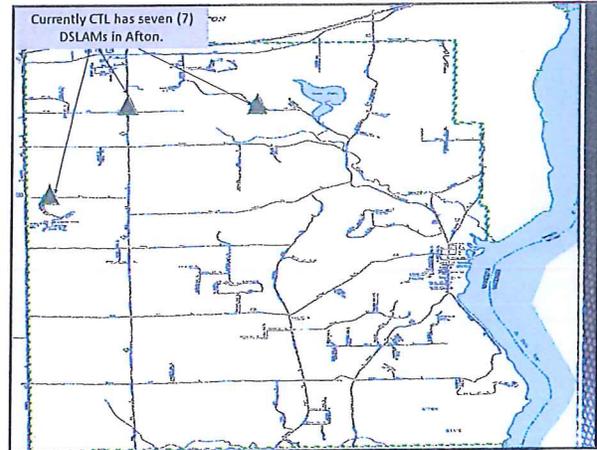
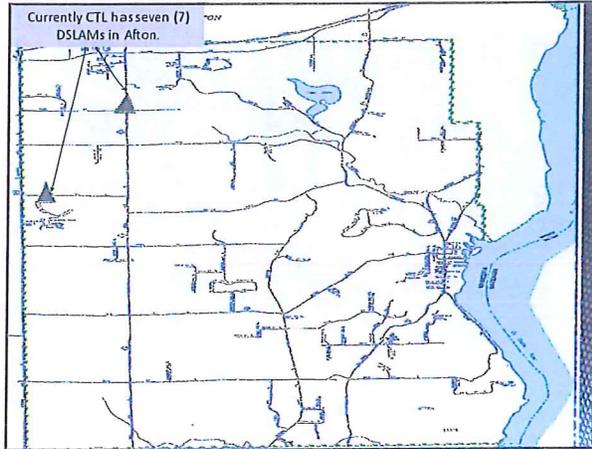
**The Solution – More DSLAMs in Afton – except!**

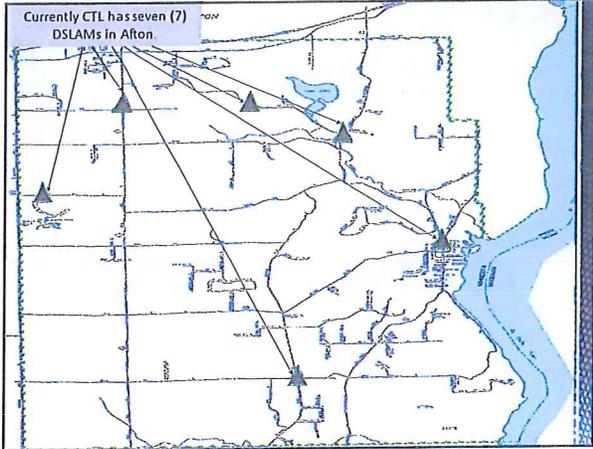
DSLAMs are expensive – about \$30,000 to 50,000 each. Centurylink (CTL) looks at those costs and decides where to install DSLAMs based on return on investment. As you can imagine with Afton's housing densities we are not high on the priority list for improvements.

**An Important Point - Slow vs Unreliable service.**

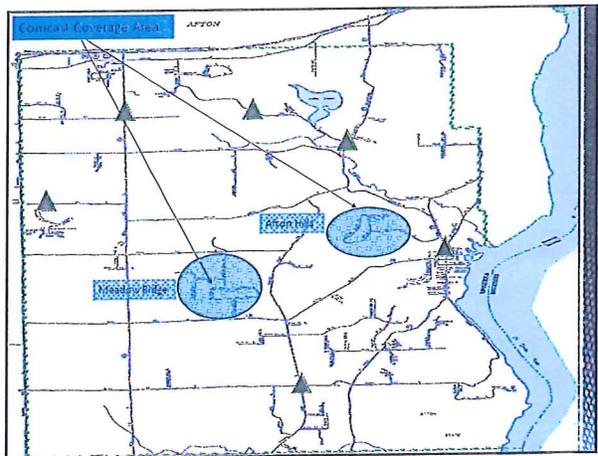
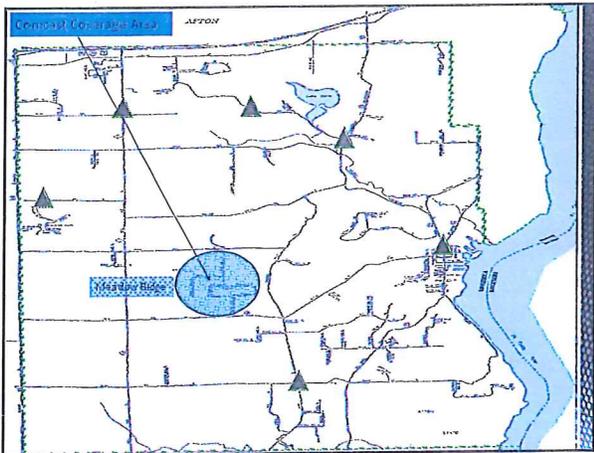
SOME TERMS PLEASE -- the HSIC uses the term Unserviced and No Service to mean a home with literally no Internet Connection except for Dial Up, Cell data usage or satellite service. The HSIC wants home owners to understand that there is a distinct difference between "slow" and "unreliable" service. When the HSIC talks about "slow" speeds we are referring to speeds at 128k to 256k baud or slower. The HSIC is not dealing with "unreliable" service which means connection speeds greater than 256k baud but some times has interruptions in service.

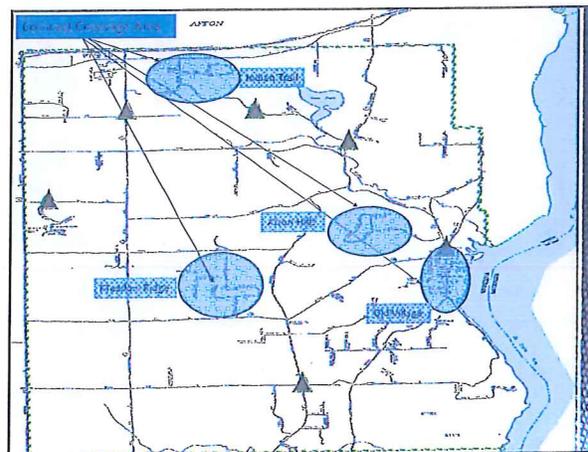
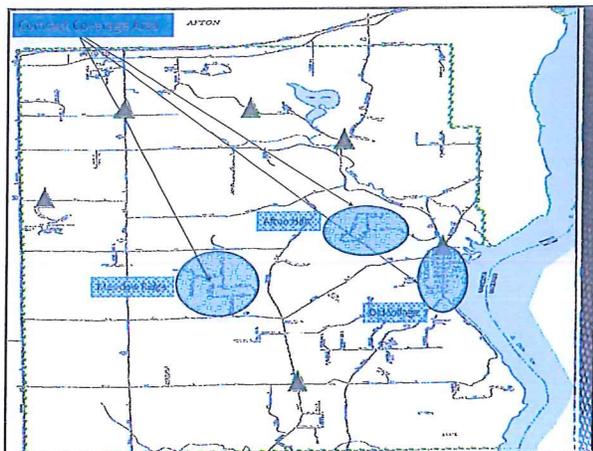






Comcast Coverage Areas.



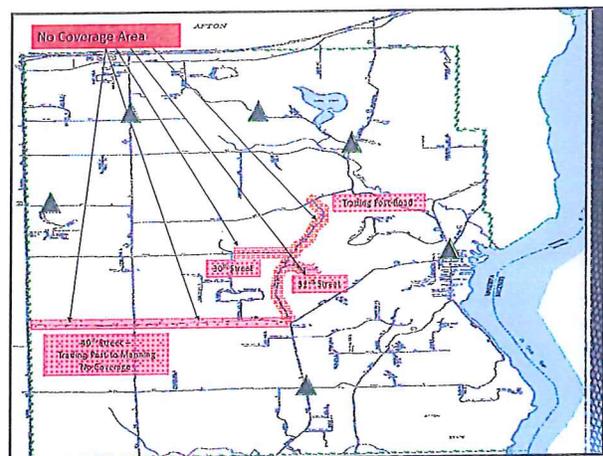
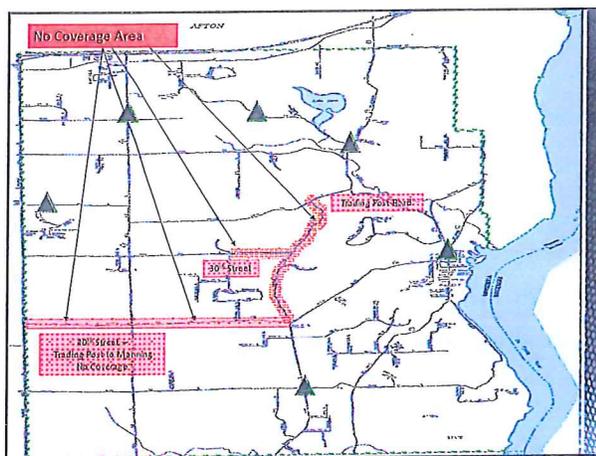
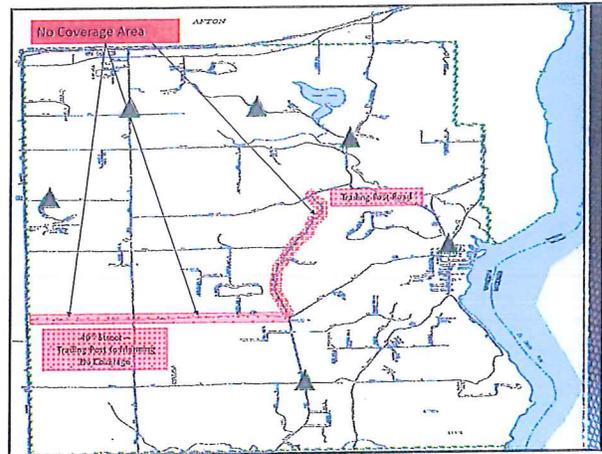
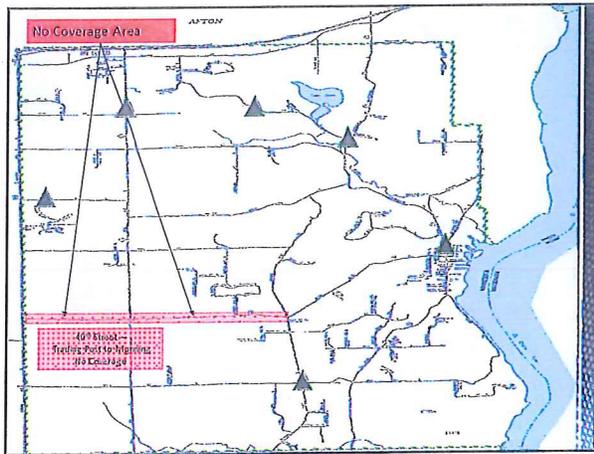


### Comcast Quote

The HSIC requested a quote from Comcast to provide service to the 40<sup>th</sup> Street / Trading Post Road un-served area. This quote exceeded CTL's quote by a factor of 4 or greater.

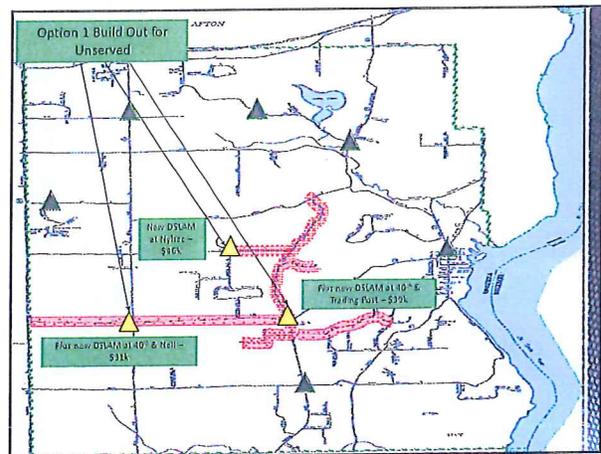
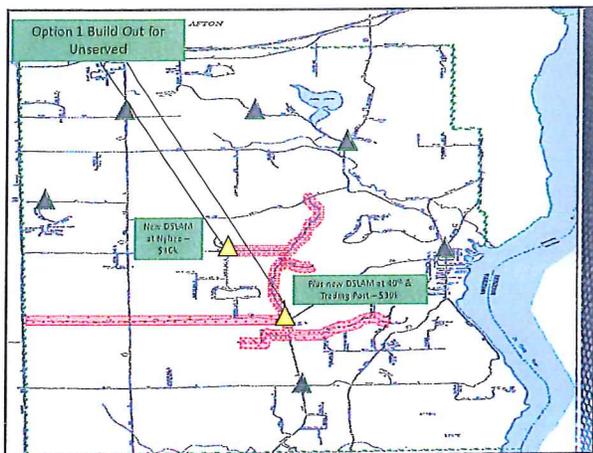
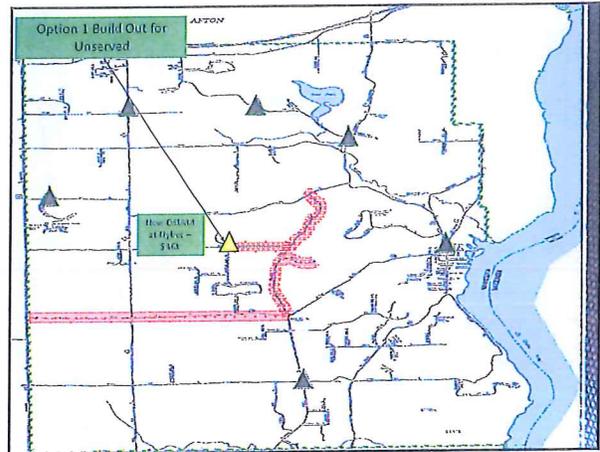
### No or Slow Connectivity areas.

Working with CTL, Comcast and from an Afton wide survey, the HSIC has determined that the areas of no coverage are clustered around Trading Post Road and 40<sup>th</sup> Street. These areas shown in the following maps have either no coverage or extremely slow coverage.



CTL - Option # 1

CTL has quoted installing 3 DSLAMs to remedy the "No Coverage" area in Afton.

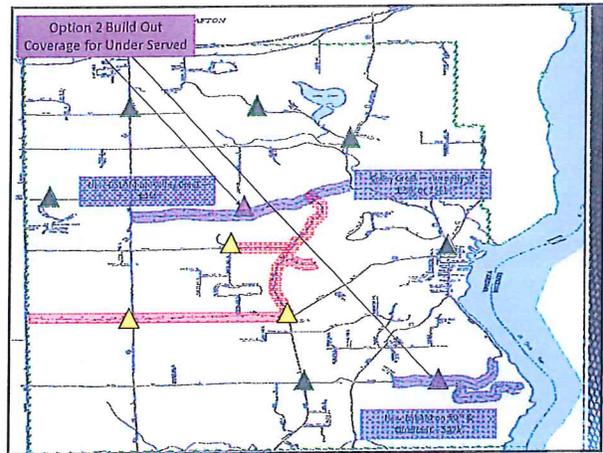
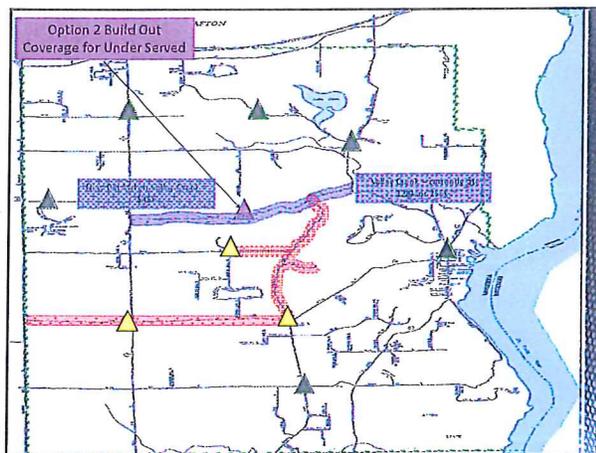


CTL - Option # 1

Approximate cost \$100,000

CTL - Option # 2

CTL has quoted installing 2 more DSLAMs to remedy the "Under Coverage" or Slow Speed areas in Afton.



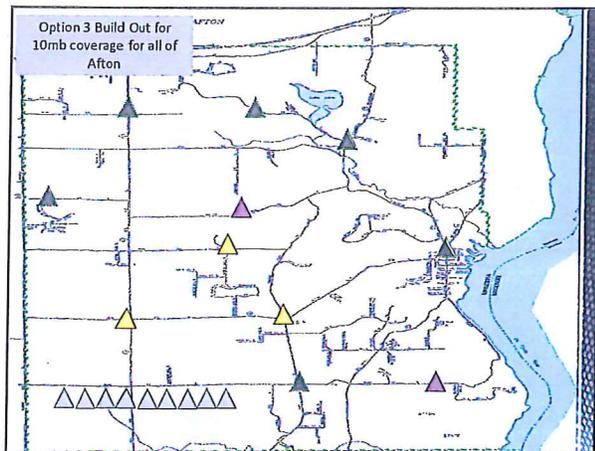
CTL - Option # 1 + 2

Approximate cost \$200,000

CTL - Option # 3

CTL has quoted installing a total of 14 additional DSLAMs to bring all of Afton up to the most recent standard of 10mbs.

"The MN Broadband funds are dictating a minimum speed of 10mb download and 1mb upload. This is also the minimum speed to qualify for household reimbursement from the FCC Connect America Funds."



CTL - Option # 3

Approximate cost \$500,000

Funding

- 1) Mn. Office Of Broad Band (MOB) grant program has \$10m in grant funds for F2015.
- 2) MOB pays 50% of the total cost and requires a 50% match.
- 3) Centurylink (CTL) has agreed to pay 1/3 of the match.
- 4) CTL will complete the MOB grant application at no cost to Afton and will submit in early September.
- 5) CTL has agreed to cover all cost overruns.
- 6) CTL requires a letter of intent from Afton to proceed which is due the end of August.
- 7) Afton's cost share payment would be due in February of 2016.
- 8) Option #1 example: MOB: ~\$50k, CTL: ~\$25k and Afton ~\$25k due in Feb 2016.

Some Interesting Questions:

1. Has Internet Connectivity now reached the same level of importance as road repair?
2. Is the City of Afton responsible for Internet Connectivity costs?
3. ....or is this the responsibility of the residents?
4. Are the residents of Afton willing to have a tax increase to pay for a full upgrade to 10mb ?
5. Has Afton caused a hardship with land use rules that prevents CTL from doing a complete build out?
6. Can the City partially fund Option 1 or Option 2 and ask those affected to raise a matching amount?

Recommendations:

The City of Afton should require new developments to place underground conduits in place for future build outs. The cost to install in pre-existing conduit is \$1 per foot verses \$13 per foot to install new underground lines.

The homes with no service and those with slow service need to be addressed. Perhaps some mechanism can be put in place to cost share between the city and the residents to solve this issue.

Afton should consider the 10mbs build out option. The demand for Internet services will only increase and this issue will not go away.

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

## Meeting Date July 21, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Kim Swanson Linner, Deputy Clerk  
Date: July 16, 2015  
Re: Ordinance Amendment to move "Chickens on < 5 acres" to Livestock Sec. 12-188 (M)

---

In preparation for the public hearing and adoption of the proposed Solar Ordinance, it was determined that the Chicken Ordinance fit better in the livestock section, which required renumbering it as the last section in Livestock, Sec. 12-188 (M). This should help residents locate all livestock issues without further searching.

The other administrative change is to update the size of the coop from the existing 160 square feet to the new minimum code size of an accessory building up to 200 square feet which does not need a building permit.

Section 12-230 is being reserved in order to place the Solar Ordinance directly after the Wind Turbine ordinance, therefore grouping those sections on alternative energy.

#### Council Action Requested

**Motion on adopting the administrative changes moving existing Code Section 12-230, Keeping Chickens on less than 5 acres to Section 12-188 (M), Livestock and reserving Section 12-230.**

**ORDINANCE 02 - 2015**

CITY OF AFTON, MINNESOTA  
WASHINGTON COUNTY, MINNESOTA

**AN ORDINANCE AMENDING THE KEEPING OF CHICKENS ON PARCELS LESS THAN 5 ACRES,  
DELETING IT FROM SECTION 12-230 AND ADDING IT TO SECTION 12-188 (M) LIVESTOCK**

THE CITY COUNCIL OF THE CITY OF AFTON, MINNESOTA HEREBY ORDAINS:

Section 12-230 of the Afton Code of Ordinances is hereby deleted in its entirety and shall be reserved.

The entire section for Keeping Chickens on Parcels Less Than 5 Acres shall be inserted into Section 12-188 (M), Livestock, and shall be amended by deleting the strike-through language and replacing it with the **bold** language and renumbering the section as shown below.

*M. Keeping Chickens on Parcels Less Than 5 Acres.*

1. Permit required. No person shall, on any lot less than 5 acres anywhere in the city keep, harbor, or maintain care, custody, or control over any chicken, without obtaining a permit issued by the City of Afton. The permit shall be subject to all terms and conditions of this Section and any additional conditions deemed necessary by the City to protect the public health, safety, and welfare. The necessary permit may be obtained from the City Administrator's Office.
2. Application. Included with the information required prior to issuance of the permit must be a scaled diagram that indicates the lot size, the number of chickens, the location of any chicken coop and run, which includes the distance from dwelling units on the parcel and abutting properties and the approximate size of the chicken coop and run. If the coop exceeds ~~160~~ **200** square feet a building permit will be required.
3. Permit fee. A one-time fee of \$20 will be charged for each permit and the fee may be amended by resolution.
4. Number allowed. For parcels that are less than one-half (1/2) acre the maximum number of chickens is five (5). For every additional one-half (1/2) acre of land an additional five (5) chickens can be kept. On parcels greater than four and one-half (4 ½) acres and less than five (5) acres up to 45 chickens are allowed.
5. Confinement standards. Every person who owns, controls, keeps, maintains or harbors hen chickens by permit must keep them confined on the premises at all times. If confinement is in a chicken coop or chicken run the following standards apply:
  - a. Where more than five chickens are being kept the coop and run shall be at least 25 feet from any residential structure, wells, and any other premises or wells on any adjacent lots.
  - b. All chicken coops and runs must be located within the rear yard subject to the required setbacks for the principal building.
  - c. Chicken feed must be kept in metal, predator proof containers.
6. Conditions and inspection. No person who owns, controls, keeps, maintains or harbors hen chickens shall permit the premises where the hen chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property.
7. Prohibited uses. The following uses are not allowed as they pertain to this Section:
  - a. Roosters
  - b. Breeding, raising or slaughtering of chickens for a commercial purpose
  - c. Odors, solid matter or noise of such quality or quantity as to be reasonably objectionable at any point beyond the lot line of the site on which the use is located.

8. Public nuisance. Failure to comply with this ordinance constitutes a public nuisance and is subject to the revocation of the permit, issuance of fines and assessment of costs related to ensure compliance with this section.

This change shall take effect upon publication of this ordinance.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

---

Richard Bend, Mayor

**ATTEST:**

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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 July 21, 2015

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 16, 2015  
Re: St. Croix Bluffland and Shoreland Ordinance Inconsistencies and Corrections

---

The St. Croix Bluffland and Shoreland Ordinance includes impervious coverage requirements that are inconsistent with the impervious requirements for the VHS zones, and includes language regarding the certification of the City's land use actions by the Commissioner of the DNR, although the DNR no longer has certification authority. It is recommended that the Council refer these issues to the Planning Commission for resolution through an ordinance amendment.

Section 12-132. minimum requirements, allows up to 20% or 4,350 s.f. whichever is greater, of impervious coverage in the VHS zoning districts, . Section 12.637. minimum district dimensional requirements in the St. Croix Bluffland District , has the following impervious coverage language: "10% of 4,350 s.f., whichever is greater." This is a typo, and should say 10% or 4,350, whichever is greater. The 10% should also be increased to 20% to match the requirement in the VHS districts.

Sec. 12-832. Certification by the commissioner, requires that before any zoning district or ordinance amendment or variance becomes final, the Council shall forward the decision to the commissioner. The commissioner of natural resources shall certify in writing that the proposed action complies with the intent of the Wild and Scenic Rivers Acts and the master plan for the Lower St. Croix River in the manner specified in department of natural resources (DNR) regulations, including Mn Rules, § 6105.0540. The DNR no longer has the authority to certify these City actions. The certification language should be deleted from the ordinance.

#### Council Action Requested

**Motion regarding referring the St. Croix Bluffland and Shoreland Ordinance language inconsistencies and corrections to the Planning Commission for resolution through an ordinance amendment.**

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

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Kim Swanson Linner, Deputy Clerk  
Date: July 16, 2015  
Re: Joint Powers Agreement with the City Attorney and the Washington County Sheriff in accessing state databases for prosecution cases

---

In October, 2011 the City Council approved a JPA to authorize the City Attorney to access databases and state criminal histories in cooperation with the Washington County Sheriff's Office in prosecuting cases.

The 2011 JPA had a duration of 5 years, however, the City's mayor has changed since that time, so the Attorney's office recommended updating the JPA at this time.

### Council Action Requested

**Motion on authorizing a State of Minnesota Joint Powers Agreement with the City of Afton on behalf of its City Attorney and the Office of the Sheriff of Washington County to use systems and tools of the state's criminal justice data communications network for which the City is eligible and for the City to pay the costs for the network connection.**

**RESOLUTION 2015 - 58**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS  
WITH THE CITY OF AFTON ON BEHALF OF ITS CITY ATTORNEY AND THE OFFICE OF THE  
SHERIFF OF WASHINGTON COUNTY**

**WHEREAS**, the City of Afton on behalf of its Prosecuting Attorney and the Washington County Sheriff's Office desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Afton on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Washington County Sheriff's Department, Sheriff William Hutton, or his or her successor, is designated the Authorized Representative for the Sheriff's Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the City Attorney, Frederic W. Knaak, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. To assist the Authorized Representative with the administration of the agreement, Michelle E. Hagland, Paralegal, or her successor, is appointed as the Authorized Representative's designee.
5. That Richard Bend, the Mayor for the City of Afton, and Ronald Moorse, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

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

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

**STATE OF MINNESOTA  
JOINT POWERS AGREEMENT  
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Afton on behalf of its Prosecuting Attorney ("Agency").

**Recitals**

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

**Agreement**

**1 Term of Agreement**

- 1.1 **Effective date:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration date:** This Agreement expires five years from the date it is effective.

**2 Agreement between the Parties**

**2.1 General access.** BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

**2.2 Methods of access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. **Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. **Indirect access** occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. **Computer-to-computer system interface** occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

**2.3 Federal systems access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

**2.4 Agency policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://app.dps.mn.gov/cjdn>.

**2.5 Agency resources.** To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

**2.6 Access granted.**

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

**2.7 Future access.** On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

**2.8 Limitations on access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

**2.9 Supersedes prior agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

**2.10 Requirement to update information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, [BCA.ServiceDesk@state.mn.us](mailto:BCA.ServiceDesk@state.mn.us).

**2.11 Transaction record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

**2.12 Court information access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

**2.13 Vendor personnel screening.** The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

### 3 Payment

The Agency understands there is a cost for access to the criminal justice data communications network described in Minn. Stat. § 299C.46. At the time this Agreement is signed, BCA understands that a third party will be responsible for the cost of access.

Agency will identify the third party and provide the BCA with the contact information and its contact person for billing purposes so that billing can be established. The Agency will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

### 4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Frederic W. Knaak, City Attorney, 4501 Allendale Drive, St. Paul, MN 55107, 651-490-9078, or his/her successor.

### 5 Assignment, Amendments, Waiver, and Contract Complete

**5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.

**5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

**5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

**5.4 Contract Complete.** This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**6 Liability**

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

**7 Audits**

**7.1** Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

**7.2** Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

**7.3** If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

**7.4** To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

**8 Government Data Practices**

**8.1 BCA and Agency.** The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

**8.2 Court Records.** If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

**9 Investigation of alleged violations; sanctions**

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

**9.1 Investigation.** Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

**9.2 Sanctions Involving Only BCA Systems and Tools.**

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a

collective bargaining agreement.

**9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

**9.2.2** If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

### **9.3 Sanctions Involving Only Court Data Services**

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

**9.3.1** Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

**9.3.2** Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

## **10 Venue**

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **11 Termination**

**11.1 Termination.** The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

**11.2 Termination for Insufficient Funding.** Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

## **12 Continuing obligations**

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

*The parties indicate their agreement and authority to execute this Agreement by signing below.*

**1. AGENCY**

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION**

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION  
delegated to Materials Management Division**

By: \_\_\_\_\_

Date: \_\_\_\_\_

## **COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT**

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the City of Afton on behalf of its Prosecuting Attorney ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

### **Recitals**

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 38900, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us)) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. “**Rules of Public Access**” means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us).

g. “**Court**” shall mean the State of Minnesota. State Court Administrator's Office.

h. “**Subscriber**” shall mean the Agency.

i. “**Subscriber Records**” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

**3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

**4. SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of

Subscriber's duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

**5. GUARANTEES OF CONFIDENTIALITY.** Subscriber agrees:

**a.** To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

**b.** To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

**c.** To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

**d.** That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

**e.** That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

**6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.** Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

**7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

**a. Court Data Services Programs.** Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

**b. Court Data Services Databases.** Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

**c. Marks.** Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

**d. Restrictions on Duplication, Disclosure, and Use.** Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to

any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

**e. Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

**f. Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

**8. INJUNCTIVE RELIEF.** Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

**9. LIABILITY.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be

governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

**10. AVAILABILITY.** Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

**11.** [reserved]

**12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

**a. Judicial Policy Statement.** Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

**b. Access and Use; Log.** Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

**c. Personnel.** Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

**d. Minnesota Data Practices Act Applicability.** If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices

Act, Minn. Stat. Ch. 13. Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

**13. FEES; INVOICES.** Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

**14. MODIFICATION OF FEES.** Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

**15. WARRANTY DISCLAIMERS.**

**a. WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

**b. ACCURACY AND COMPLETENESS OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

**16. RELATIONSHIP OF THE PARTIES.** Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA

shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

**17. NOTICE.** Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

**18. NON-WAIVER.** The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

**19. FORCE MAJEURE.** Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

**20. SEVERABILITY.** Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

**21. ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

**22. GOVERNING LAW.** This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

**23. VENUE AND JURISDICTION.** Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

**24. INTEGRATION.** This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

**1. STATE ENCUMBRANCE VERIFICATION**  
*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract No. \_\_\_\_\_

**2. SUBSCRIBER (AGENCY)**

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**3. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION**

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**4. COMMISSIONER OF ADMINISTRATION**  
delegated to Materials Management Division

By: \_\_\_\_\_

Date: \_\_\_\_\_

**5. COURTS**  
Authority granted to Bureau of Criminal Apprehension

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with authorized authority)

Date: \_\_\_\_\_

9C5

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

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 15, 2015  
Re: Rick Morgan Request for Vacation of Drainage Easement on Block 1 Lot 17 of the Cedar Bluff Plat - **Resolution 2015-59**

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Rick Morgan, owner of the property on Block 1, Lot 17 of the Cedar Bluff Plat, is requesting the vacation of a storm sewer easement that crosses the property. Attached are two plat maps, one showing the area of the easement, and one showing the revised (existing) storm sewer system. The easement was originally included in the plat because a storm sewer line was planned to be installed within the easement area. However, subsequent to the filing of the plat, the storm sewer plan was revised to eliminate the need for a storm sewer line across the property. Diane Hanke, City Engineer, has reviewed the plat and the current storm sewer plan, and has agreed that the easement is no longer needed. The easement can be vacated through the adoption of a resolution by the Council, which will then be recorded at the County. A resolution is attached for the Council's consideration.

### Council Action Requested

**Motion regarding the adoption of a resolution vacating the storm sewer easement crossing Block 1, Lot 17 of the Cedar Bluff Plat.**

7/15/2015

Hi Ron,

I would like to thank you first for all your help in vacating the drainage easement through my lot.

My lot is legally described as:

BLOCK 1 LOT 17 PLATNUMBER PLATSUFFIX SUBDIVISIONCD 2666 SUBDIVISIONNAME CEDAR BLUFF  
HOMESTEAD 2ND ADDITION SUBDIVPHASE SUBJECT TO CONSERVATION EASEMENT

I would like to have the City of Afton pass a resolution to vacate the drainage easement labeled "80 foot drainage and utility easement".

Please add this to the agenda for the Council meeting on July 21<sup>st</sup>, 2015. Scott and I will be attending the meeting if there are any questions at that time.

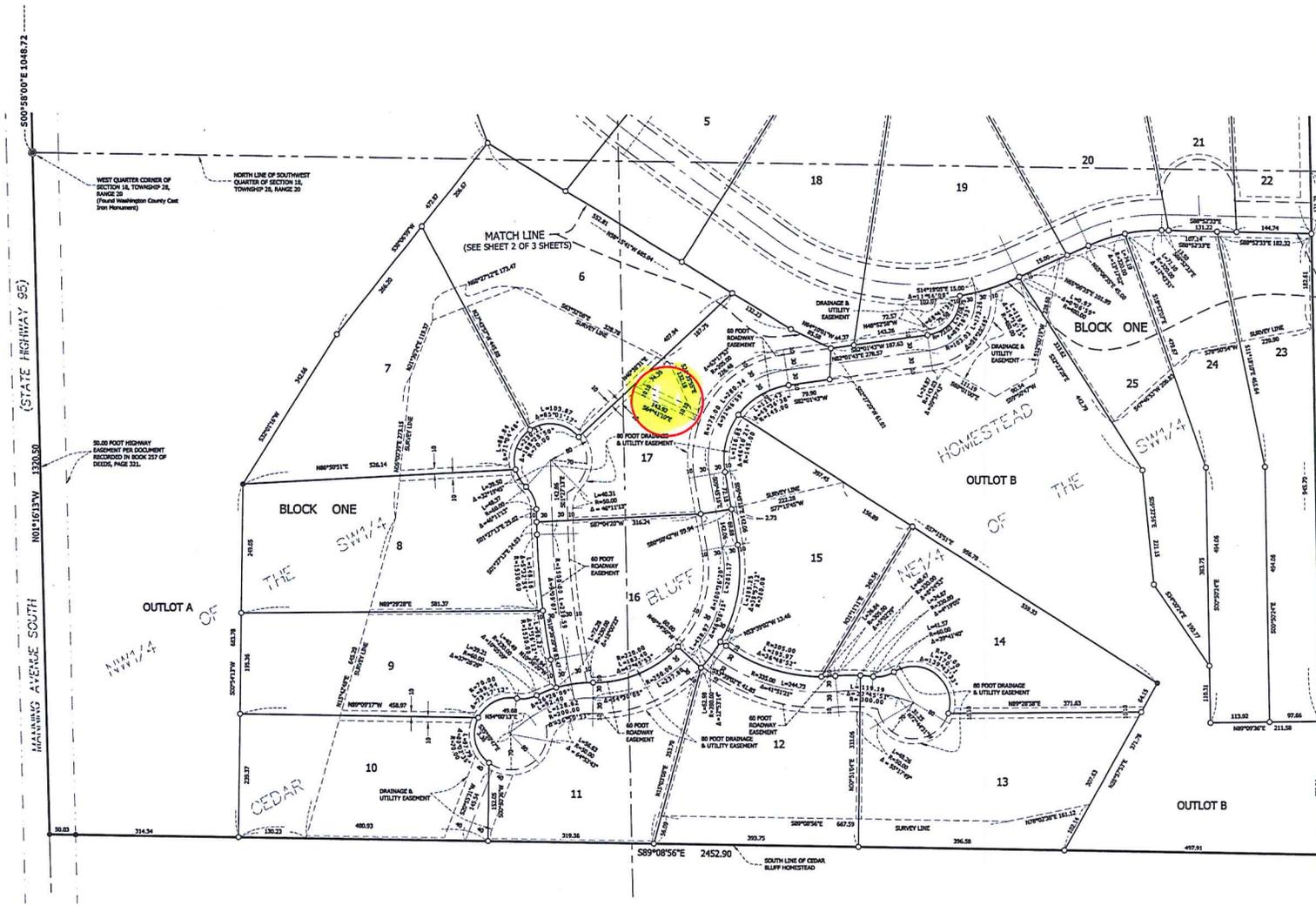
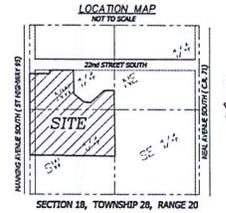
If you have any questions or need any more information, please feel free to contact Scott Lindquist, my realtor, at 612-940-6886 or myself at 952-240-6987.

Cheers,

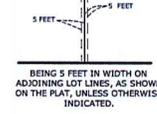
A handwritten signature in black ink, appearing to be 'Rick Morgan', with a long horizontal line extending to the right.

Rick Morgan

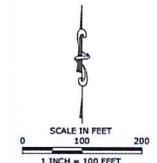
# CEDAR BLUFF HOMESTEAD 2ND ADDITION



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

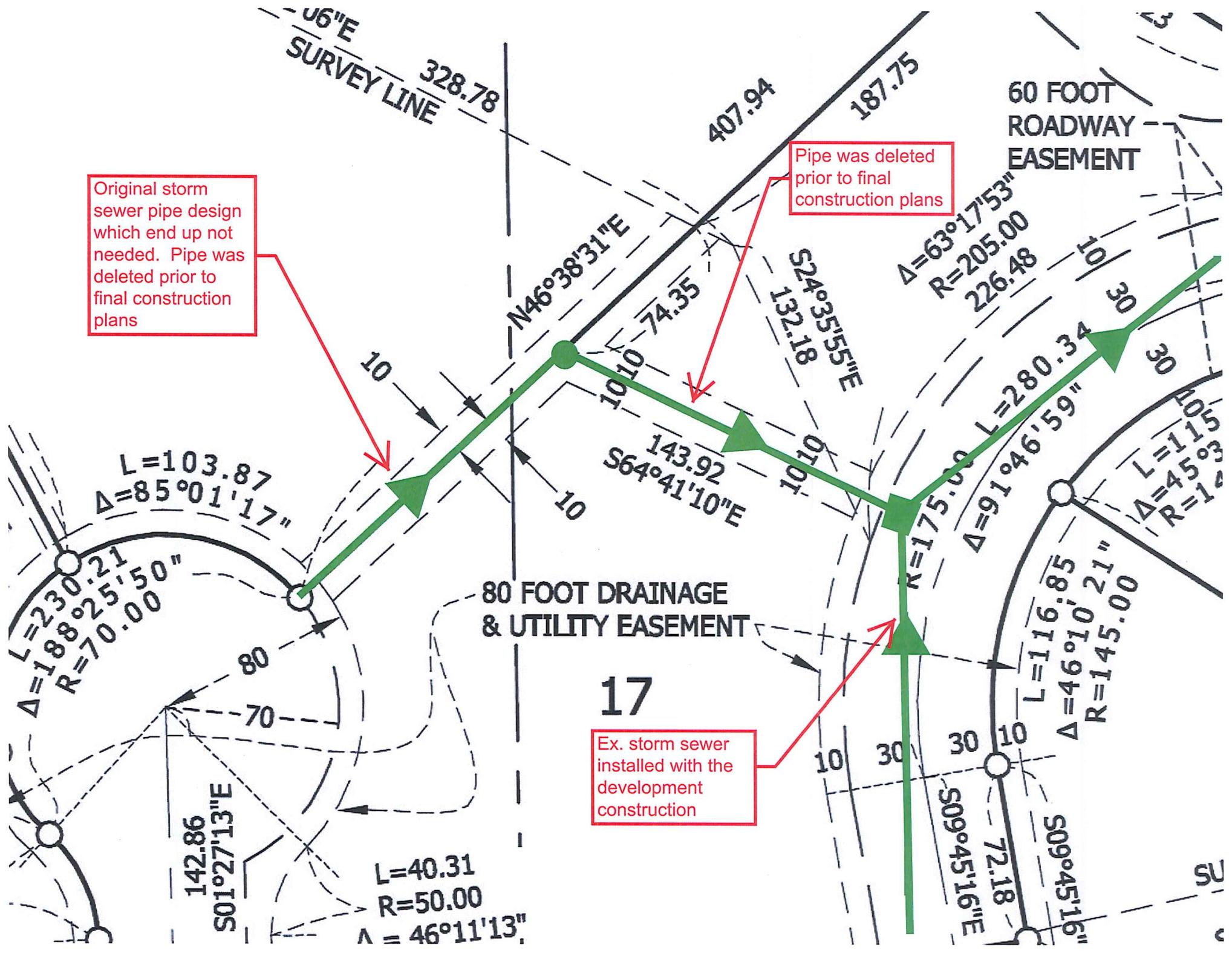


**BEARING ORIENTATION**  
THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF CEDAR BLUFF HOMESTEAD WHICH IS RECORDED TO BEAR SOUTH 89 DEGREES 08 MINUTES 56 SECONDS EAST



- DENOTES 1/2 INCH BY 14 INCH IRON PIPE WITH PLASTIC CAP INSCRIBED "BONESTROO 43137", WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD. 10.
- DENOTES FOUND, 1/2 INCH IRON PIPE WITH PLASTIC CAP INSCRIBED "RLS 20595" UNLESS OTHERWISE SHOWN.





Original storm sewer pipe design which end up not needed. Pipe was deleted prior to final construction plans

Pipe was deleted prior to final construction plans

Ex. storm sewer installed with the development construction

17

SU

**RESOLUTION 2015 - 59**

**CITY OF AFTON  
COUNTY OF WASHINGTON, MINNESOTA**

**A RESOLUTION APPROVING VACATION OF EXISTING STORM SEWER  
EASEMENT ON BLOCK 1, LOT 17 OF THE CEDAR BLUFF FINAL PLAT**

**WHEREAS**, the City of Afton approved a final plat of Cedar Bluff; and,

**WHEREAS**, the Cedar Bluff Final Plat included dedication of easements for storm sewer; and,

**WHEREAS**, the final design and construction of the storm sewer system makes unnecessary a certain easement for storm sewer, located on Block 1, lot 17 of the Cedar Bluff plat as described by Exhibit A; and,

**WHEREAS**, Rick Morgan, owner of the property on which the storm sewer easement is located, has requested the vacation of the unnecessary storm sewer easement previously dedicated and described by Exhibit A; and,

**WHEREAS**, the City Engineer has reviewed the Cedar Bluff plat and the existing storm sewer system plan, and has determined the subject storm sewer easement is no longer needed; and

**WHEREAS**, the City Council having considered all information received related to the proposed vacation and final plat finds that vacating the storm sewer easement as shown on Exhibit A would be in the public interest.

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

1. That the storm sewer easement located in the City of Afton, Washington County, State of Minnesota described by Exhibit A is hereby vacated.
2. The vacation of said easement shall be effective upon the recording of this resolution.
3. The City Council hereby determines that the vacation of said storm sewer easement shall cause no damage to any abutting or nearby property owners.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21st DAY OF JULY, 2015.**

**SIGNED:**

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

**ATTEST:**

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

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

## Exhibit A

Legal Description of Storm Sewer Easement to be Vacated  
Cedar Bluff Homestead 2<sup>nd</sup> Addition  
Afton, MN  
Block 1, Lot 17

That part of Lot 17, Block 1, CEDAR BLUFF HOMESTEAD 2<sup>ND</sup> ADDITION, according to the recorded plat thereof, Washington County, Minnesota, described as follows:

Commencing at the most northerly corner of said Lot 17; thence South 46 degrees 38 minutes 31 seconds West, assumed bearing along the northwesterly line of said Lot 17, a distance of 251.36 feet; thence South 64 degrees 41 minutes 10 seconds East, 10.74 feet to the point of beginning; thence continuing South 64 degrees 41 minutes 10 seconds East, 119.17 feet; thence southwesterly 20.02 feet along a non-tangential curve concave to the southeast having a radius of 215.00 feet, central angle of 05 degrees 20 minutes 05 seconds and chord bearing of South 23 degrees 21 minutes 58 seconds West; thence North 64 degrees 41 minutes 10 seconds West, not tangent to last described curve, 127.66 feet; thence North 46 degrees 38 minutes 31 seconds East , 21.47 feet to the point of beginning.

Area of easement vacated: Approximately 2465 square feet.

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
 From: Kim Swanson Linner, Deputy Clerk  
 Date: July 16, 2015  
 Re: Training Opportunities for 2015 Summer & Fall

Several training opportunities are available this summer and fall:

The popular St. Croix River Workshop will be held on August 6, 2015. Because of the limited availability and short timeline, attendees were asked to register themselves in anticipation of Council approving reimbursement of \$20 per person. At this time, one Planning Commissioner and two City Council members have registered for this workshop.

The Planning Commission has been requesting that their new members obtain basic training on land use.

The League of MN Cities offers a Land Use Series online:

- Land Use Basics: Grasping the Ground Rules
  - Creating the Ground Rules: Developing Land Use Plans and Laws
- The cost of this training is \$30 per course per person, but they can be done at a convenient time in their home. The Planning Commission has 2-4 commissioners that may wish to take this training.

GTS Educational Events offers workshops from time to time. They are offering Land Use Planning Workshops this fall. The Planning Commission felt it important to have several attend the "Comprehensive Planning ---Not the Same Old, Same Old" full day workshop on October 28 in Bloomington. The cost is \$110 per person.

### Council Action Requested

**Motion giving direction on funding and approval for City Council, Planning Commission, Staff and others as may be designated to attend the following training opportunities:**

- **St. Croix Workshop-on-the-Water, August 6, 2015 – 3 reimbursements @ \$20/person = \$60 total**
- **League of MN Cities, Land Use Series: Land Use Basics and Creating the Ground Rules - \$30/person.**
- **Land Use Planning Workshops, various GTS Educational Events - \$70 or \$135 per person.**

# St. Croix Workshop-on-the-Water for Local Leaders

An introduction to the water quality, land use, and health of the St. Croix River

August 6, 2015

5:00—9:00 pm

## ABOUT THIS WORKSHOP

This workshop on the St. Croix River for elected and appointed officials and community leaders focuses on building knowledge and providing skills to make informed decisions. Enjoy an evening on the river and learn about practices, policies and plans to protect and restore the St. Croix and other streams and lakes in your community.

## WHO SHOULD ATTEND?

Local elected and appointed officials and community leaders in the Minnesota and Wisconsin St. Croix watershed including city councils, county commissioners, city and county planning commissions and staff, zoning boards and staff, park board members, watershed district and organization board members, town and township boards and supervisors, agricultural commodity leadership groups, St. Croix Partnership Team, and members of the St. Croix River Association (SCRA) Board.

**A special invite this year to:** Newly elected and appointed leaders, communities adopting the MN MIDS Community Assistance Package (revised stormwater ordinances) and leaders who have not participated in years past.

## COMPONENTS OF THE 2015 WORKSHOP

- **The Watershed Game** – an exercise that applies plans, practices, and policies to meet water quality goals of the St. Croix River and community lakes and streams.
- **The Guided View** – a tour of specific locations along the River focusing on: water quality, river health, pollutants of concern, current challenges and why we should care, groundwater-surface water connections, and the impacts from tributaries and land use far away from the River.

## REGISTER ONLINE BY JULY 24, 2015 — [WWW.STCROIXRIVERASSOCIATION.ORG](http://WWW.STCROIXRIVERASSOCIATION.ORG)

- \$20/person includes a light dinner and refreshments.
- Board the Grand Duchess from Hudson Pier at 500 1st Street in Hudson, WI.
- Participation is limited so register early!

## FOR MORE INFORMATION, CONTACT:

**John Bilotta**, University of Minnesota Extension, 651-480-7708, [jbilotta@umn.edu](mailto:jbilotta@umn.edu)

**John Haack**, University of Wisconsin Extension, 715-635-7406, [john.haack@ces.uwex.edu](mailto:john.haack@ces.uwex.edu)

**Angie Hong**, East Metro Water Resource Education Program, 651-275-1136, [angie.hong@mnwcd.org](mailto:angie.hong@mnwcd.org)

**Jenifer Sorenson**, Minnesota Department of Natural Resources, 651-259-5802, [jenifer.sorenson@state.mn.us](mailto:jenifer.sorenson@state.mn.us)

**Monica Zachay**, St. Croix River Association, 715-483-3300, [monicaz@scramail.com](mailto:monicaz@scramail.com)

*Workshop presented by the East Metro Water Resource Education Program partners, Wisconsin Department of Natural Resources, Minnesota Department of Natural Resources, St. Croix River Association, National Park Service, University of Wisconsin Extension, and the University of Minnesota Extension and Sea Grant Program, with additional funding provided by the MN Board of Water and Soil Resources and the Clean Water, Land and Legacy Amendment.*



**NEMO**  
NONPOINT EDUCATION FOR MUNICIPAL OFFICIALS  
[WWW.NORTHLANDNEMO.ORG](http://WWW.NORTHLANDNEMO.ORG)

# Online Training/E-Learning

## City Learning Point

This online training program provides city officials and staff with professional development opportunities created specifically for them. Courses will cover a wide variety of topics relating to city business and controlling losses. Read more about City Learning Point (*Link to: <http://www.lmc.org/page/1/learningpt.jsp>*)

## City Learning Point courses

### *Respectful Workplace Series*

Preventing Harassment, Promoting Respect

Coming soon! Preventing Harassment, Promoting Respect—A Supervisor's Role

Read more and register for the Respectful Workplace series (*Link to: <http://www.lmc.org/page/1/respectful-workplace.jsp>*)

### *Human Resources Basics for Managers Series:*

Role of a Supervisor: Leading in Local Government

Driving Employee Performance: A Roadmap for Results

Select for Success: Effective Interviewing and Hiring

Read more and register for the Human Resources Basics for Managers Series (*Link to: <http://www.lmc.org/page/1/hr-basics.jsp>*)

### *Land Use Series*

Land Use Basics: Grasping the Ground Rules

Creating the Ground Rules: Developing Land Use Plans and Laws

Read more about and register for the Land Use Series (*Link to: <http://www.lmc.org/page/1/landuse.jsp>*)

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## Other e-learning programs

### **Safety Training**

LMCIT offers web-based safety training to all members. Cities enrolled in LMCIT's Regional Safety Groups have free access, while all other LMCIT members pay a small fee. FirstNet Learning is a web-based training program endorsed by the National Safety Council. The program includes written information, questions and answers, scoring, and a supervisory tool to track your employees' progress.

Learn more about FirstNet Learning (*Link to: <http://www.lmc.org/page/1/FirstNetSafetyTraining.jsp>*)

Begin online safety training with FirstNet Learning (*Link to: <http://www.firstnetlearning.com/offerings/lmnc/>*)

Read more about safety assistance programs (*Link to: <http://www.lmc.org/page/1/SafetyAssistancePrograms.jsp>*)

### **PATROL—Peace officer Accredited TRaining OnLine**

PATROL provides peace officers with up to 12 POST credits each year via web-enabled, computer-based learning. Topics include consent searches, use of deadly force, liability issues in pursuit and emergency response, and much more.

Learn more at [www.nexportcampus.com/PATROL](http://www.nexportcampus.com/PATROL) (*Link to: <http://www.nexportcampus.com/patrol/>*)

Read more about Police and Fire issues (*Link to: <http://www.lmc.org/page/1/police-fire.jsp>*)

## Webinars

# Land Use Series

*(Link to: )* **This is a City Learning Point online training series**

People have strong feelings about their property rights and the character of their neighborhoods. When conflicts occur, cities often get caught in the middle.

This first course in the Land Use Series will help you understand cities' roles and authority in land use regulation to more effectively navigate controversial situations.

In our newest course, *Creating the Ground Rules: Developing Land Use Plans and Laws*, you will learn how proactive planning and regularly updating your city's land use regulations can help your city make legal land use decisions that advance your community's vision.

All the laws, examples, and exercises in this training series will apply specifically to Minnesota cities.

—REGISTER (*Link to: <http://www.lmc.org/page/1/reg-landuseseries.jsp>*)

## **Intended audience:**

Elected city officials and appointed planning commission members.

City employees who have responsibilities in land use regulation.

*Each person will access and complete the course individually. Upon receiving log-in credentials, registrants may access the courses online at any time and go at their own pace.*

**Fee:** \$30 for League members (\$60 for non-members) per person for each course, with a discount available to cities that register several people for the courses in this series (see details at right).

**Incentive:** An LMCIT Land Use Incentive is available to cities that meet certain training participation requirements. Please contact the League for more information related to the incentive (see details at right).

## **Courses:**

Course LU501—Land Use Basics: Grasping the Ground Rules

Course LU502—Creating the Ground Rules: Developing Land Use Plans and Laws

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### **Course LU501—Land Use Basics: Grasping the Ground Rules**

Cities must consider many perspectives and priorities when making land use decisions, and costly conflicts can occur when cities don't follow the ground rules. In this course, you will reflect on land use challenges that your city has faced and the consequences that can result when a city oversteps its authority. You'll consider typical land use situations where you'll be asked to identify what role the city is playing and determine what information can be considered when making land use decisions. Recognizing your city's role and how much authority it has can help your city avoid expensive lawsuits, minimize controversy, and make land use decisions less confusing.

#### **Course objectives:**

Upon completion of this course, participants will be able to:

Appreciate the tensions in land use regulation and the consequences of overstepping the city's authority.

Identify what role the city is playing for each land use decision that it makes.

Determine what authority the city has in land use situations and what information the city may consider when making a decision.

—REGISTER (*Link to: <http://www.lmc.org/page/1/reg-landuseseries.jsp>*)

Return to top of page (*Link to: #toppage*)

### **Course LU502—Creating the Ground Rules: Developing Land Use Plans and Laws**

Cities have broad powers to set a community vision and create land use regulations to achieve it. However, cities have different needs and approach planning and land use regulation in different ways. The approach any city takes toward land use planning and regulation is ultimately a policy choice for each city to make. In this course, you will learn about a five-step model to guide your city's approach to land use planning and how to engage the public throughout the community planning process. You'll also complete activities that will help you develop goals, strategies, and regulations to effectively carry out your community's vision for the future. Proactive planning and regularly updating laws can minimize controversy and help cities make legally defensible land use decisions.

#### **Course objectives:**

After completing this course, participants will be familiar with how to:

Use a five-step model to guide community planning efforts.

Employ various methods to broadly involve the community in defining a vision and goals for the future.

Develop effective strategies for meeting planning goals.

Create land use regulations that effectively carry out the community's vision.

—REGISTER (*Link to: <http://www.lmc.org/page/1/reg-landuseseries.jsp>*)

Return to top of page (*Link to: #toppage*)

## **Your LMC Resource**

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#### **Contact Kari Smoley**

Training Program Assistant

(651) 215-4064 or (800) 925-1122

[training@lmc.org](mailto:training@lmc.org) (*Link to: <mailto:training@lmc.org>*)

## **Course Fee**

#### **League members:**

*\$30 per person*

for each course in the Land Use Series.

#### **Non-members:**

*\$60 per person*

for each course in the Land Use Series.

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#### **Discount for**

**League members:**

**For LU501:** After 6 paid registrations, each additional registrant from the city can sign up for our land use courses for FREE! (Maximum charge of \$180 per city.)

**Kim Swanson Linner**

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**From:** Angie Storlie <cityclerk@bigfork.net>  
**Sent:** Wednesday, June 24, 2015 11:56 AM  
**To:** astorlie@mcfoa.org  
**Subject:** Training Opportunity - GTS Land Use Planning Workshops

Please share this information with any elected or appointed official or staff member who might be interested. Thank you!

## **SUMMER & FALL 2015 LAND USE PLANNING WORKSHOPS**

### **The Basics of Planning and Zoning**

Thursday, September 10, 2015 – Shoreview Community Center in Shoreview, MN (full-day) - \$135

Wednesday, September 23, 2015 – Sanford Convention Center, Bemidji (in conjunction with the 2015 APA Minnesota Conference) (morning) - \$70

### **Beyond the Basics of Planning and Zoning (full day)**

Thursday, November 19, 2015, Shoreview Community Center in Shoreview, MN - \$135

### **Emerging Issues in Planning & Zoning for Professional Planners (morning)**

Thursday, July 23, 2015, League of Minnesota Cities in St. Paul, MN - \$70

### **A Practical Guide to Variances in Shorelands and Floodplains (afternoon)**

Thursday, October 22, 2015, Best Western Kelly Inn in St. Cloud, MN - \$70

### **Comprehensive Planning --- It's Not The Same Old, Same Old (full day)**

Wednesday, October 28, 2015, Doubletree by Hilton in Bloomington - \$110

*Dolly Parker*

Program Specialist

GTS Educational Events

2233 University Ave. W., Suite 150

Saint Paul, MN 55114

651-222-7409 ext 201

[dparker@mngts.org](mailto:dparker@mngts.org)

[Upcoming GTS Events](#)

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: July 16, 2015  
Re: Schedule Council Work Sessions

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There are several items that will require Council work sessions in late July and August. One is to conduct the City Administrator performance evaluation. The others are the mid-year financial review that is provided by Tom Niedzwiecki, City Accountant, and the review of the proposed 2016 budget. The mid-year financial review and the first review of the 2016 budget could occur at the same work session in mid-August. A subsequent review of the budget could occur in late August or early September.

### Council Action Requested

**Motion regarding the scheduling of Council work sessions.**

# Meeting Date July 21, 2015

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 16, 2015  
Re: Hire Seasonal Maintenance Worker

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As the Council has been advised, Wally Rae, who has served as a seasonal maintenance worker for the City for a number of years, had a change in circumstances, and resigned from the position. Staff has advertised for applicants to fill the position, and has received two applications. The applications are being provided in a separate confidential envelope. The preferred candidate is Todd O'leary. Staff has provisionally hired Mr. O'leary, subject to a background check, including references of former employers, and approval by the Council. Staff has not completed the background check, but will have the information for the Council meeting.

### **Council Action Requested**

**Motion regarding the hiring of a seasonal maintenance worker.**

# **SUPPLEMENTAL PACKET**

Item		Description	Extra Cost Per Unit	Estimated Quantity	Total Extra Cost	Item		Description	Extra Cost Per Unit	Estimated Quantity	Total Extra Cost
Sidewalks	Concrete sidewalk			Included in base cost		Boulevards	Paved Area	\$ 8.00 /SQ. FT.	1500	\$ 12,000.00	
	Large banded pattern on sidewalks	\$ 1.00	/ SQ. FT (Extra Cost Only)	11000	\$ 11,000.00		Tree grates	Tree grates	\$ 2,200.00 / GRATE	4	\$ 8,800.00
		\$ 25.00	1 Gal. Perennial	798	\$ 19,950.00						
Medians	Plantings					Trees	8' B&B	\$ 450.00 / Tree	20	\$ 9,000.00	
	Rock Mulch	\$ 8.00 /SQ. FT		1100	\$ 8,800.00		2.5" Cal. B&B	\$ 450.00 / Tree	64	\$ 28,800.00	
Lighting	Decorative lighting (ornamental)	\$ 9,800.00 / LIGHT		30	\$ 294,000.00		4" Cal. B&B	\$ 600.00 / Tree	14	\$ 8,400.00	
Wayfinding	Pedestrian Wayfinding Signage	\$ 6,000.00 /SIGN		6	\$ 36,000.00	Pedestrian Site Amenties	Trash Receptacles, Benches, Bike Racks	\$ 1,500.00 /EACH	16	\$ 24,000.00	
Bumpouts	Colored/textured concrete	\$ 20.00 / SQ. FT		1350	\$ 27,000.00	Pedestrian crosswalks	Banded concrete crosswalks	\$ 12.00 / SQ. FT	825	\$ 9,900.00	
<b>TOTAL EXTRA PROJECT COST</b>											<b>\$ 497,650.00</b>

## Ron Moore

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**From:** Jane Krebsbach <Jane.Krebsbach@co.washington.mn.us>  
**Sent:** Tuesday, July 21, 2015 12:28 PM  
**To:** Ron Moore; 'Todd Hubmer'; Diane Hankee  
**Cc:** Wayne Sandberg  
**Subject:** Council Meeting Follow-up

Ron,

Councilman Nelson noted at the last meeting that the county had agreed at the June workshop to remove the trees proposed along Stagecoach Trail from the City's aesthetics cost share for the CSAH 21 Improvement Project. There are 8 Spruce and 5 deciduous trees that will be eliminated totally approximately \$5725.00.

The item noted by Councilman Ross was regarding the pavement removal on Pike Ave – to which you already have the response. I'd like to reinforce that the County will sign an official detour route during construction; Pike will be used to help residents and business patrons and employees during construction.

Also I wanted to let you know that the county is contracting with a certified arborist to evaluate the trees along the corridor. I went through the project and specific concerns with her last week. She will identify the type and condition of every tree in the project area including those on the periphery. She will also provide BMPs to be used during construction. I'll share the information as it develops and will send a postcard to communicate this to the residents along CSAH 21. Anticipating the survey to take place the week of Aug 3<sup>rd</sup>.

Thank you,

**Jane Krebsbach**

Design Engineering Coordinator

**Washington County Public Works**

11660 Myeron Road North

Stillwater, MN 55082 | 651.430.4330

[jane.krebsbach@co.washington.mn.us](mailto:jane.krebsbach@co.washington.mn.us)

Annual payment for 20 year bond issue increments

<u>Incremental Amount</u>	<u>Annual Payment</u>	<u>Impact on \$250,000 Residence</u>	<u>Impact on \$500,000 Res.</u>
\$500,000	\$35,200	\$20.00	\$35.00
\$100,000	\$ 7,000	\$5.00	\$10.00

# St Croix Trail Projects

## Project Schedule

Updated July 20, 2015

---

### Combined Plan - 2016/2017 Project

- City ROW – Process Complete (90 Day Condemnation Period Started)..... July 17, 2015
- City provides resolution on outstanding design items ..... July 21, 2015
- County ROW – Appraisals ..... August 1, 2015
- 60% Plan to County and City..... August 28, 2015
- County ROW – Offers on County Led Parcels..... August 30, 2015
- Comments Due from County and City (2 weeks)..... September 11, 2015
- 95% Plan to State Aid, County and City..... October 2, 2015
- 95% Plan and Specification Submittals for Permitting (detailed below) .... October 2, 2015
  - Washington County Work in ROW/Traffic Control
  - DNR License to Cross (at Kelle’s Creek)
  - DNR Work in Public Waters
  - Valley Branch Watershed
  - MPCA NPDES
  - MPCA Sanitary Sewer Extension Permit
  - Wetland Conservation Act Permits
  - USACE Section 404 Permit
  - USACE Levee Design Review
- City ROW – 90 Day Condemnation Period Ends on City Led Parcels ..... October 15, 2015
- Comments Due from County and City (2 weeks)..... October 16, 2015
- County ROW – Negotiation..... October 30, 2015
- Comments Due from State Aid (4 weeks) ..... November 6, 2015
- County ROW – Eminent Domain (Parcels not settled) ..... November 15, 2015
- Obtain Final Permitting Approval ..... December 2, 2015
- Final Plans to State Aid (4 weeks)..... December 4, 2015
- State Aid Plan Approval ..... January 2016
- County Board Accept Plans and Specs/Authorize Ad for Bid ..... January 12, 2016
- Advertise ..... January 27, February 3, 10, 2016
- Bid Opening ..... February 24, 2016
- County ROW – Title and Possession..... March 15, 2016
- County Award Construction Contract ..... March 15, 2016
- Begin Construction ..... May 2016

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Updated July 20, 2015

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- Begin Construction ..... May 2016



**Memorandum**

**To:** *Honorable Mayor and City Council*

**From:** *Todd Hubmer, PE*

**Date:** *July 21, 2015*

**Re:** *Consideration of Ponding Options that Protect the Effigy Mounds  
WSB Project No. 1849-06*

This memo has been prepared to provide you with additional information in regards to the options of the ponding locations that will meet with the guidance provided by the State Archaeologist.

The following is a comparison that summarizes the necessary tasks/costs required to move forward in final design for both Exhibit B and Exhibit C. Based on the Archaeologist recommendations, it is anticipated that the trunk storm sewer can be constructed in a similar location to the existing sanitary sewer (so no storm redesign is assumed for either option).

**Exhibit B:**

This layout was developed to avoid the effigy mound and protect the white pine. This option:

1. Protects the existing white pine.
2. Requires the levee to be shifted an additional 35' (35' is max shift and tapers back to meet the existing levee alignment).
3. This alignment results in additional wetland impacts and floodplain impacts. This will likely result in additional geotechnical investigation/design.
4. Requires the purchase of additional wetland credits.
5. Land acquired from Myhers for this option would be reduced significantly.
6. This option is anticipated to cost \$85,000. The estimated breakdown of this cost is as follows:
  - a. Additional Wetland Mitigation resulting from the levee shift - \$40,000
  - b. Additional tree removal - \$5,000
  - c. Additional dirt work and restoration - \$10,000
  - d. Selmas Easement Acquisition (for ponding) - \$10,000 (assuming \$3.22/ft<sup>2</sup>)
  - e. Additional borings and geotechnical design needs - \$5,000
  - f. Myhers Easement Acquisition (for storm, sanitary, and levee) -\$15,000 (assuming \$2.91/ft<sup>2</sup>)

Honorable Mayor and City Council  
July 21, 2015  
Page 2

Based on conversations with the DNR, it is anticipated that no conversion of the 6f (LAWCON) land will be necessary as the recreational uses of the levee and trail will not be negatively impacted and the storm lift station structure will be underground. It is also important to note that the permitting required as part of the levee project and wetland work will still need to be completed. The calculations contained as part of the permit work will change, but it is not anticipated to affect the permitting effort with the agencies.

**Exhibit C:**

This layout was developed to avoid the effigy mound and not shift the levee further east.

1. Removes the white pine and constructs the pond in the area that currently experiences ponding/standing water at times throughout the year.
2. Acquisition of the existing proposed property from Myhers would need to be obtained, plus loss of the white pine.

Exhibit C is anticipated to cost [REDACTED] estimated breakdown of this cost is as follows:

1. Myhers Easement Acquisition (for levee/ponding) [REDACTED]

9.B.3

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

**Meeting Date July 21, 2015**

**Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: July 21, 2015  
Re: Downtown Improvement Projects Contracts

---

At the July 16 Special Council meeting, the Council requested copies of contracts for engineering and related services for the downtown improvement projects. The contracts are attached.



AMERICAN  
ENGINEERING  
TESTING, INC.

CONSULTANTS  
• ENVIRONMENTAL  
• GEOTECHNICAL  
• MATERIALS  
• FORENSICS

January 19, 2012

WSB & Associates, Inc.  
701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416

Attn: Diane Hankee, P.E.

RE: Proposal for Geotechnical Services  
Levee Certification  
Afton, Minnesota

Dear Ms. Hankee:

American Engineering Testing (AET) is pleased to offer you geotechnical engineering services for the referenced project.

### **Purpose**

WSB is the City engineer for Afton, and is working on a project to obtain FEMA accreditation of the existing levees in Afton, Minnesota. To assist in the project, you have requested geotechnical services.

The purpose of the geotechnical work will be to characterize subsurface conditions at the site, and provide the necessary analyses of seepage, slope stability and settlement for the FEMA submittal.

We understand that the existing levee system consists of Reach 1 (2100 feet long) and Reach 2 (550 feet long). Both levees were originally constructed under emergency conditions to protect against flooding in 1969. Modifications to the levees have been made after original construction.

We understand that during flood events, significant seepage is collected on the land side of the levee, which requires high pumping rates. Another purpose of the geotechnical services is to review the feasibility for reducing the pumping rates during flood events.

### **Scope of Services**

To receive FEMA accreditation, the levee system must be shown to meet USACE design requirements. In regards to the geotechnical aspects of the project, this would require that seepage, slope stability and settlement be evaluated and shown to meet required USACE factors of safety.



WSB & Associates, Inc.  
Proposal for Geotechnical Services  
Afton Levee Certification  
January 19, 2012  
Page 2 of 4

To evaluate seepage, slope stability and settlement for the levees, we propose the following scope of services:

#### ***Site Reconnaissance***

A principal geotechnical engineer will visit the site to observe existing surface conditions.

#### ***Field Testing and Lab Testing***

- Initial layout of test boring locations by AET personnel using hand-held GPS. We assume that WSB surveyors will tie in our test locations and surface elevations after completion of our field work.
- 11 Cone Penetration Test (CPT) soundings and 2 Standard Penetration Test (SPT) soil borings will be completed to 30 depths along the Reach 1 levee. The purpose of the CPT soundings is to determine soil stratigraphy along the levee alignment. The CPT sounding is similar to a soil boring; however, soil samples are not collected. CPT soundings will be spaced at about 200 foot intervals. The SPT borings will be located adjacent to two of the CPT soundings to collect soil samples for laboratory testing.
- 4 Cone Penetration Test (CPT) soundings and 1 Standard Penetration Test (SPT) soil boring will be completed to 30 depths along the Reach 2 levee.
- All CPT soundings and soil borings will be sealed upon completion per USACE standards and Department of Health requirements.
- Lab testing program to determine pertinent soil parameters. The types of tests will depend on the soils encountered. We anticipate running water content tests on all cohesive soils, four Atterberg Limits tests and ten sieve analysis tests.

#### ***Engineering Analysis***

Seepage analyses, slope stability analyses, and settlement analyses will be done for the existing levee geometry.

Slope stability will be analyzed using ReSSA and/or SLOPE/W software. Seepage will be analyzed using SEEP/W software. Settlements will be analyzed using FoSSA software.

#### ***Report Preparation***

We will prepare a written report which includes the following items:

- Logs of the CPT soundings, soil borings and lab tests.
- Description of subsurface conditions.
- Results of the slope stability, seepage and settlement analyses.
- Typical sections of the recommended slope repairs.

WSB & Associates, Inc.  
Proposal for Geotechnical Services  
Afton Levee Certification  
January 19, 2012  
Page 3 of 4

- If USACE standards are not met for seepage, slope stability or settlement; then the report will include a discussion of potential methods for modifying the levee to achieve USACE standards.
- A discussion of potential options for reducing the pumping rate of landside seepage during flood events will be presented in the report.

We assume that WSB will provide topographic cross sections of the existing levees, and will provide the flood elevations for our analyses.

### **Cost Estimate**

Our fees will be charged on a time and materials basis, in accordance with our current fee schedule. For the above work scope, we estimate the following fees:

- |                                                                      |         |
|----------------------------------------------------------------------|---------|
| • Site reconnaissance by Principal Engineer                          | \$ 600  |
| • Field testing (CPT soundings and soil borings) [Reach 1]           | \$7,940 |
| • Field testing (CPT soundings and soil borings) [Reach 2]           | \$2,870 |
| • Lab testing                                                        | \$1,504 |
| • Engineering analysis & report preparation [Reach 1 only]           | \$5,700 |
| • Additional engineering analysis and report preparation for Reach 2 | \$2,250 |

Itemized fee estimates for the above scope items are given on attached Table 1. If only Reach 1 levee is evaluated, then our total fee will be \$15,744. If both Reach 1 and Reach 2 are evaluated, then our total fee will be \$20,864. We will not exceed the above totals without prior approval from you.

If additional services are required (such as attendance at meetings with city staff, city council or public meetings), then additional fees will be charged at the unit rates given on our fee schedule.

If additional engineering analyses are requested (such as detailed design recommendations for mitigation of seepage or slope stability deficiencies that are identified in our report), then we will prepare a subsequent cost proposal at that time.

### **Terms**

Our services will be performed according to the attached three-page "Service Agreement".

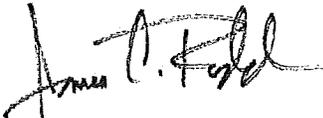
### **Acceptance**

Please indicate your acceptance of this proposal by endorsing below and returning a signed copy to us.

WSB & Associates, Inc.  
Proposal for Geotechnical Services  
Afton Levee Certification  
January 19, 2012  
Page 4 of 4

If you have any questions regarding this proposal, please call me at 651-659-1367.

Sincerely,



James C. Rudd, PE  
Vice President/Principal Engineer

Attachments: Table 1 – Estimate of Fees for Geotechnical Services  
Fee Schedule  
Service Agreement – Terms and Conditions

**PROPOSAL ACCEPTANCE BY:**

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



*Memorandum*

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

*From: Diane Hankee, PE, City Engineer  
Penny Rolf, Right of Way Agent  
WSB & Associates, Inc.*

*Date: March 13, 2012*

*Re: March Staff Report - Engineering*

Agenda

- 1. **Title Work (O & E's) Cost Share with Washington County/DNR/City:** Enclosed is map showing the proposed parcel cost share for the first phase of the title work. Obtaining the Owner and Encumbrance reports (O & E's) is the first phase and insured title work is the second phase. These steps are necessary to identify ownership of the proposed public improvement projects along the levee and CR 21.

O & E's Cost

Washington County Share	\$3,125
DNR Share	\$4,500
City Share	\$1,375 (fronted by DNR)

City parcels are included because ownership issues or easements over these parcels need to be known moving forward. The costs to complete the title work for total acquisition parcels will be provided in the future and are estimated to be \$600-650 per parcel for an insured title commitment.

Property acquisition team: We worked with Washington County to use the same team that they have had success with. It is beneficial to the City to have one company do the O & E's and the title work. The parcels that may be acquired; their title work costs are reimbursable after the closing.

**Kelly Lindstrom Appraisals** – She came recommended for her work in the area.

**Partner's Title** – Services offered for both O & E's and Insured Title work.



*Memorandum*

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

*From: Diane Hanke, PE, City Engineer*

*Date: April 11, 2013*

*Re: April Staff Report  
WSB Project No. 1856-36*

**1. Consider proposal from BRKW Appraisals, Inc. to complete the background analysis for the Village Parcels (information needed to complete the Benefit Analysis):**

Quotes were requested in July of 2011 to complete benefit analysis appraisal work for the Village project. Two quotes were submitted by BRKW Appraisals, Inc. and Nagell Appraisal & Consulting. At that time the City postponed the analysis because they would expire before the improvements could be constructed.

Since that time staff has completed preliminary design and the City has secured additional grant funding. This information was provided to appraisers and updated quotes were requested. Due to the variability of zoning and use, specifically with the commercial properties, preliminary work needs to be completed to minimize the benefit analysis service costs.

To identify the scope of work for the benefit analysis appraisals, BRKW Appraisals, Inc. has submitted the enclosed. Todd Hubmer of WSB & Associates will be in attendance to review the scope and process.

**ACTION:** Authorize BRKW Appraisals, Inc. to complete the background analysis for the Village Parcels for an amount not to exceed \$8,000.

**2. VBWD Capital Improvement Funding Request for Kelle's Creek:**

## Ron Moorse

---

**From:** Paul Gleason <pgleason@brkw.com>  
**Sent:** Friday, April 05, 2013 11:01 AM  
**To:** Diane Hankee  
**Subject:** Proposal for Special Benefits Consulting

Ms. Hankee:

Please consider this email a proposal for our firm to provide the City of Afton with special benefit consulting services pertaining to proposed street/storm sewer, sanitary sewer and levee improvements in and near the downtown Afton area. To date, I have spent a considerable amount of time meeting with you and other WSB & Associates, Inc. personnel on this proposed project, in addition to considerable time I have spent by myself studying maps and other information provided by WSB which describes the proposed improvements.

I understand that it is the City's desire to special assess part of the project costs to benefiting property owners, and that such assessments cannot exceed the increase in the value of the properties realized as a result of the improvements. The project assessment roll reflects the universe of properties intended for special assessment. Ultimately, appraisal services will be needed from a firm such as ours in the form of opinions of value increases accruing to various property types, and in some cases specific/unique properties, as a result of the project. The intent of such special benefit appraisal services will be to enable the City to apply the special benefit value indications for this subset of properties to the larger group of total properties on the assessment roll.

It has become apparent that, prior to commencing this special benefit valuation phase, more time and study is needed for focusing on how the City plans to construct the assessment roll and distribute the total desired special assessments among the universe of properties in a manner which in the end will result in fair, uniform and equitable assessments to each property. Questions regarding the existing status and potential of each property to be assessed, in terms of highest and best use, ability to subdivide, ability to develop and other similar factors, both before and after the proposed improvements, must be better answered in order for the assessment roll to be constructed in a way that appropriately and equitably distributes special assessments among the properties. My general experience in the appraisal of real estate, together with my extensive experience in special benefits valuation, will enable me to provide valuable input in answering these questions.

Therefore, I am proposing that at this stage in the process I provide the City with general consulting services which focus on needs assessment, defining existing conditions in the project area, and addressing issues pertaining to potential changes in the highest and best of at least some of the properties in the project area resulting from the proposed improvements. At this stage of the process, no special benefit appraisal work would yet be provided. However, this initial consulting phase will facilitate properly defining the scope of work for such appraisal services once the time for that phase has arrived.

My proposed consulting services terms are as follows:

Cost: Not to exceed \$8,000

Hourly Rate: \$150

Billing: Monthly, with all hours worked in a given month invoiced at the end of such month. Invoice will include itemization of time spent and consulting activity provided. Invoices are payable within 30 days.

Thank you for the opportunity to provide this proposal.

Sincerely,

Paul J. Gleason  
Principal  
BRKW Appraisals, Inc.  
1600 University Avenue, Suite 314  
St. Paul, MN 55104  
651-646-6114, Ext. 3 – Phone  
651-646-8086 – Fax  
[pgleason@brkw.com](mailto:pgleason@brkw.com)  
[www.brkw.com](http://www.brkw.com)



December 6, 2013

Mr. Ron Moorse  
City Administrator  
City of Afton  
PO Box 219  
3033 St. Croix Trail South  
Afton, MN 55001-9674

Re: Proposal and Estimate of Fee to Provide Professional Services for  
Wastewater Collection System Design and Bidding  
City of Afton, MN

Dear Mr. Moorse:

The Afton Village Facility Plan for the wastewater collection and treatment system, preliminarily approved by the MPCA, recommended construction of a conventional gravity collection system and a lift station & forcemain to pump the collected wastewater to the treatment site. WSB & Associates, Inc. (WSB) is pleased to present this proposal to the City of Afton (City) to provide professional services for design and bidding services for the collection system, lift station and forcemain. Wenck and Associates had provided a separate proposal for the design and permitting of the treatment site.

### **BACKGROUND INFORMATION**

The collection system, lift station, and forcemain recommended in the Facility Plan are shown on the attached graphic. The major items of construction include:

- 12,610 linear feet of 8" diameter main line sewer
- 5,700 linear feet of 4" diameter sewer service
- 40 manholes
- Duplex submersible lift station
- 5,500 linear feet of 4" diameter forcemain

### **PROJECT APPROACH/SCOPE OF SERVICES**

WSB's project approach/scope of services is based on our understanding of the wastewater collection system, lift station, and forcemain recommended by the Facility Plan. We will coordinate the sanitary collection system design with the other improvements planned for the Village area, including the CR 21 project, the levee project and the local roadways to minimize impacts to the community.

The following are the major tasks that will be performed in providing design and bidding services related to the project.

**Task 1: Collect Survey Data**

WSB will conduct field surveys along the proposed alignments for the wastewater collection system and forcemain. The site proposed for the lift station will also be surveyed. In conjunction with the field survey, WSB will also schedule a utility meet with the private utility companies. After the utility companies have located their facilities, WSB's survey crew will tie in the utility locations that will then be shown on the drawings.

**Task 2: Coordinate Soil Boring Program**

WSB will select soil boring locations and coordinate the drilling of the borings with the geotechnical firm selected to drill the borings. We will also determine the coordinates and elevations of the borings. The borings will then be shown on the construction drawings and the boring report will be attached to the specifications as an appendix.

**Task 3: Prepare Bidding Documents, Drawings and Specifications**

WSB will prepare bidding documents, drawings, and specifications for the wastewater collection system, lift station, and forcemain. A 95% complete set will be submitted to the City for review. Review comments will then be incorporated into the final set. The fully completed set of bidding documents, drawings, and specifications will be submitted to the Minnesota Pollution Control Agency (MPCA) for review by March 1, 2014.

**Task 4: Prepare Engineer's Opinion of Probable Construction Cost**

WSB will prepare an engineer's opinion of probable construction cost in conjunction with completion of the 95% complete bidding documents, drawings, and specifications. The cost opinion will be submitted for City review together with the 95% complete documents.

**Task 5: Attend Meetings**

WSB will attend meetings as required during the design process. Meetings with City staff, Council, Wenck and Associates, MPCA, and the Public Facilities Authority (PFA) are anticipated, in addition to internal project team meetings.

**Task 6: File Permit Applications**

WSB will file the construction permit application with the MPCA. It is anticipated that permits from Washington County, the MnDNR, and the watershed district will also be required. WSB will prepare and file all required permit applications.

**Task 7: Administer the Bidding Process**

After the City selects a bid date, WSB will administer the bidding process. The bid process tasks will include:

- Drafting the advertisement for bids
- Coordinating the publication of the bid advertisement in the City's legal newspaper and a trade journal

Mr. Ron Moorse  
December 6, 2013  
Page 3

- Maintaining a bidders' list
- Responding to bidders' questions
- Issuing addenda as necessary
- Attending the bid opening
- Preparing the bid tabulation
- Making recommendation for award

### **PROJECT TEAM**

WSB's Project Team will include:

- Project Manager: Diane Hankee, PE
- Project Engineer: Jacob Newhall, PE
- CAD Technician: Tim Cartony

### **FEE**

WSB will provide the scope of services as proposed herein on an hourly basis for a not-to-exceed fee of \$114,218 and will only bill for work completed. Mileage and administrative fees are included. Permit and soil boring fees will be billed separately. The attached spreadsheet presents the estimated hours and costs.

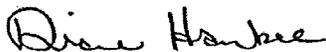
### **SCHEDULE**

WSB will complete the design services (tasks 1 through 6, inclusive) by March 1, 2014 which is the date that the bidding documents, drawings, and specifications must be submitted to the Minnesota Control Agency for review. Bidding services will be provided after the City selects a bid date for the project.

This letter represents our total understanding of the project and proposed scope of services. If you are in agreement with the scope of services, please have the City block of this letter signed and return a copy to WSB. Our receipt of an executed copy will be WSB's authorization to proceed. Should the City request additional services outside of the scope of services outlined above, we will work with you to establish a revised scope and fee. Please contact me at your convenience at 651/286-8479 if you have any questions or concerns relating to this proposal as presented. We appreciate the opportunity to assist you and your staff with the completion of the study.

Sincerely,

*WSB & Associates, Inc.*



Diane Hankee, PE  
Associate Engineer

Enclosures:  
Wastewater Collection System Graphic  
Cost Spreadsheet

Mr. Ron Moorse  
December 6, 2013  
Page 4

**ACCEPTED BY:**

**City of Afton**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



ESTIMATE OF HOURS AND COST FOR  
 PROFESSIONAL SERVICES TO COMPLETE  
 WASTEWATER COLLECTION SYSTEM DESIGN AND BIDDING SERVICES  
 CITY OF AFTON



Task	Description	Labor Category and Estimated Hours per Task							Total Labor Cost
		Principal	Project Manager	Project Engineer	CAD Tech	Survey Crew	Clerical	Total Hours	
1	Collect Survey Data		4	6	8	60	4	82	\$ 12,838.00
2	Coordinate Soil Boring Program		2	8		8		18	\$ 2,466.00
3	Prepare Bidding Documents, Drawings and Specifications	8	120	214	220		40	602	\$ 67,830.00
5	Prepare Engineer's Opinion of Probable Construction Cost		30	32	8		2	72	\$ 8,324.00
5	Attend Meetings	12	60	30			20	122	\$ 14,294.00
6	File Permit Applications		4	16	2		4	26	\$ 2,700.00
7	Administer Bidding Process		18	24			12	54	\$ 5,766.00
<b>Total Estimated Hours</b>		20	238	330	238	68	82	976	
<b>Hourly Billing Rate</b>		\$ 142.00	\$ 133.00	\$ 101.00	\$ 118.00	\$ 174.00	\$ 79.00		
<b>Total Cost by Labor Classification</b>		\$ 2,840.00	\$ 31,654.00	\$ 33,330.00	\$ 28,084.00	\$ 11,832.00	\$ 6,478.00		\$ 114,218.00

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

# Meeting Date October 21, 2014

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: October 15, 2014  
Re: Authorize Initial Stages of Easement Acquisition Process for Downtown Improvement Projects

**Background**

A number of easements are required for the levee and wastewater collection system projects in the downtown area. The wastewater collection system easements must be acquired by May 1 of 2015, as that is the planned date for the start of construction. The process of acquiring the easements involves numerous steps, each of which has a timeline. To ensure the acquisition process can be completed by May 1, 2015, it is necessary to begin the process as soon as possible.

The estimated cost of the initial steps of the easement acquisition process – title work, appraisals, survey work, and initial property owner meetings – is \$47,111. It is recommended these steps be authorized at this time.

A Special Council meeting may be needed in late November or early December to authorize the next steps in the easement acquisition process.

**Council Action Requested:**

**Motion regarding authorizing WSB to complete the initial steps of the easement acquisition process – title work, appraisals, survey work, and initial property owner meetings – at a cost of \$47,111.**

The schedule to acquire the necessary easements is as follows:

Approval from the City to proceed	October 2014
Titles	October 2014
Parcel Exhibits	October 2014
Staking of Easement Areas	November 2014
Field Title Reports	November 2014
Appraisals and Review Appraisals	November to December 2014
Offers Presented	December 2014
Negotiations	December 2014 to End of Project
Relocation Assistance	December 2014 to End of Project
File Paperwork with Court	End of January 2015
Title and Possession	End of April 2015
ROW Certificate #1	End of April 2015

In order to stay on schedule, we recommend the City Council authorize the following actions and costs from October to December 2014:

<b>WSB Professional Services</b>	<u>Assumes 14 parcels</u>
Documents (Initial Contact Letters) .....	\$ 300.00
Title Review and Field Title Reports.....	\$ 6,300.00
Survey-review title work and spot verify parcels.....	\$ 4,760.00
Legal Descriptions and Parcel Sketches.....	\$ 6,426.00
Staking for Review.....	\$ 6,200.00
<b>Total Estimate for WSB Professional Services</b>	<b>\$ 23,986.00</b>

<b>Sub-Consultant Services</b>	
Title Work .....	\$ 2,475.00
Appraisals (assumes 14 parcels) .....	\$16,800.00
Appraisal Reviews (assumes 14 parcels) .....	\$ 3,850.00
	<b>\$23,125.00</b>

**Total Estimate for Professional Services Nov. to Dec. 2014**      **\$47,111.00**

Upon receiving the appraisals, the City Council will need to approve a resolution for Just Compensation and Authorization to Present Offers in December. Once WSB receives authorization to present offers we will complete the following tasks between December 2014 to April 2015:

<b>WSB Professional Services</b>	<u>Assumes 14 parcels</u>
Project Management .....	\$ 1,920.00
Documents .....	\$ 3,840.00
Offer Presentations and Negotiations.....	\$22,800.00
Mortgage Consents .....	\$ 3,840.00
Relocation Assistance (assumes 1 parcel relocation).	\$10,000.00
File Closure.....	\$ 3,000.00
ROW Certificate #1.....	\$ 1,000.00
<b>Total Estimate for Professional Services Dec. 2014 to April 2015</b>	<b>\$ 46,400.00</b>

**Total Estimate for Professional Services Nov. 2014 to April 2015**      **\$93,511.00**

**Action:** Consider authorizing \$47,111 for title work, appraisals, survey work, and initial property owner meetings with the easement acquisition coordinator.

If you have any questions, please contact me at 612-360-1298 or dhankee@wsbeng.com.

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

**Meeting Date Dec. 16, 2014**

**Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: December 10, 2014  
Re: Authorization to Complete the Easement Acquisition Process.

---

At its October 21, 2014 meeting, the Council authorized the first phase of the acquisition process for the easements needed for the levee and sewer projects, as outlined in the attached memo from Diane Hankee, City Engineer, dated October 15, 2014. The first phase has now been completed, and Ben Barker, of WSB, is ready to move forward with the second phase, which involves offer presentations and negotiations. The cost of the second phase is proposed to be \$46,400.

**Council Action Requested:**

**Motion regarding authorizing WSB to complete the second and final phase of the easement acquisition process at a cost not to exceed \$46,400.**



AMERICAN  
ENGINEERING  
TESTING, INC.

CONSULTANTS  
• ENVIRONMENTAL  
• GEOTECHNICAL  
• MATERIALS  
• FORENSICS

October 24, 2014

City of Afton  
C/O WSB & Associates, Inc.  
477 Temperance Street  
St. Paul, MN 55101

Attn: Jamie Wallerstedt  
Project Manager

RE: Proposal for Geotechnical Services  
Levee Design and FEMA Certification  
Afton, Minnesota  
Proposal No. 01-05376A

Dear Ms. Wallerstedt:

American Engineering Testing (AET) is pleased to offer you geotechnical engineering services for the referenced project.

### **Purpose**

WSB is the City engineer for Afton, and is designing improvements to the existing levee system. To assist in the project, WSB has requested additional geotechnical services from AET.

AET previously submitted a geotechnical report for the project (AET Report No. 01-5376B, dated August 7, 2012). That report included slope stability, settlement and seepage analysis for a FEMA submittal. The report also included preliminary design recommendations for seepage control measures. The purpose of the geotechnical work will be to provide additional engineering analysis and design recommendations for various features planned by the WSB designers. A list of the additional geotechnical work scope requested by WSB is given below.

### **Scope of Services**

#### ***Soil Borings & Soil Laboratory Testing***

- Drill two Standard Penetration Test (SPT) soil borings in the vicinity of a proposed flood wall at the south end of the project. We propose depths of 25 feet each for these two soil borings. We assume that WSB surveyors will stake the soil boring test locations and provide us with surface elevations.
- Drill five Standard Penetration Test (SPT) soil borings along the landside of the levee reach. The purpose of these borings is to evaluate thickness of surface blanket soil deposits on the landside of the levee. This information is needed for the seepage analysis



City of Afton  
Proposal for Geotechnical Services  
Afton Levee Design & Certification  
Proposal No. 01-05376A  
October 24, 2014  
Page 2 of 4

and design of the landside toe drain. We propose 15 feet depths for these five soil borings. We assume that WSB surveyors will stake the soil boring test locations and provide us with surface elevations.

- All soil borings will be sealed upon completion per USACE standards and Department of Health requirements.
- Lab testing program to determine pertinent soil parameters. The types of tests will depend on the soils encountered. We anticipate running water content tests on all cohesive soils.

#### ***Engineering Analysis***

Seepage analyses, slope stability analyses, and settlement analyses will be done for the proposed levee geometry.

The slope stability analysis included in our previous report will be updated for the levee design section. Our previous analysis assumed 4H on 1V levee slopes. As requested by WSB, we will review the feasibility of 3H on 1V landside levee slopes. Slope stability will be analyzed using ReSSA and/or SLOPE/W software.

Seepage will be analyzed using SEEP/W software. Our seepage analysis and design recommendations will include the following:

- Landside toe drain design details.
- Seepage analysis and design recommendations for the storm water detention pond, which is planned from Station 62 to Station 64.
- Seepage analysis and design recommendations for control of underseepage at the proposed flood wall.
- Estimated groundwater flow rates to be collected by the toe drain system.

Settlements of the levee and floodwall will be analyzed using FoSSA software.

Allowable bearing pressures for the floodwall foundation design will be provided.

Recommendations related to sanitary design and construction and the pipe crossing at Station 60+40 will be provided.

#### ***Report Preparation***

We will prepare a written report which includes the following items:

- Logs of the soil borings and lab tests.

City of Afton  
Proposal for Geotechnical Services  
Afton Levee Design & Certification  
Proposal No. 01-05376A  
October 24, 2014  
Page 3 of 4

- Description of subsurface conditions.
- Results of the slope stability, seepage and settlement analyses.
- Recommendations for the various design features discussed above.

We assume that WSB will provide cross sections of the existing and proposed levees and other features:

#### ***Report Preparation***

AET will review the final plans and specifications to verify that our recommendations were incorporated into the final design.

#### **Cost Estimate**

Our fees will be charged on a time and materials basis, in accordance with our current fee schedule. For the above work scope, we estimate the following fees:

- |                                             |         |
|---------------------------------------------|---------|
| • Soil borings and lab testing              | \$5,000 |
| • Engineering analysis & report preparation | \$5,000 |
| • Review of design plans and specifications | \$ 700  |

The total fee for the work will not exceed \$10,700 without prior approval from you.

If additional services are required (such as attendance at meetings with city staff, city council or public meetings), then additional fees will be charged at the unit rates given on our fee schedule.

If additional engineering analyses are requested, we will prepare a subsequent cost proposal at that time.

#### **4.0 Terms**

All AET services are provided subject to the same Terms and Conditions that were agreed to in our previous proposal/agreement dated March 19, 2012, which, upon acceptance of this proposal, are binding upon you as the Client requesting services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal. A copy of the Terms and Conditions are attached.

#### **5.0 Acceptance**

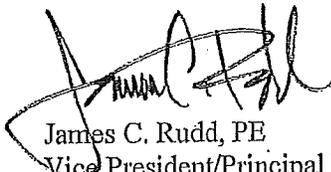
AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services

City of Afton  
Proposal for Geotechnical Services  
Afton Levee Design & Certification  
Proposal No. 01-05376A  
October 24, 2014  
Page 4 of 4

described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

If you have any questions regarding this proposal, please call me at 651-659-1367.

Sincerely,



James C. Rudd, PE  
Vice President/Principal Engineer

Attachments: Fee Schedule  
Terms and Conditions (Same as previous agreement dated March 19, 2012)

PROPOSAL ACCEPTANCE BY:

SIGNATURE:



PRINTED NAME:

Ronald J. Moore City Administrator

DATE:

11-12-14



engineering • planning • environmental • construction

477 Temperance Street  
St. Paul, MN 55101  
Tel: 651-286-8450  
Fax: 651-286-8488

November 11, 2014

Ron Moorse  
City of Afton  
303 St. Croix Trail South  
PO Box 219  
Afton, MN 55001

Re: Proposal for Professional Services – Easement Acquisitions  
Stormwater Pond Acquisition – PID #1402820330005  
City of Afton, MN

Dear Ron:

Per your request, WSB and Associates is submitting this proposal for professional services related to acquisition of the one parcel (PID # 1402820330005 – Robb Babette) impacted by the proposed stormwater pond.

### **Project Understanding**

The stormwater pond project includes permanent easement and possibly temporary easement acquisition on one parcel. Construction for the project is scheduled to begin the spring of 2015.

### **Scope of Services**

The proposed scope for right of way services includes the following:

WSB & Associates staff:

- Project Management
  - Coordination of the appraisal, review appraisal and title work
  - Provide monthly parcel status reports and provide a detailed contact log for the impact parcel, maintain communication with the city to resolve issues or concerns that arise quickly to keep the project on schedule.
  - Transition Meeting with Washington County
- Documents
  - Client authorization form, early notification letter, offer letter, and conveyance documents
- Survey-review title work and spot verify parcel
- Legal Description and Parcel Sketch
- Staking-Provide one review staking of the easements
- Field Title Report

- Offer Presentation and Negotiations
  - If possible, WSB recommends presenting the offer in person to build rapport and trust with the landowner. If the owners are unable to meet, the offer will be sent out by Certified Mail.
  - Obtain all necessary mortgage consents.
- Right of Way Certificate # 1
  - Prepare certificate, organize file and attend audit.

Sub-Consultant:

Title Search  
Appraisal – McKinzie Metro Appraisals  
Review Appraisal – DKJ Appraisals

**Assumptions:**

- The estimate for the direct purchase work/negotiations is through the title and possession date. If we are asked to continue beyond that date, the work would be conducted at the hourly fee of \$128.00.
- We are assuming one parcel for uncomplicated appraisal and review appraisal.

**City Tasks:**

- City Attorney will provide template of Conveyance and mortgage release documents.
- Mortgage application fees will be a direct expense to the City.
- Record Conveyance documents

**Fee Proposal**

The costs to provide the scope of services outlined in this proposal are shown below. We are proposing to complete the defined services for an estimated fee of \$6,370.00.

Our proposed fee for each of the tasks is as follows:

<b>WSB Professional Services</b>	<u>Assumes 1 parcel</u>
Project Management .....	\$ 525.00
Documents .....	\$ 300.00
Title Review and Field Title Report.....	\$ 450.00
Mortgage Consents .....	\$ 275.00
Offer Presentation and Negotiation .....	\$1,630.00
File Closure.....	\$ 215.00
Survey-review title work and spot verify parcel.....	\$ 340.00
Legal Description and Parcel Sketch .....	\$ 460.00
Staking for Review .....	\$ 445.00
ROW Certificate #1. ....	<u>\$ 75.00</u>
<b>Total Estimate for WSB Professional Services</b>	<b>\$4,715.00</b>

\*The estimate above includes overhead and profit and all costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing.

**Sub-Consultant Services**

Title Work .....	\$ 180.00
Appraisal .....	\$1,200.00
Appraisal Review .....	<u>\$ 275.00</u>
	<b>\$1,655.00</b>

**Total Estimate for Professional Services ..... \$6,370.00 (Not to Exceed)**

**Summary**

If this proposal is acceptable to you, please have the City block of this letter signed and return a copy to WSB. Receipt of an executed copy will be WSB's authorization to proceed.

We sincerely appreciate the opportunity to continue to working with the City of Afton and look forward to assisting the City with the completion of this project. If you have any questions, please call me at 651-286-8455.

Sincerely,  
*WSB & Associates, Inc.*



Benjamin Barker  
Right of Way Specialist

**ACCEPTED BY:**  
**City of Afton, MN**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



800 Washington Avenue North ■ Suite 315 ■ Minneapolis, Minnesota ■ 55401

April 7, 2015

Peter G. Miller  
Wenck Associates, Inc.  
1800 Pioneer Creek Center  
Maple Plain, MN 55359

Re: Scope of Work and Preliminary Cost Estimate for Phase I Cultural Resources  
Investigations for the City of Afton Proposed Sewage Treatment Facility

Dear Mr. Miller:

We greatly appreciate this opportunity to submit this proposal to provide cultural resource field investigation services for the City of Afton proposed sewage treatment facility Project. Following is a brief scope of work and cost estimate for the proposed project.

### 1.0 PROJECT DESCRIPTION

The City of Afton is proposing to build a new large subsurface sewage treatment system and an associated forcemain pipeline (Project). The proposed Project will be located north of the City of Afton, Washington County, Minnesota. The sewage treatment facility is proposed to be constructed in the northwest corner of Section 14, Township 27 North, Range 20 West.

### 2.0 SCOPE

The goals and objectives of the Cultural Resources Survey are to ensure that Merjent, Inc. (Merjent) implement consistent field data collection procedures that incorporate applicable regulatory agency requirements in order to facilitate timely and complete permitting applications associated with the Project on behalf of the City of Afton and Wenck, Inc. (Wenck).

### 3.0 SURVEY PROTOCOLS

Cultural Resources Survey Protocols will involve two main tasks:

- Define the study area, survey corridor, and Area of Potential Effects (APE); and
- Identify and document cultural resources within the defined APE (significant sites eligible or listed on the National Register of Historic Place [NRHP]).

#### 3.1 STUDY AREA, SURVEY CORRIDOR, AND AREA OF POTENTIAL EFFECTS

As the Project develops, Merjent will coordinate with Wenck to define a survey area for the purpose of cultural resources fieldwork. The survey corridor width along the forcemain portion of the Project is anticipated to vary between about 50 and 350 feet depending on previous survey coverage and whether or not the proposed route is adjacent existing utilities or roads. Areas that have adequate documentation of suitable previous survey coverage will be included the survey corridor but noted as previously surveyed and not resurveyed. Variations in the

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survey corridor width may occur due to adjacent presence of development, infrastructure, and roads. The survey area will be made available to support archival review. The defined survey area will be based on expected construction limits required by the proposed Project. The APE is an area specified to contain the physical reach of their cultural resources review for a given undertaking. At this time Merjent anticipates that the survey corridor and the APE would be the same. Subsequent route realignments and changes to the Project footprint may require redefining the study area, survey corridor, and/or APE.

### 3.2 ARCHAEOLOGICAL AND HISTORIC STRUCTURES LITERATURE REVIEW

Merjent will conduct a cultural resources background literature review which will include the defined APE and a one-mile buffer. A variety of data sets will be referenced during the background literature review. All datasets will be reviewed for topography, water resources, landforms, vegetation/animal/other resource diversity, and past and current land uses and structures.

The literature review may include:

- Minnesota DOT's Mn/Model Survey Implementation Model;
- County soil surveys (SSURGO database);
- USGS 7.5-minute GIS topographic maps (in drg format);
- 1930s aerial photographs;
- 1950s aerial photographs;
- Present-day aerial photographs;
- County plat maps from the late-1800s;
- County plat maps from the 1920s-30s;
- County plat maps from 1950s-60s;
- Sanborn Fire Insurance Maps;
- General Land Office historic land survey maps; and
- SHPO/OSA site and survey area digital files.

### 3.3 FIELD INVENTORY AND SITE IDENTIFICATION

Merjent's archaeological staff are professionally qualified to work in Minnesota and have the required permit from the Office of the State Archaeologist to conduct cultural resources investigations on non-federal public land. Survey on federal lands will be subject to licenses and/or permits established by the land-managing agency. Merjent assumes no federal lands are a part of the Project. Inventory-level surveys on private lands are not subject to licenses and/or permits.

Cultural resources survey methodology in Minnesota follows the methods set forth in the 2005 SHPO Manual for Archaeological Project in Minnesota. The survey methodology in Minnesota is referred to as Phase I. The Phase I includes a literature and records search, pedestrian survey, and systematic shovel testing.

The pedestrian surveys are recommended in project areas with a surface visibility of 25 percent or greater or on slopes of 20-degrees or greater. Transect spacing in high probability areas should be a minimum of 5 m (16 ft) and spacing can be increased to 10 or 15 m (33 or 50 ft) in areas of low or moderate potential.

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In areas where the ground surface visibility is less than 25 percent, shovel testing will be conducted. Transects and shovel tests should not exceed 15 m (50 ft) intervals in areas of high probability. Each shovel test will measure approximately 35 centimeters (cm) or 14 inches (in) in diameter and will be excavated to a minimum depth of 20 cm (8 in) into post glacial soil layers. The soil from each shovel test will be screened through ¼-in (0.75 cm) mesh hardware cloth. The wall of each shovel test will be examined for artifacts as well as soil color and texture changes that might indicate buried, intact cultural deposits. When the inspection is complete, the hole will be filled, tamped, and the sod replaced.

If cultural material is identified either during pedestrian survey or shovel test excavations, at a minimum the diagnostic material will be quantified, qualified by type, photographed and sketched and an intensive survey conducted within a 5 m (16 ft) grid pattern.

If a site is identified through a subsurface technique, a series of shovel tests, set at cross-cardinal directions and at intervals of 5 to 10 m (16 to 33 ft), will be positioned over the densest concentrations of artifacts until two negative shovel tests in each direction has been recorded. Provenience information will be taken for all artifacts or features observed. No artifacts will be collected in the field during the Phase I inventories. Surface artifacts would be photographed, measured, and analyzed to the greatest extent possible and left in place. Any artifacts observed in shovel tests would be documented in the same manner and replaced in the shovel test before backfilling.

### 3.4 SITE EVALUATION

Sites encountered during field inventory may be newly discovered sites that have not been previously recorded or evaluated for eligibility on the NRHP. Where sufficient information is available to make a recommendation of eligibility during the site identification phase, Merjent will prepare a site-specific recommendation plan identifying the investigative methods to be used to evaluate the site for potential eligibility.

Artifact collection may be required during site evaluation activities. Provenience attributes would be recorded for each artifact or artifact subset as indicated in the research design plan. Artifacts moved off-site for analysis must be secured at all times. Standard artifact collection, processing, notation and labeling methods would most likely apply within each state, with special considerations given to the type of site being evaluated. Artifacts are the property of the legal landowner of record on the day the artifacts are collected and removed from the property for off-site analysis.

The Project team will return the artifacts to the landowner of record once reporting has been completed, or earlier if requested by the landowner. In some cases artifacts may be retained longer by the Project team due to their value in interpretation of the treatment data set. This is particularly true for artifacts collected from sites that are recommended eligible for listing on the NRHP and may undergo treatment through data collection; however, once the artifacts have been analyzed they will be returned to the landowner.

### 4.0 FIELD DATA COLLECTION

Cultural resources geospatial data will be collected and utilized to the Geospatial Data Management Plan (GDMP) standards to produce high quality map products and reports in support of permit applications and other regulatory requirements. The data will be collected

primarily in an electronic format with appropriate software tools and data models. All appropriate information, photographs, and sketches will be recorded.

Phase I survey teams will collect cultural resources data consistent with Minnesota SHPO guidelines. Points, lines, and polygons may all be collected during any inventory, evaluation or treatment activity. These cultural resources activities will likely generate a large amount of information including:

- Site boundaries (polygon);
- Isolated finds (point);
- Historic linear features (line/polyline); and

## 5.0 REPORTING PROCESS

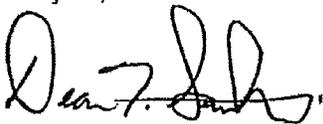
Merjent will prepare a cultural resource inventory report based on survey results. Inventory reports will consist of methodology, approach, results (e.g., sites identified, recommendations of potential eligibility for listing on the NRHP), and recommendations of additional work. Inventory and evaluation reports will be utilized for coordination and consultation by Merjent and/or among the agencies (i.e. during Section 106 consultation as applicable) during determinations of eligibility, Project adverse effects, or treatment discussions. A draft of this report will be submitted to Wenck for editorial review. The edited draft will be provided to the City of Afton for review following the internal review by Wenck.

## 6.0 COST ESTIMATE

	Billing Rate	Hours	Cost
<b>City of Afton Sewage Treatment Facility Project</b>		<b>16</b>	<b>2,320.00</b>
<b>Task 1 - Project Management, Reporting &amp; Controls</b>		<b>1</b>	<b>\$ 145.00</b>
Dean Sather, Project Manager / Cultural Resource Specialist	\$145.00	1	\$ 145.00
<b>Task 2 - Background Literature Review Data Collection</b>		<b>2</b>	<b>\$ 290.00</b>
Dean Sather, Cultural Resource Specialist	\$145.00	2	\$ 290.00
<b>Task 3 - Field Investigations</b>		<b>8</b>	<b>\$ 1,160.00</b>
Dean Sather, Cultural Resource Specialist	\$145.00	8	\$ 1,160.00
<b>Task 4 - Report Preparation</b>		<b>5</b>	<b>\$ 725.00</b>
Dean Sather, Cultural Resource Specialist	\$145.00	3	\$ 435.00
Kyle Solberg, Senior Analyst 2 (GIS)	\$145.00	2	\$ 290.00

If you have any questions or would like to discuss the proposal details, please, call me at 612.924.3984 (office) or 952.567.3951 (cell).

Sincerely,  
Merjent, Inc.



Dean Sather  
Project Manager



**Memorandum**

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

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

**Date:** *April 21, 2015*

**Re:** *April Engineering Staff Report (amendment)  
WSB Project No. 1856-450*

**1. Referral of Ordinance Amendment for Sewer to the Planning Commission**

As previously discussed at a Council work session, the City needs to update their sewer ordinance to address the new sanitary treatment system maintenance and operations, including the establishment of a sanitary sewer district. The estimated cost to complete the amendment is:

Task	Cost	Timeline
Discuss/research best tools for sewer implementation	4 hours	4/16
Update Sewer Ordinance	12 hours	5/1
Write Sewer Overlay (map, properties and language)	12 hours	5/1
Attend CC WKS	4 hours	Mid May
Attend PC Public Hearing	3 hours	June 1
Amend draft documents, based on city feedback	4 hours	June 10
Attend CC meeting	3 hours	Mid/end June
Total	42 hours * \$114 = \$4,788	

**Action:** Consider authorization to WSB and Associates to draft the Ordinance amendment in compliance with the MPCA draft sanitary sewer permit in the amount of \$4,788.

**2. Comprehensive Plan Amendment**

The City is being directed by Met Council to amend the Comprehensive Plan to include an updated Sanitary Sewer chapter, which includes the new treatment system. The Facility Plan will be the basis for this amendment. A public hearing at the city will be needed and approval by the City Council prior to submission to adjacent communities for a formal review period. The Met Council will begin review of the Comprehensive Plan Amendment once these steps are completed. Their review is expected to take 60 days, as the full Metropolitan Council must approve such amendments. The fees to complete the comprehensive plan amendment may vary depending on the public process and Met Council review.

Task	Cost	Timeline
Review previous studies and collect needed information for the revision of sewer chapter	3 hours	4/25
Draft Sewer Chapter prepare for meetings -use Facility as much as possible	12 hours	5/10
Attend PC public hearing	3 hours	Mid May (or mid-June, based on city schedule)
Attend CC Meeting	2 hours	Mid-June*
Prep Adjacent Community Review (60 days, but will expedite)	6 hours	Mid-June
Address Adjacent Comm. Comments and revise, if necessary	21 hours min	Mid-July
Detailed revisions/comments on draft	12 hours	End of July
Prep Comp Plan Amendment Form and Submit	6 hours	End of July
Met Council approval		End of September
Total	65 hours * \$114 = \$7,410	

**Action:** Consider authorization to WSB and Associates to complete the comprehensive plan amendment in the amount of \$7,410. Authorize staff to notice and the send out the public hearing notice.

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



Wenck Associates, Inc.  
1800 Pioneer Creek Center  
P.O. Box 249  
Maple Plain, MN 55359-0249

(800) 472-2232  
(763) 479-4200  
Fax (763) 479-4242  
wenckmp@wenck.com  
www.wenck.com

November 8, 2013

Mr. Ron Moore  
City Administrator  
City of Afton  
3033 St Croix Trail S  
PO Box 219  
Afton, MN 55001

Re: Proposal for Large Subsurface Sewage Treatment System (LSTS) Design  
City of Afton, Minnesota

Dear Mr. Moore,

On behalf of Wenck Associates, Inc. (Wenck), thank you for the opportunity to provide this proposal for engineering services related to the design and permitting of the LSTS to serve the service area outlined in the March 1, 2013 Wastewater Collection and Treatment System Facility Plan. The LSTS will be constructed on previously investigated land located at 2318 St. Croix Trail South. LSTS design will follow Minnesota Pollution Control Agency (MPCA) LSTS design guidance.

The following scope of work, schedule, and cost estimate is for the design, permitting, and bidding of the wastewater facility and does not include construction services. A separate proposal covering construction related services will be provided at a later time.

#### SCOPE OF WORK

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##### **Task 1 – LSTS Design**

Wenck will complete design of the LSTS wastewater treatment system to achieve 10 mg/L Total Nitrogen. The LSTS MPCA design guidance document will be referenced as appropriate. Component design will include septic tanks, recirculation tank, and flow splitter basins, recirculating media filter, anoxic denitrification component with chemical additive, control building, seepage bed soil infiltration cells, soil infiltration system valve vault, and soil infiltration dose tank. Design will include sizing calculations, equipment selection, final component and piping layouts, pump and control systems, and an erosion control plan.

A detailed soil investigation of the site was conducted during the Hydrogeological Study phase of the project on October 16, 2013. Soil profiles within backhoe excavated test pits were analyzed and documented using U.S. Department of Agriculture nomenclature. Information gathered during this investigation will be used to assess soil loading rates and sizing for the LSTS soil dispersal component.

Mr. Ron Moorse  
City of Afton  
November 8, 2013

### **Task 2 – Specifications**

Wenck will prepare a project manual including bidding, contracting and procurement requirements, general requirements, and technical specifications. Specifications will coincide and reference the construction documents and Clean Water and Drinking Water Revolving Fund Public Facilities Authority contract condition requirements. Wenck will prepare and provide up to three project manual copies for Owner's and MPCA review. Specifications are envisioned to include the following divisions:

- Division 00: Procurement and Contracting Requirements
- Division 01: General Requirements
- Division 26: Electrical
- Division 31: Earthwork
- Division 32: Exterior Improvements
- Division 33: Utilities
- Division 46: Water and Wastewater Equipment

### **Task 3 – Construction Documents**

Wenck will prepare Computer Aided Drafting (CAD) plans in an 11-inch by 17-inch paper format. CAD base mapping and topographic survey information of the treatment site area will be collected by Wenck Associates. Construction documents will be suitable for MPCA review/approval and construction related purposes.

### **Task 4 – Engineering Design Report**

Wenck will prepare an engineering design report which will include a summary of wastewater system design as described in Task 1. This report will accompany plans and specifications and be submitted to the MPCA for review and approval. Wenck will prepare and provide up to three copies for Owner's and MPCA review.

### **Task 5 – Operation and Maintenance Manual**

Wenck will prepare an operation and maintenance manual that addresses in general: (1) wastewater system management and operation, (2) monitoring and, (3) system service requirements. Specifically, the manual will follow MPCA *Wastewater Treatment Facility Operation and Maintenance Manual Guidelines* and include a Nitrogen Mitigation Plan as required by MPCA. Wenck will prepare and provide up to three copies for Owner's and MPCA review.

### **Task 6 – Plan Approval Assistance**

Plans, specifications, and the engineering design report will be submitted to the MPCA along with applicable State Disposal System (SDS) permit application forms including:

1. MPCA Water Quality *Transmittal Form: wq-wwprm7-03*
2. MPCA Attachment for the *Municipal LSTS Application: wq-wwprm7-05*

Mr. Ron Moorse  
City of Afton  
November 8, 2013

3. MPCA *Municipal Biosolids Attachment: wq-wwprm7-16*
4. MPCA *Design Guidance for Large Subsurface Wastewater Treatment Systems* attachments.

Wenck will be available and contact MPCA staff to address concerns, questions, and provide supplemental information if required.

**Note: An estimated SDS permit application fee of \$9,300 will apply. This fee will be the responsibility of the City of Afton.**

#### **Task 7 – Bidding Assistance**

Wenck will assist the City of Afton and WSB & Associates with pre-bid preparation and be present at the pre-bid conference. This conference will address project concept, equipment selection and suppliers, construction materials and methods, construction schedule, and answer bidder questions. Wenck will also assist the City with bidding questions, bid review, be present at the bid opening, and assist with contractor selection.

#### **SCHEDULE**

Wenck staff is scheduled to begin work within 30 days upon the acceptance of this proposal and notice to proceed from the City of Afton. Plans, specifications, and SDS permit application forms will be prepared and submitted to MPCA by the March 27, 2014 deadline required by the Minnesota Public Facilities Authority Clean Water Revolving Fund program. Wenck will work directly with WSB & Associates personnel as required. Wenck will keep WSB & Associates and City of Afton staff updated on progress throughout design, plan submittal and approval, and permit issuance.

#### **COST ESTIMATE**

Wenck proposes to perform the Scope of Work stated above for the following estimated fees. Services for this contract will be billed monthly based on an hourly basis and reimbursable expenses.

<b><u>Task</u></b>	<b><u>Cost</u></b>
Project Management	\$17,500
LSTS Design	\$31,600
Technical Specifications	\$21,500
Construction Documents	\$36,000
Engineering Report	\$13,200
O&M Manual	\$12,200
Plan Approval Assistance	\$7,600
Bidding Assistance	\$9,300
<b>Total</b>	<b>\$148,900</b>

Mr. Ron Moorse  
City of Afton  
November 8, 2013

Thank you for this opportunity to continue to provide the City of Afton professional services. If you have any questions or need additional information, please do not hesitate to contact me at (763) 479-5121 or pmiller@wenck.com.

Sincerely,  
Wenck Associates, Inc.



Peter G. Miller, P.S.S.  
Principal



Eric M. Blasing, P.E.  
Project Manager/Engineer



Wenck Associates, Inc.  
1802 Wooddale Drive  
Suite 100  
Woodbury, MN 55125-2937

(651) 294-4580  
Fax (651) 228-1969  
wenckmp@wenck.com  
www.wenck.com

September 16, 2013

Mr. Ron Moorse  
City Administrator  
City of Afton  
3033 St Croix Trail S  
PO Box 219  
Afton, MN 55001

RE: Proposal to Conduct Field Investigation including a Hydrogeological Study  
Proposed Large Subsurface Sewage Treatment System  
City of Afton, Minnesota

Dear Mr. Moorse:

Wenck Associates, Inc. (Wenck) is pleased to submit this proposal for conducting a Field Investigation including hydrogeologic evaluation activities related to the proposed Large Subsurface Sewage Treatment System (LSTS) to be located in the City of Afton, Minnesota.

As part of the ongoing effort to design and permit the LSTS, Wenck prepared and submitted a work plan ("*Hydrogeologic Investigation Work Plan*" dated July 2013) to the Minnesota Pollution Control Agency (MPCA) for their review and comment. If you recall, this was Task 1 in our original proposal dated May 21, 2013. After reviewing the plan MPCA staff verbally recommended one additional task be conducted during the implementation of the hydrogeologic evaluation activities. MPCA recommended the collection of samples from the permanent monitoring wells in an effort to establish background groundwater quality. We have included that sampling and reporting in this proposal.

This proposal also includes additional soil investigations and site survey required in LSTS permitting through the MPCA. A backhoe will be brought to the site to dig 6 foot deep soil pits across the LSTS infiltration cell area to document onsite soils. The loading rates for the infiltration cells will be determined through this investigation.

#### **Task 2 – Field Work Implementation & Coordination Activities**

After receiving official approval of the work plan from the MPCA, Wenck will work with a drilling subcontractor to complete the necessary field work. Wenck will provide a field hydrogeologist to coordinate all drilling investigation activities at the site. The on-site hydrogeologist will characterize site soils and log all borings, determine screen elevations for the monitoring well installation, perform hydraulic conductivity testing, develop the wells in preparation of water sample collection and collect groundwater samples from each well. In addition, a small backhoe will be brought to the site to excavate six foot deep soil pits to log soils across the infiltration bed area. The information collected in the field will be used in the preparation of the final summary report that will be submitted to the MPCA at the end of the project. The following is a general list of information that will be collected and evaluated as part of this project:

Mr. Ron Moorse  
City of Afton  
September 16, 2013

- Determination of groundwater flow direction (horizontally and vertically).
- Determination of the depth of groundwater.
- Determination of the rate of groundwater flow (i.e., hydraulic conductivity).
- Determination of hydraulic gradient (horizontal and vertical).
- Determination of the specific yield of the aquifer.
- Geologic cross-sectional analysis of the site, including the presence of deeper confining layers, the water table surface, perched water tables, location of bedrock, karst, etc.
- Characterization of the aquifer(s) that may be impacted by the wastewater and whether the impacted aquifer is connected to a current or future drinking water aquifer.
- Determination of the thickness of the saturated zone beneath the infiltration area.
- Perform required groundwater monitoring well development field activities.
- Collect two (2) rounds of groundwater quality data from each of the four (4) permanent groundwater monitoring wells.
- Excavate six foot deep soil pits and log soils to determine soil acceptance rates.

Lump Sum Cost for Task 1 = \$29,700\*

\*Includes drilling, backhoe, and groundwater analytical fees

### **Task 3 – Summary Report Preparation**

A detailed investigation summary report will be prepared upon completion of the field program. The report will meet MPCA requirements and provide the necessary monitoring well documentation including but not limited to the following; boring logs, well construction diagrams, well registration forms, geotechnical test results, slug test results, groundwater contour maps, geologic cross-sections, summary of groundwater quality data, field sampling forms, etc. to satisfy MPCA requirements.

Lump Sum Cost for Task 2 = \$8,500

### **Proposal Assumptions:**

This proposal has been prepared based on the following assumptions:

- 1) Field work is based on the installation of four (4) shallow permanent groundwater monitoring wells.
- 2) Drilling oversight has been estimated to take three (3) days. Geologic conditions may alter the level of effort as it relates to Task 1.
- 3) Costs associated with client meetings, meetings with regulatory agencies, public meetings, etc. after the final summary report is submitted have been estimated in the table below, but are subject to change based on project progression.

This cost estimate assumes that the MPCA will not significantly modify our investigation approach. If the MPCA requires significant changes additional work may be necessary. If this situation occurs Wenck will submit a new scope and budget for the additional effort.

Mr. Ron Moorse  
City of Afton  
September 16, 2013

**Summary of Estimated Costs**

TASK NAME	ESTIMATED COST
Task 1 - Field Work Coordination & Implementation	\$29,700
Task 2 - Summary Report Preparation	\$8,500
Meeting Allowance	\$3,000
<b>ESTIMATED TOTAL</b>	<b>\$41,200</b>

We are immediately available to implement this project at your direction. Project related tasks will be billed based on Wenck's 2013 standard fee schedule (Enclosure A). Wenck will invoice up to the estimated amounts for all tasks on a monthly basis or as tasks are completed based on time and materials. Payment terms will be 30 days upon receipt. Wenck will not exceed the authorized budget for the scope of services described above unless approved otherwise prior to proceeding.

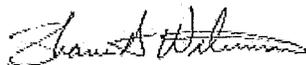
**Future Tasks**

The information obtained from this investigation will collect the necessary data for the Design and Engineering of the LSTS as well as satisfy MPCA permitting requirements. You will recall the hydrogeologic investigation was a topic of conversation in several of the community meetings and will help alleviate any concerns of the public and MPCA as to the future operation of the LSTS. After delivering this report to the MPCA and receiving their concurrence, we will provide the City with a scope of services for the engineering and construction management of the LSTS.

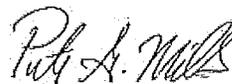
On behalf of the 170+ employee-owners of Wenck, thank you for this opportunity to work with you. Should you have any questions, or need clarification of anything presented in this proposal, please do not hesitate to call me at (651) 294-4588 or Mr. Peter Miller at (763) 479-5121.

Sincerely,

WENCK ASSOCIATES, INC.



Shane Waterman, PG  
Principal



Peter Miller, PSS  
Director

Enclosure



**Agreement between City of Afton and Wenck Associates, Inc.  
for a **Community Assessment Report****

This agreement is made and entered into between City of Afton ("Client"); and Wenck Associates Inc. ("Wenck").

In consideration of the mutual promises and agreements hereinafter set forth and intending to be legally bound, the parties do hereby agree as follows:

**Services Provided.** Wenck agrees to provide a Wastewater Community Assessment Report (CAR). The scope of this agreement includes completion of the attached Scope of Work. Wenck warrants that it has completed many such studies and has successfully implemented systems to collect and treat wastewater from small communities.

- Wenck will complete the Scope of Work outlined in Exhibit A within the budget identified in Exhibit B.

**Fees.** In exchange for Wenck performing the Scope of Work the Client agrees to pay Wenck a total fee of \$20,500. The \$20,500 payment represents the total of all fees and expenses or other reimbursements the Client has agreed to provide Wenck. Wenck's project work will not commence until City of Afton has a signed agreement from the Minnesota Public Facilities Authority for a Small Community Technical Assistance Grant that will fund the project. Invoices will be sent on the first of each month for the time, expenses, and material costs incurred for the previous month.

**Performance and Specifications.** Wenck shall perform all services directly or indirectly required under this Agreement in a good professional manner consistent with industry standards. The Client has the right to inspect and may reject any services provided by Wenck under this Agreement that, in the Client's determination, were not completed in a good professional manner or that otherwise failed to satisfy the established specifications or performance standards.

**Indemnification, Hold Harmless and Defend.** Any and all claims that arise or may arise against Wenck, its agents, servants, or employees as a consequence of any act or omission on the part of the Wenck or its agents, servants, or employees or against the Client, its agents, servants, or employees as a consequence of any act or omission on the part of Wenck or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Client or any of its agents, servants, or employees. Wenck shall indemnify, hold harmless, and defend the Client and its agents, servants, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Client, its agents, servants, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any negligent act or omission of Wenck, its agents, servants or employees, in the execution, performance, or failure to adequately perform Wenck's obligations pursuant to this Agreement.

**Independent Contractor.** Wenck acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Client or any of its members and Wenck. No employee related withholdings or deductions shall be made from payments due Wenck. Wenck shall not be entitled to receive any benefits from the Client or any of its members and shall not be eligible for workers' compensation or unemployment benefits. Wenck shall at all times be free to exercise initiative, judgment, and discretion in how best to perform or provide the services identified herein.

**Insurance** Wenck currently carries and will continue to carry insurance in the following amounts: General Liability - \$2,000,000 general aggregate; Automobile Liability - \$1,000,000; Umbrella Liability

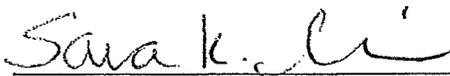
\$5,000,000; Workers Compensation - Statutory Limits; Professional Liability, including pollution - \$5,000,000 annual aggregate. Certificates of insurance are available upon request.

**Assignment** Wenck agrees that it will not assign this contract to a third party without prior written approval of the Client.

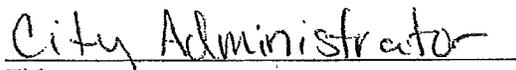
**Default.** If Wenck fails to deliver an acceptable report by January 1, 2012 then the Client has the right to notify Wenck in writing that Wenck is in default of this contract. If after seven calendar days, Wenck has failed to make arrangements that are satisfactory to the Client, the Client shall have the right to terminate this agreement and complete the services contemplated in this agreement, either through another consultant or otherwise. Upon termination, the Client retains the right to withhold costs related to completing the service from any outstanding invoices due Wenck and does not waive the right to pursue any other claims for damages against Wenck.

**Modifications.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by the Client and Wenck.

IN WITNESS WHEREOF, the parties have executed this Agreement.



For the Client



Title

Date: 7-26-11



For Wenck – Steve Menden

Vice President

Title

Date: APRIL 4, 2011

**EXHIBIT A**  
**City of Afton**  
**Scope of Work**  
**April 4, 2011**

The following is a proposed scope of work for the first phase of a Small Community Technical Assistance Grant (TAG) Community Assessment Report (CAR) for the City of Afton.

- 1. Cluster Site Identification – *WSB Lead; Wenck Assist***
  - Meeting with City representatives and landowners to identify potential sites for future soil based wastewater treatment system siting. *WSB*
  - Obtain permission from land owners to perform soil investigation of identified properties. *WSB*
  - Obtain clearance from utility companies for underground utilities on identified properties for subsurface investigations. *Wenck*
  
- 2. Soil Investigation – *Wenck Task***
  - Complete soil investigation on 1-2 properties identified in Task 1.
  - Task will include excavation of backhoe pits and/or soil borings to classify soils for the acceptance of soil based wastewater treatment system(s).
  
- 3. Cluster System Preliminary Layout and Design – *Wenck Task***
  - Based on findings in Task 2 identify the feasibility of site development for soil based wastewater system including:
    - System type, size and layout.
    - System capacity.
    - Property ownership and acquisition issues.
    - Environmental concerns.
    - Capital investment.
    - Operation and Maintenance issues and costs.
  
- 4. Collection System Preliminary Layout and Design – *WSB Task***
  - Based on the system capacity findings in Task 2 of the selected site; a preliminary collection system layout and design would be completed including:
    - Collection system type and location.
    - Easement/property ownership issues.
    - Environmental Concerns.
    - Capital investment.
    - Operation and Maintenance issues and costs.
  
- 5. Report of Findings – *Wenck Lead; WSB Assist***
  - Utilizing the information obtained in Tasks 1 - 4 prepare a Community Assessment Report that can also be used as a future Facility Plan identifying items including:
    - Proposed treatment site.
    - Treatment System and Collection system preliminary layout.
    - Legal/ownership issues.
    - Size of the soil based wastewater treatment system acceptable to the site and number of residents/businesses that could be served and identification of those residents/businesses.
    - Capital and operational costs.
    - Permitting issues and operational capacity by the City of Afton.

**EXHIBIT B**

Minnesota Public Facilities Authority  
Small Community Wastewater Treatment Program  
Technical Assistance Grant - Project Budget

Applicant: City of Afton

Date: 4-Apr-11

Project: City of Afton Wastewater System Development Project

Possible Eligible Activities For Technical Assistance Funds	Start Date (mm/yr)	End Date (mm/yr)	Amount Requested From PFA*	Other Funding (source): In-Kind Engineering	Total
1. Site Evaluation and Feasibility Study					
A. Cluster Site Identification	Mar-11	Apr-11	500	5,000	5,500
B. Site Investigation	May-11	May-11	10,000		10,000
C. Cluster System Identification	May-11	May-11	3,000		3,000
D. Collection System Identification	May-11	Jun-11		5,000	5,000
E. Prepare Feasibility Study / Community Assessment Report	Jun-11	Jul-11	7,000		7,000
F. Independent Advisor Regarding SSTS Alternatives	Mar-11	Jul-11	5,000		5,000
Subtotal			\$ 25,500	\$ 10,000	\$ 35,500
2. Develop Technical, Managerial, Financial Capacity <sup>(1)</sup>					
A. Assist with preparation of RFPs and contracts					-
B. Assist with preparing and obtaining voluntary utility easements <sup>(2)</sup>					-
C. Assist with filing easements and property declarations <sup>(2)</sup>					-
B. Assist with preparation of sewer ordinances <sup>(2)</sup>					-
C. Assist with preparation of user charge system and rates <sup>(2)</sup>					-
D. Assist with preparation of management plan / O&M manual <sup>(2)</sup>					-
E. Assist with establishing and implementing financial systems					-
F. Other:					-
Subtotal			\$ -	\$ -	\$ -
Technical Assistance Total			\$ 25,500	\$ 10,000	\$ 35,500

\* Wenck Tasks in **bold italics** and total \$20,500

Notes:

- (1) These activities may continue into project construction
- (2) Required with construction application or prior to construction funding



Responsive partner.  
Exceptional outcomes.

March 19, 2015

**Mr. Ron Moorse**  
Afton City Administrator  
3033 Saint Croix Trail South  
P.O. Box 219  
Afton, MN 55001

RE: Addendum #1: Environmental Assessment Worksheet (EAW)  
City of Afton Proposed Wastewater Collection and Treatment System

**Dear Mr. Moorse,**

On behalf of Wenck Associates, Inc. (Wenck) we thank you for the opportunity to provide you with this addendum to assist the City of Afton with tasks related to the Environmental Assessment Worksheet (EAW). The following scope of services is anticipated to continue to progress the project to MPCA approval.

1. Afton Wastewater Treatment Site Visit

Wenck will attend a treatment system site visit with Minnesota Pollution Control Agency (MPCA) and City of Afton representatives as requested by MPCA. The goal of the site visit is to tour the site for MPCA staff to become acquainted, discuss the proposed wastewater project, and answer questions related to the EAW and proposed wastewater treatment system.

2. MPCA Open House

Wenck will provide assistance to the City of Afton and MPCA and attend the upcoming March 16<sup>th</sup> public open house. Preparation of limited presentation materials (maps and schematics) will be prepared by Wenck.

3. Response to Comments

From the date of publication in the EQB Monitor, there is a 30 day public comment period. The number and nature of public comments can vary considerably, thus the extent of effort to address comments can vary significantly. Based on the nature of this proposed project comments may be numerous.

4. Citizens' Board Meeting

Wenck will provide assistance to the City of Afton and MPCA, if requested, and attend a Citizens' Board Meeting held at MPCA's St. Paul office related to the proposed project. Potential exists for multiple coordination calls/meetings with the City of Afton, WSB, and MPCA. Wenck would prepare presentation material as requested.

5. Monitoring Well Sampling

Wenck will provide a field hydrogeologist to collect a groundwater sample from each of the four (4) existing monitoring wells on the proposed wastewater treatment site. The groundwater samples will be tested for Nitrate/Nitrite-Nitrogen. In addition, the depth to groundwater will be recorded. Wenck would be responsible for laboratory coordination and associated testing fees.

Mr. Ron Moorse  
City Administrator  
City of Afton, MN  
March 19, 2015



Responsive partner.  
Exceptional outcomes.

Cost Estimate:

Wenck proposes to perform the Scope of Work stated above for the following costs. These are good faith estimates and Afton would only be charged for time and expenses incurred. Wenck would not exceed the total fee amount without prior authorization from the City of Afton. In the event that additional project tasks are identified beyond those described in this proposal, Wenck will provide a scope and budget for additional tasks if requested.

<u>Task</u>	<u>Estimated Fee</u>
Afton Wastewater Treatment Site Visit	\$ 900
MPCA Open House	\$2,550
Response to Comments	\$6,750
Citizens' Board Meeting	\$6,600
Monitoring Well Sampling	\$1,250
<hr/>	
<b>Total Fee Estimate:</b>	<b>\$18,050</b>

Thank you for this opportunity to continue to assist the City of Afton work with project. If you have any questions or need additional information, please contact me at your convenience at (763)479-5121 or at pmiller@wenck.com.

Sincerely,

**Wenck Associates, Inc.**

A handwritten signature in black ink, appearing to read 'Peter G. Miller'.

Peter G. Miller, PSS  
Principal

A handwritten signature in black ink, appearing to read 'Eric M. Blasing'.

Eric M. Blasing, PE  
Civil Engineer

\_\_\_\_\_  
For Client

\_\_\_\_\_  
Date



Layout

Pike Avenue

City of Afton, Minnesota



City of Afton

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## Ron Moore

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**From:** Diane Hankee <DHankee@wsbeng.com>  
**Sent:** Tuesday, July 14, 2015 3:46 PM  
**To:** Ron Moore  
**Subject:** Cedar Bluff Lot 17 Easement Vacation  
**Attachments:** Cedar Bluff Lot 17 Storm Sewer.pdf; RE: Cedar Bluff

Ron,  
Please see attached for this agenda item. The City has a standard vacation resolution used in the past. Jim Norman did one for a property on Pennington back in 2010. Please let me know if you need anything additional on this. I do not see any reason why the city would need to keep this easement.

Thanks,

Diane Hankee, PE  
Municipal Project Manager  
d: 651-286-8479 | c: 612-360-1298  
WSB & Associates, Inc. | 477 Temperance Street | St. Paul, MN 55101



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# City of Afton – Financial Reports

## June, 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 F5
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 to J3
K.	Customer Receipts and Other Deposits – MTD Sorted by Account	K1 to K3
L.	Claims Paid during June: <b>\$357,532.00</b>	L1 to L17
M.	Permit Escrow and Fee Detail	M1 to M16
N.	Building Insp Fees by Acct: YTD Detail for Afton	N1 to N2
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 Q11
R.	Bank Transfers	R1

**Significant June 2015 Revenue:**

**\$909,180** 1<sup>st</sup> Half 2015 Property Tax Levy received. See Schedule E1 for allocation. This is 53.3% of the total levy so it right on schedule (there are no collection issues for first half).

**\$21,520** #100 Gen'l Fd Acct 4400 Bldg Permits (including 2 SFDs)

**\$35,137** #800 City Infrastructure Fd Acct 4895 DNR OMB Flood Project Grant

**Significant June 2015 Expense:**

**\$24,242** #120 Street Imp Fd Acct 7941 2015 Street Projects (mostly WSB Engineering for CR21 & Village Local Road Imp)

**\$23,242** #100 Gen'l Fd Streets Mostly Tri-County for patching and pothole repair.

**\$49,417** #800 City Infra-Structure Imp Fd Acct 8890 DNR

Flood/Downtown Imp Project expenses. (See Schedule Q10 for YTD detail of this project).

**\$27,609** #805 Downtown Imp Debt Serv Fd Acct 7738 Springsted Admin & Issuance Fees on GO Temp Imp Bonds (\$3,755,000 par value of bonds recorded on balance sheet in Acct 2702).

**Cash Flow Watch:** As of end of June, 2015 there are no outstanding transfers between funds. The partial refund of the escrow for the Lakeview Development coincided with the receipt of 1<sup>st</sup> Half property taxes so no transfers were needed.

  
 Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton  
Balance Sheet  
June 30, 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 & 805 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>Assets</b>													
100	4M Fund: General Fund	652,145											652,145
100.8	Petty Cash	185											185
115	4M Fund: Bldg & Land Capital Fund		53,780										53,780
120	4M Fund: Street Imp Capital Fund			390,619									390,619
200	4M Fund: Park Reserve Fund				95,991								95,991
250	4M Fund: Special Reserve Fund					431,377							431,377
400	4M Fund: 201 Project Fund						66						66
500	4M Fund: Fire Station Debt Serv Fund							31,125					31,125
550	4M Fund: Special Activities Fund								187,968				187,968
600	4M Fund: MN Investment Fund								104,384				104,384
700	4M Fund: Road Construction Fund												0
725	4M Fund: Road Debt Service Fund										318,087		318,087
800	4M Fund: Disaster Fund									3,109,787			3,109,787
810	4M Fund: City Dock Fund											56,245	56,245
	Total Cash and Investments	652,329	53,780	390,619	95,991	431,377	66	31,125	292,352	3,109,787	318,087	56,245	5,431,758
1170	Taxes Receivable from County	0											0
11xx	Fees & Other Receivables	20,434											20,434
2001	Permit Escrow & Fees (net receivable)	0											0
Various	Due (Owed) between Funds	0	0	0.00	0	0	0	0	0	0	0	0	0
	Total Assets and Other Debits	672,763	53,780	390,619	95,991	431,377	66	31,125	292,352	3,109,787	318,087	56,245	5,452,192

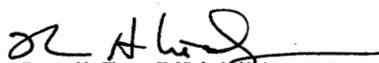
<b>Liabilities and Fund Balances</b>													
2001	Permit Escrow & Fees (net payable)	40,169											40,169
2002	Accounts Payable	147,490											147,490
2022	Accrued Expenses	0											0
2035	Accrued Interest - Road Bond	0									53,541		53,541
2037	Accrued Interest - Downtown Tmp Imp Bd	0								22,000			22,000
2120	Building Surcharges Payable	0											0
2200	Payroll Tax Liabilities/Withholding	5,001											5,001
	Total Accounts and Other Payables	192,660	0	0	0	0	0	0	0	22,000	53,541	0	268,201
2500	Grants Received	0											0
2700	Road GO Tax Abatement Bds										0		0
2701	2014A Refunding Road Bonds										3,184,040		3,184,040
2702	2015A Downtown GO Temp Imp Bonds									3,755,000			3,755,000
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)	178,796	10,506	(84,261)	44,749	2,510	(3,308)	28,967	32,969	(270,127)	90,665	3,862	35,328
Various	Fund Balance - End of Period	480,103	53,780	390,619	95,991	431,377	66	31,125	292,352	(667,213)	(2,919,494)	56,245	(1,755,050)
	Total Liabilities and Fund Balances	672,763	53,780	390,619	95,991	431,377	66	31,125	292,352	3,109,787	318,087	56,245	2,268,151

  
Prepared by Thomas H. Niedzwiecki, Accountant

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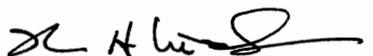
**City of Afton - Statement of Changes in Fund Balances  
for Month of June 2015**

#	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 & 805 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	Total All Funds
<b>A</b>	<b>Beginning Fund Balances</b>	(24,149)	43,278	314,850	95,989	428,871	168	2,158	277,165	(665,865)	(3,065,421)	56,243	(2,536,713.15)
<b>Section I. Revenues</b>													
1	Property Taxes	725,214	0	0	0	0	0	28,967	0	0	155,000	0	909,180
	Intergovernmental Revenues	0	0	0	0	0	0	0	0	0	0	0	0
	Charges for Services	64	0	0	0	0	0	0	2,161	0	0	0	2,225
21	Fines and Forfeitures	1,377	0	0	0	0	0	0	0	0	0	0	1,377
	Licenses, Fees and Permits	21,575	0	0	0	0	0	0	0	0	0	0	21,575
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	82,637	0	0	82,637
36	Other Grants/State Fire Aid	0	0	0	0	0	0	0	0	0	0	0	0
	Interest Income	3	2	11	2	6	0	0	9	41	12	2	88
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>748,232</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>28,967</b>	<b>2,170</b>	<b>82,678</b>	<b>155,012</b>	<b>2</b>	<b>1,017,081</b>
<b>C</b>	<b>Other Financing Sources/Transfers</b>	<b>0</b>	<b>10,500</b>	<b>100,000</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>14,950</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>131,950</b>
<b>Section II. Expenditures</b>													
	General and Administrative												
1	Wages and Benefits	21,161	0	0	0	0	0	0	0	0	0	0	21,161
2	Professional Services	14,892	0	0	0	0	0	0	4,041	0	0	0	18,932
3	Other Expenditures	3,629	0	0	0	0	0	0	(2,108)	0	0	0	1,521
	Total General and Administrative	39,681	0	0	0	0	0	0	1,933	0	0	0	41,614
5	Public Safety/State Fire Aid	443	0	0	0	0	0	0	0	0	0	0	443
9	Public Health/Cons of Natural Resources	0	0	0	0	0	0	0	0	0	0	0	0
11	Streets	23,242	0	0	0	0	0	0	0	0	0	0	23,242
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	88,026	0	0	88,026
13	Other Street Imp/Road Paving Project	485	0	24,242	0	0	102	0	0	0	0	0	24,829
14	Buildings and Land/City Dock	575	0	0	0	0	0	0	0	0	0	0	575
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	104	0	0	0	0	0	0	0	0	0	0	104
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	0	9,085	0	9,085
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	<b>64,529</b>	<b>0</b>	<b>24,242</b>	<b>0</b>	<b>0</b>	<b>102</b>	<b>0</b>	<b>1,933</b>	<b>88,026</b>	<b>9,085</b>	<b>0</b>	<b>187,918</b>
<b>E</b>	<b>Other Financing Uses/Transfers</b>	<b>179,450</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>179,450</b>
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	<b>504,253</b>	<b>10,502</b>	<b>75,769</b>	<b>2</b>	<b>2,506</b>	<b>(102)</b>	<b>28,967</b>	<b>15,187</b>	<b>(1,348)</b>	<b>145,927</b>	<b>2</b>	<b>781,664</b>
<b>F</b>	<b>Ending Fund Balances</b>	<b>480,103</b>	<b>53,780</b>	<b>390,619</b>	<b>95,991</b>	<b>431,377</b>	<b>66</b>	<b>31,125</b>	<b>292,352</b>	<b>(667,213)</b>	<b>(2,919,494)</b>	<b>56,245</b>	<b>(1,755,050)</b>

  
Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton - Statement of Changes in Fund Balances  
for Year to Date June 30, 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 & 805 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	725,214	0	0	0	0	0	28,967	0	0	155,000	0	909,180
	Intergovernmental Revenues	(2,333)	0	0	0	0	0	0	0	0	0	0	(2,333)
19	Charges for Services	96	0	0	0	0	264	0	7,705	0	0	3,850	11,914
21	Fines and Forfeitures	6,973	0	0	0	0	0	0	0	0	0	0	6,973
	Licenses, Fees and Permits	78,201	0	0	0	0	0	0	0	0	0	0	78,201
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	320	0	0	0	0	0	0	0	0	0	0	320
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	82,637	0	0	82,637
36	Other Grants/State Fire Aid	600	0	0	0	0	0	0	17,711	0	0	0	18,311
	Interest Income	93	6	53	6	10	0	0	43	50	59	12	332
37	TIF District/MN Invest Fund Proceeds	0	0	0	0	0	0	0	0	0	0	0	0
	Park Fees	0	0	0	44,743	0	0	0	0	0	0	0	44,743
		0	0	0	0	0	0	0	0	0	0	0	0
<b>B</b>	<b>Total Revenue</b>	<b>809,164</b>	<b>6</b>	<b>53</b>	<b>44,749</b>	<b>10</b>	<b>264</b>	<b>28,967</b>	<b>25,458</b>	<b>82,687</b>	<b>155,059</b>	<b>3,862</b>	<b>1,150,279</b>
<b>C</b>	<b>Other Financing Sources/Transfers</b>	<b>0</b>	<b>10,500</b>	<b>100,000</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>14,950</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>131,950</b>
<b>Section II. Expenditures</b>													
	General and Administrative												
1	Wages and Benefits	117,683	0	0	0	0	0	0	0	0	0	0	117,683
2	Professional Services	88,796	0	0	0	0	0	0	13,734	0	0	0	102,530
3	Other Expenditures	19,832	0	0	0	0	0	0	346	0	0	0	20,177
	Total General and Administrative	226,311	0	0	0	0	0	0	14,080	0	0	0	240,390
5	Public Safety/State Fire Aid	111,471	0	0	0	0	0	0	0	0	0	0	111,471
9	Public Health/Cons of Natural Resources	330	0	0	0	0	0	0	0	0	0	0	330
11	Streets	102,270	0	0	0	0	0	0	0	0	0	0	102,270
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	356,814	0	0	356,814
13	Other Street Imp/Road Paving Project	1,066	0	184,314	0	0	3,572	0	(6,640)	0	0	0	182,311
14	Buildings and Land/City Dock	5,861	0	0	0	0	0	0	0	0	0	0	5,861
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	3,610	0	0	0	0	0	0	0	0	0	0	3,610
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	0	64,394	0	64,394
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	<b>450,918</b>	<b>0</b>	<b>184,314</b>	<b>0</b>	<b>0</b>	<b>3,572</b>	<b>0</b>	<b>7,439</b>	<b>356,814</b>	<b>64,394</b>	<b>0</b>	<b>1,067,450</b>
<b>E</b>	<b>Other Financing Uses/Transfers</b>	<b>179,450</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>179,450</b>
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	<b>178,796</b>	<b>10,506</b>	<b>(84,261)</b>	<b>44,749</b>	<b>2,510</b>	<b>(3,308)</b>	<b>28,967</b>	<b>32,969</b>	<b>(270,127)</b>	<b>90,665</b>	<b>3,862</b>	<b>35,328</b>
<b>F</b>	<b>Ending Fund Balances</b>	<b>480,103</b>	<b>53,780</b>	<b>390,619</b>	<b>95,991</b>	<b>431,377</b>	<b>66</b>	<b>31,125</b>	<b>292,352</b>	<b>(667,213)</b>	<b>(2,919,494)</b>	<b>56,245</b>	<b>(1,755,050)</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 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	909,180	909,180	1,704,183	795,003	53.3%
2-INTERGOVERNMENTAL REVENUES	1,227	8,031	1,811	4,715	0	(2,333)	(1,266)	1,067	
3-CHARGES FOR SERVICES	51	205	72	70	64	96	135	39	70.9%
4-FINES AND FORFEITURES	17,856	19,292	15,901	10,359	1,377	6,973	16,250	9,277	42.9%
5-LICENSES, FEES, PERMITS	147,715	156,437	253,353	162,119	21,575	78,201	131,750	53,549	59.4%
7-MISCELLANEOUS REVENUE	4,951	7,546	4,622	4,043	0	320	1,625	1,305	19.7%
9-OTHER GRANTS	8,298	8,298	8,298	8,378	0	600	8,290	7,690	7.2%
10-INTEREST INCOME	38	45	57	54	3	93	50	(43)	185.9%
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>932,198</b>	<b>993,131</b>	<b>1,861,017</b>	<b>867,886</b>	<b>53.4%</b>
<b>B: EXPENDITURES</b>									
GENERAL AND ADMINISTRATIVE									
1-WAGES & BENEFITS	163,249	175,091	190,806	213,147	21,161	117,683	245,281	127,598	48.0%
2-PROFESSIONAL SERVICES	179,195	125,944	176,224	133,198	14,892	88,796	148,100	59,304	60.0%
4-OTHER EXPENDITURES	75,608	56,448	58,082	53,668	3,629	19,832	68,900	49,068	28.8%
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>418,051</b>	<b>357,484</b>	<b>425,111</b>	<b>400,012</b>	<b>39,681</b>	<b>226,311</b>	<b>462,281</b>	<b>235,970</b>	<b>49.0%</b>
5-PUBLIC SAFETY	363,897	363,453	368,944	384,098	443	111,471	393,103	281,632	28.4%
6-PUBLIC HEALTH	1,458	1,294	887	1,780	0	330	2,000	1,670	16.5%
7-STREETS	218,899	174,009	268,207	274,047	23,242	102,270	253,700	151,430	40.3%
9-OTHER PUBLIC WORKS	4,504	3,581	1,692	2,836	485	1,066	7,450	6,384	14.3%
10-BUILDINGS & LAND	7,792	7,511	11,203	10,446	575	5,861	10,750	4,889	54.5%
11-TIF DISTRICT	0	0	0	0	0	0	0	0	
12-PARKS & RECREATION	6,036	5,049	3,805	5,018	104	3,610	5,100	1,490	70.8%
<b>TOTAL EXPENDITURES</b>	<b>1,020,638</b>	<b>912,381</b>	<b>1,079,849</b>	<b>1,078,237</b>	<b>64,529</b>	<b>450,918</b>	<b>1,134,384</b>	<b>683,466</b>	<b>39.8%</b>
<b>C: OTHER FINANCING SOURCES (USES)</b>									
	(714,524)	(845,255)	(805,608)	(708,350)	(363,417)	(363,417)	(726,633)	(363,217)	
<b>Net GENERAL FUND</b>	<b>1,094</b>	<b>2,810</b>	<b>3,197</b>	<b>37,193</b>	<b>504,253</b>	<b>178,796</b>	<b>0</b>	<b>(178,796)</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#115 BUILDINGS AND LAND CAPITAL FUND</b>									
<b>A: Revenues</b>									
4012	2,500	2,500	5,000	6,000	3,000	3,000	6,000	3,000	50.0%
4022	0	0	0	15,000	7,500	7,500	15,000	7,500	50.0%
4600	5,038	0	27,654	(64)	0	0	0	0	
4831	0	0	0	0	0	0	0	0	
6910			25,000	0	0	0	0	0	
4906	4	4	2	3	2	6	0	(6)	
TOTAL REVENUE	7,542	2,504	57,656	20,939	10,502	10,506	21,000	10,494	50.0%
<b>B: Expenditures</b>									
6003	1,603	3,801	8,437	4,114	0	0	0	0	
6004	8,352	485	31,248	0	0	0	0	0	
6005	900	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	10,855	4,286	39,685	4,114	0	0	0	0	
<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>10,502</b>	<b>10,506</b>	<b>21,000</b>	<b>10,494</b>	<b>50.0%</b>
<b>#120 STREET IMP CAPITAL FUND</b>									
<b>A: Revenues</b>									
4013	114,649	171,000	190,000	200,000	100,000	100,000	200,000	100,000	50.0%
4907	64	27	38	66	11	53	0	(53)	
TOTAL REVENUE	114,713	171,027	190,038	200,066	100,011	100,053	200,000	99,947	50.0%
<b>B: Expenditures</b>									
7935	293,422	5,980	3,550	2,227	0	0	0	0	
7936	0	179,704	0	0	0	0	0	0	
7937	0	4,444	4,655	2,469	0	0	0	0	
7938	0	5,089	135	0	0	0	0	0	
7939	0	0	113,816	0	0	0	0	0	
7940	0	0	0	115,839	0	0	0	0	
7941	0	0	0	0	24,242	184,314	0	(184,314)	
TOTAL EXPENDITURES	293,422	195,217	122,156	120,535	24,242	184,314	0	(184,314)	
<b>C: Oth Fin Sources (Uses)/Transfers</b>									
6910	55,000	175,000	25,000	0	0	0	0	0	
69xx	0	0	0	0	0	0	0	0	
TOTAL OTH FIN SOURCES (USES)	55,000	175,000	25,000	0	0	0	0	0	
<b>Net STREET IMP CAPITAL FUND</b>	<b>(123,709)</b>	<b>150,810</b>	<b>92,882</b>	<b>79,531</b>	<b>75,769</b>	<b>(84,261)</b>	<b>200,000</b>	<b>284,261</b>	<b>-42.1%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	44,743	0	(44,743)	
4426 Afton Donation Program - Parks	0	1,200	0	1,200	0	0	0	0	
4903 Interest Income - 4M Fund	60	58	29	7	2	6	0	(6)	
	0	0	0	0	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>60</b>	<b>8,870</b>	<b>10,029</b>	<b>11,207</b>	<b>2</b>	<b>44,749</b>	<b>0</b>	<b>(44,749)</b>	
<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	
<b>TOTAL EXPENDITURES</b>	<b>3,526</b>	<b>1,418</b>	<b>0</b>	<b>10,803</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>C: Oth Fin Sources (Uses)/Transfers</b>									
Transfer to City Infrastructure Imp Fund	0	0	(100,000)	0	0	0	0	0	
<b>TOTAL OTH FIN SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>(100,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net PARK RESERVE FUND</b>	<b>(3,466)</b>	<b>7,452</b>	<b>(89,971)</b>	<b>404</b>	<b>2</b>	<b>44,749</b>	<b>0</b>	<b>(44,749)</b>	
<b>#250 SPECIAL RESERVE FUND</b>									
<b>A: Revenues</b>									
6936 Trf from General Fund - Special Reserve	0	17,579	85,000	294	2,500	2,500	0	(2,500)	
4912 Interest - Spec Reserve 4M Fund	424	427	37	34	6	10	0	(10)	
<b>TOTAL REVENUE</b>	<b>424</b>	<b>18,006</b>	<b>85,037</b>	<b>328</b>	<b>2,506</b>	<b>2,510</b>	<b>0</b>	<b>(2,510)</b>	
<b>B: Expenditures</b>									
6918 Trf to General Fund	0	0	0	0	0	0	0	0	
<b>TOTAL EXPENDITURES</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>Net SPECIAL RESERVE FUND</b>	<b>424</b>	<b>18,006</b>	<b>85,037</b>	<b>328</b>	<b>2,506</b>	<b>2,510</b>	<b>0</b>	<b>(2,510)</b>	
<b>#400 201 PROJECT FUND</b>									
<b>A: Revenues</b>									
4625 201 Project Revenue	4,048	1,488	9,538	1,347	0	264	0	(264)	
4904 Interest - 201 Project	0	0	0	(1)	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>4,048</b>	<b>1,488</b>	<b>9,538</b>	<b>1,346</b>	<b>0</b>	<b>264</b>	<b>0</b>	<b>(264)</b>	
<b>B: Expenditures</b>									
5915 201 Project maintenance	894	461	10,811	696	102	3,572	0	(3,572)	
5918 201 Project Mgmt	1,051	1,155	805	10	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>1,944</b>	<b>1,616</b>	<b>11,616</b>	<b>706</b>	<b>102</b>	<b>3,572</b>	<b>0</b>	<b>(3,572)</b>	
<b>Net 201 PROJECT FUND</b>	<b>2,104</b>	<b>(128)</b>	<b>(2,078)</b>	<b>641</b>	<b>(102)</b>	<b>(3,308)</b>	<b>0</b>	<b>3,308</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#500 FIRE STATION DEBT SERV FUND</b>									
<b>A: Revenues</b>									
4050 Fire Station Curr Tax Levy	54,875	55,546	55,808	57,356	28,967	28,967	57,933	28,967	50.0%
4904 Interest - Fire Station 4M Fund	1	2	2	2	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>54,876</b>	<b>55,548</b>	<b>55,810</b>	<b>57,358</b>	<b>28,967</b>	<b>28,967</b>	<b>57,933</b>	<b>28,967</b>	<b>50.0%</b>
<b>B: Expenditures</b>									
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	
<b>TOTAL EXPENDITURES</b>	<b>54,875</b>	<b>55,546</b>	<b>55,808</b>	<b>57,356</b>	<b>0</b>	<b>0</b>	<b>57,933</b>	<b>57,933</b>	<b>0.0%</b>
<b>Net FIRE STATION DEBT SERV FUND</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>28,967</b>	<b>28,967</b>	<b>0</b>	<b>(28,967)</b>	
<b>#550 SPECIAL ACTIVITIES FUND</b>									
A. 4914 Interest - Spec Activity Fd (Unallocated)	59	23	22	23	5	21	0	(21)	
<b>B. Cable Comm/4th of July Reserve/CC Contingency/Comm Garden</b>									
4815 Cable Distributions Received	9,073	5,177	0	0	0	7,711	0	(7,711)	
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	10,000	0	(10,000)	
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	(225)	0	225	
<b>Total B. Cable Comm/4th of July Reserve</b>	<b>8,373</b>	<b>18,495</b>	<b>(7,903)</b>	<b>(8,078)</b>	<b>0</b>	<b>17,486</b>	<b>0</b>	<b>(17,486)</b>	
<b>C. Codification/Comp Plan/Moratoria</b>									
6934 Oper Trf fr Gen'l Fd - Codification + Oth Rev	6,000	(12,358)	100	100	100	100	100	0	100.0%
6935 Oper Trf fr Gen'l Fund - Comprehensive Plan	5,000	(7,762)	100	2,000	1,000	1,000	2,000	1,000	
6958 Comm Growth Options (1000 Friends Grant)	0	0	0	0	0	0	0	0	
6356 Comprehensive Plan Expenses	0	0	0	(1,518)	(1,880)	(6,029)	0	6,029	
6358 Community Growth Options: Expense	0	0	0	0	0	0	0	0	
<b>Total C. Codification of Ordinances</b>	<b>11,000</b>	<b>(20,120)</b>	<b>200</b>	<b>582</b>	<b>(780)</b>	<b>(4,929)</b>	<b>2,100</b>	<b>7,029</b>	<b>-234.7%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	2,750	2,750	5,500	2,750	50.0%
6932 Oper Trf fr Gen'l Fund (Storm Water Run-off)	3,500	3,500	3,500	3,500	1,750	1,750	3,500	1,750	50.0%
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	6,640	0	(6,640)	
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>4,500</b>	<b>11,140</b>	<b>9,000</b>	<b>(2,140)</b>	<b>123.8%</b>
<b>F. Developer/Applicant Pass-Thru Expenses</b>									
4341 Engineering Services Reimbursed	16,313	2,727	3,159	4,696	2,161	4,605	0	(4,605)	
4342 Legal Services Reimbursed	387	0	0	0	0	700	0	(700)	
4343 Planner Services Reimbursed	0	0	0	3,991	0	2,400	0	(2,400)	
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)	(2,161)	(4,605)	0	4,605	
5342 Legal Services Pass-Thru	(387)	0	0	0	0	(700)	0	700	
5343 Planner Services Pass-Thru	0	0	0	(3,991)	0	(2,400)	0	2,400	
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	1,250	1,250	2,500	1,250	50.0%
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>1,250</b>	<b>1,250</b>	<b>2,500</b>	<b>1,250</b>	<b>50.0%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	100	100	100	0	100.0%
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>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100.0%</b>
<b>L. MN Unemployment Claims</b>									
4843 Oper Trf fr Gen'l - MN Unemployment	20,000	10,000	10,000	3,000	1,500	1,500	3,000	1,500	50.0%
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>1,500</b>	<b>1,500</b>	<b>3,000</b>	<b>1,500</b>	<b>50.0%</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	2,750	2,750	5,500	2,750	50.0%
4846 Oper Trf fr Gen'l - Sidewalk	2,000	2,000	2,000	2,000	1,000	1,000	2,000	1,000	50.0%
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>3,750</b>	<b>3,750</b>	<b>7,500</b>	<b>3,750</b>	<b>50.0%</b>
<b>N. Election Expense Reserve</b>									
4847 Oper Trf fr Gen'l - Election Levy	0	12,250	5,500	5,500	2,750	2,750	5,500	2,750	50.0%
6347 Election Expenses	0	(10,580)	(768)	(6,122)	2,108	(121)	0	121	
<b>Total N. Election Expense Reserve</b>	<b>0</b>	<b>1,670</b>	<b>4,732</b>	<b>(622)</b>	<b>4,858</b>	<b>2,629</b>	<b>5,500</b>	<b>2,871</b>	<b>47.8%</b>
<b>Net SPECIAL ACTIVITIES FUND</b>	<b>(115,138)</b>	<b>9,359</b>	<b>(5,390)</b>	<b>5,125</b>	<b>15,183</b>	<b>32,947</b>	<b>21,200</b>	<b>(7,617)</b>	<b>155.4%</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	4	22	0	(22)	
<b>TOTAL REVENUE</b>	<b>27,642</b>	<b>27,650</b>	<b>27,650</b>	<b>9,247</b>	<b>4</b>	<b>22</b>	<b>0</b>	<b>(22)</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>4</b>	<b>22</b>	<b>0</b>	<b>(22)</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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>	<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>#725 ROAD PAVING DEBT SERVICE FUND</b>									
A: Revenues									
4725 Road Paving Debt Levy Proceeds	267,000	282,000	292,000	305,000	155,000	155,000	310,000	155,000	50.0%
4916 Interest - Road Debt Service 4M Fund	41	44	47	63	12	59	0	(59)	
TOTAL REVENUE	267,041	282,044	292,047	305,063	155,012	155,059	310,000	154,941	50.0%
B: Expenditures									
7725 Interest Expense - 2005A Road Bonds	143,482	139,610	135,380	130,632	0	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	9,085	53,541	120,000	66,459	44.6%
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	9,085	64,394	120,000	55,606	53.7%
<b>Net ROAD PAVING DEBT SERV FUND</b>	<b>123,157</b>	<b>142,031</b>	<b>156,265</b>	<b>135,161</b>	<b>145,927</b>	<b>90,665</b>	<b>190,000</b>	<b>99,335</b>	<b>47.7%</b>
<b>800 CITY INFRASTRUCTURE IMPROVEMENT FUND</b>									
A: Revenues									
4917 Interest Income (Expense)	0	2	3	3	41	50	0	(50)	
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	35,137	35,137	0	(35,137)	
4896 DNR Flood Imp Grant Match - Tax Levy	0	95,000	95,000	95,000	47,500	47,500	95,000	47,500	50.0%
TOTAL REVENUE	0	456,773	853,247	95,003	82,678	82,687	95,000	12,313	87.0%
B: Expenditures									
8890 DNR Flood Improvement Expense	6,673	436,755	935,490	523,191	88,026	356,814	0	(356,814)	
TOTAL EXPENDITURES	6,673	436,755	935,490	523,191	88,026	356,814	0	(356,814)	
C: Oth Fin Sources (Uses)/Transfers									
4848 Oper Trf from Park Reserve/General Fund	0	0	100,000	0	0	0	0	0	
4897 Levy re PFA Loan Interest	0	0	0	0	4,000	4,000	0	(4,000)	
TOTAL OTH FIN SOURCES (USES)	0	0	100,000	0	4,000	4,000	0	(4,000)	
<b>Net 800 CITY INFRASTRUCTURE IMPROVEMENT FUND</b>	<b>(6,673)</b>	<b>20,018</b>	<b>17,756</b>	<b>(428,188)</b>	<b>(1,348)</b>	<b>(270,127)</b>	<b>95,000</b>	<b>365,127</b>	<b>-284.3%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 6/30/15**

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	3,850	3,850	0	100.0%
4909 Interest Income - 4M Fund	19	18	20	22	2	12	0	(12)	
<b>TOTAL REVENUE</b>	<b>3,869</b>	<b>3,868</b>	<b>3,870</b>	<b>3,872</b>	<b>2</b>	<b>3,862</b>	<b>3,850</b>	<b>(12)</b>	<b>100.3%</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>2</b>	<b>3,862</b>	<b>3,850</b>	<b>(12)</b>	<b>100.3%</b>

**TOTAL ALL FUNDS COMBINED**

TOTAL REVENUE	2,512,711	2,864,822	3,454,401	2,605,178	1,320,898	1,454,095
TOTAL EXPENDITURES	1,957,756	1,864,998	2,478,415	2,055,069	187,918	1,067,450
OTH FINANCING SOURCES (USES)	(639,524)	(655,796)	(686,408)	(696,956)	(351,317)	(351,317)
<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>781,663.56</b>	<b>35,328.47</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 6/30/15**

	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	503,440	503,440	931,792	428,352	54.0%
4003 Market Value Credit (Special Levies)	0	0	0	0	0	0	0	
4005 Fiscal Disparity	51,127	46,685	47,649	37,322	37,322	45,758	8,436	81.6%
4015 Delinq Taxes, Penalties, Int & Adj	6,421	17,089	17,950	5,001	5,001	0	(5,001)	
4013 Street Improvement Capital Fund	171,000	190,000	200,000	100,000	100,000	200,000	100,000	50.0%
6928 Special Reserve Fund	17,579	0	294	2,500	2,500	5,000	2,500	50.0%
6932 Stormwater Fund	3,500	3,500	3,500	1,750	1,750	3,500	1,750	50.0%
6933 Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	1,250	1,250	2,500	1,250	50.0%
6935 Comprehensive Plan	(7,762)	100	2,000	1,000	1,000	2,000	1,000	50.0%
6936 Flood Fund	5,500	5,500	5,500	2,750	2,750	5,500	2,750	50.0%
6937 DNR Grant Match	95,000	95,000	95,000	47,500	47,500	95,000	47,500	50.0%
6934 Codification	(12,358)	100	100	100	100	100	0	100.0%
4843 MN Unemployment Claims	10,000	10,000	3,000	1,500	1,500	3,000	1,500	50.0%
4847 Election Fund	4,250	5,500	5,500	2,750	2,750	5,500	2,750	50.0%
6910 City Council Contingency Fund	8,000	0	0	0	0	0	0	
4842 Audit and Legal Reserve	20,000	100	100	100	100	100	0	100.0%
4844 Parks Capital Repairs/Trail & Ped Bridge	3,000	3,500	5,500	2,750	2,750	5,500	2,750	50.0%
4022 Afton Septic System - City Bldgs	0	0	15,000	7,500	7,500	15,000	7,500	50.0%
xxxx Public Facilities Authority (PFA) Loan Interest	0	0	0	4,000	4,000	8,000	4,000	50.0%
4846 Sidewalk	2,000	2,000	2,000	1,000	1,000	2,000	1,000	50.0%
4012 Bldg & Land Capital Fund	2,500	5,000	6,000	3,000	3,000	6,000	3,000	50.0%
4050 Debt Service Levy, Fire Hall Remodeling	55,546	55,808	57,356	28,967	28,967	57,933	28,967	50.0%
4725 Debt Serv Levy - Road Construction Bonds	282,000	292,000	305,000	155,000	155,000	310,000	155,000	50.0%
TOTAL PROPERTY TAXES	1,560,592	1,604,540	1,634,042	909,180	909,180	1,704,183	795,003	53.3%
<b>2-INTERGOVERNMENTAL REVENUE:</b>								
4100 Gravel Tax/West Lakeland Cent College	0	(2,301)	(2,374)	0	(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	0	(2,333)	(1,266)	1,067	
<b>3-CHARGES FOR SERVICES:</b>								
4205 Assessment Search	80	20	50	0	10	35	25	28.6%
4210 Sale of City Data (Various Media)	125	52	20	64	86	100	14	85.8%
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	64	96	135	39	70.9%

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 6/30/15**

	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	1,377	6,973	16,000	9,027	43.6%
4305 Other Fines & Forfeitures	0	0	0	0	0	250	250	0.0%
TOTAL FINES & FORFEITURES	19,292	15,901	10,359	1,377	6,973	16,250	9,277	42.9%
<b>5-LICENSES, FEES, PERMITS:</b>								
4400 Building Permit Fees - Afton	85,983	181,192	86,885	21,520	60,940	65,000	4,061	93.8%
4401 Building & Eng'g Inspection Fees	965	2,729	800	0	250	250	(0)	100.0%
4404 4th of July permits	919	200	250	0	0	500	500	0.0%
4405 Pet License & Impound Fees	230	1,825	335	30	975	300	(675)	325.0%
4410 Liquor Licenses	2,600	3,000	3,000	0	0	2,600	2,600	0.0%
4415 Other Licenses	156	339	413	50	100	350	250	28.4%
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	12,952	58,000	45,048	22.3%
4440 Zoning Fees & Permits	3,925	3,185	10,248	(25)	2,985	3,000	15	99.5%
TOTAL LICENSES, FEES, PERMITS	156,437	253,353	162,119	21,575	78,201	131,750	53,549	59.4%
<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	300	500	200	60.0%
4615 Settlements/Other Income/Transfer	163	0	10	0	20	0	(20)	
TOTAL MISCELLANEOUS REVENUE	7,546	4,622	4,043	0	320	1,625	1,305	19.7%
<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	600	1,200	600	50.0%
TOTAL OTHER GRANTS	8,298	8,298	8,378	0	600	8,290	7,690	7.2%
<b>10-INTEREST REVENUES:</b>								
4901 Interest - 4M Fund General	45	57	54	3	93	50	(43)	185.9%
TOTAL INTEREST REVENUES	45	57	54	3	93	50	(43)	185.9%
<b>TOTAL REVENUES</b>	<b>1,760,445</b>	<b>1,888,654</b>	<b>1,823,780</b>	<b>932,198</b>	<b>993,131</b>	<b>1,861,017</b>	<b>867,886</b>	<b>53.4%</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 6/30/15**

	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	1,100	6,800	13,200	6,400	51.5%
5004 Administrator	68,235	75,000	81,575	7,346	44,075	89,025	44,950	49.5%
5005 Intern (s)	0	0	0	0	0	4,500	4,500	0.0%
5007 Office Assistant	15,168	15,676	17,717	2,101	8,888	15,606	6,718	57.0%
5008 Office Manager/Deputy Clerk	34,975	36,436	38,593	3,518	19,504	41,616	22,112	46.9%
5020 Maintenance Personnel incl Vehicle Allowance	18,464	19,055	17,849	2,211	7,579	23,253	15,674	32.6%
5014 FICA & Medicare	10,782	11,754	13,425	1,345	7,522	14,321	6,799	52.5%
5018 Insurance Benefits (Disability)	362	728	642	54	323	720	397	44.8%
5037 Other Financial Benefits	1,617	6,000	16,200	2,200	13,200	26,400	13,200	50.0%
5053 PERA	10,106	10,772	11,416	1,059	6,103	14,040	7,937	43.5%
5024 Workers Comp Insurance	2,183	2,185	2,530	227	3,689	2,600	(1,089)	141.9%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>175,091</b>	<b>190,806</b>	<b>213,147</b>	<b>21,161</b>	<b>117,683</b>	<b>245,281</b>	<b>127,598</b>	<b>48.0%</b>
<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	0	20,716	21,200	484	97.7%
5304 Accounting fees	12,705	13,020	13,365	1,075	6,675	14,150	7,475	47.2%
5305 Auditing fees	5,810	4,665	5,350	0	5,450	5,700	250	95.6%
5310 Engineering Fees	15,896	16,852	12,722	548	6,457	30,000	23,544	21.5%
5315 Recording fees	92	0	151	0	46	300	254	15.3%
5320 Legal fees - Prosecution	26,824	28,273	29,698	2,608	13,143	28,000	14,857	46.9%
5321 Legal fees - General/Civil	21,176	24,383	13,772	1,392	10,157	22,000	11,843	46.2%
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	9,269	26,009	22,750	(3,259)	114.3%
5360 Misc Dev Fees	0	91	(200)	0	(345)	0	345	
5370 Well Monitoring Program	72	0	144	0	0	1,000	1,000	0.0%
5380 Watershed Management	459	488	488	0	488	500	12	97.7%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>125,944</b>	<b>176,224</b>	<b>133,198</b>	<b>14,892</b>	<b>88,796</b>	<b>148,100</b>	<b>59,304</b>	<b>60.0%</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 6/30/15**

	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
<b>4-OTHER EXPENDITURES:</b>								
5500 Office Equipment	0	527	176	0	1,612	600	(1,012)	268.7%
5505 Bank/IRS Fees/Penalties/Sales Tax	496	664	135	0	269	400	131	67.2%
5510 Comp Svc (All Hard/Software, GIS, Web, Email)	7,645	7,476	4,825	1,020	4,266	9,500	5,234	44.9%
5516 Copier Lease	6,186	7,148	6,424	410	2,460	7,500	5,040	32.8%
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	44	41	3,000	2,959	1.4%
5540 Office Supplies	3,533	3,281	2,673	249	1,257	4,500	3,243	27.9%
5545 Other Administration	139	100	475	0	593	500	(93)	118.6%
5550 Postage	3,164	3,720	4,816	376	1,296	3,500	2,204	37.0%
5555 Publishing & Printing	2,068	1,777	2,336	354	2,099	2,800	701	75.0%
5560 Newsletter	6,250	4,833	5,281	476	2,668	6,600	3,932	40.4%
5565 Telephone	2,707	2,901	2,759	325	1,869	3,500	1,631	53.4%
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	375	1,400	2,000	600	70.0%
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>3,629</b>	<b>19,832</b>	<b>68,900</b>	<b>49,068</b>	<b>28.8%</b>
<b>SUBTOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>357,484</b>	<b>425,111</b>	<b>400,012</b>	<b>39,681</b>	<b>226,311</b>	<b>462,281</b>	<b>235,970</b>	<b>49.0%</b>
<b>5-PUBLIC SAFETY:</b>								
5605 Animal Control	3,834	1,969	1,899	176	1,227	4,000	2,773	30.7%
5625 Fire & Ambulance Service	189,316	199,472	213,705	0	109,977	219,953	109,977	50.0%
5626 Fire Relief Association	6,782	2,470	0	0	0	0	0	
5635 Police Service - County	163,521	165,033	168,494	267	267	169,150	168,883	0.2%
<b>TOTAL PUBLIC SAFETY</b>	<b>363,453</b>	<b>368,944</b>	<b>384,098</b>	<b>443</b>	<b>111,471</b>	<b>393,103</b>	<b>281,632</b>	<b>28.4%</b>
<b>6-PUBLIC HEALTH:</b>								
5705 Recycling - Afton	0	0	150	0	25	500	475	5.0%
5720 Refuse Hauling - City Hall	1,294	887	1,630	0	305	1,500	1,195	20.4%
<b>TOTAL PUBLIC HEALTH</b>	<b>1,294</b>	<b>887</b>	<b>1,780</b>	<b>0</b>	<b>330</b>	<b>2,000</b>	<b>1,670</b>	<b>16.5%</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 6/30/15**

	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	383	2,490	4,000	1,510	62.3%
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	0	37,058	110,000	72,942	33.7%
5835 Surf maint/Sweeping/Pothole Repair	21,432	25,054	29,844	19,600	37,444	30,000	(7,444)	124.8%
5845 Brush, Tree, Mow, Bridge, Culvert, Guardrail	33,893	65,736	25,502	2,760	20,549	25,000	4,451	82.2%
5850 Street Lighting	4,480	4,682	3,982	337	2,318	5,000	2,682	46.4%
5855 Gas Lamps - Operating Costs	2,870	2,688	2,851	105	1,390	2,700	1,310	51.5%
5856 Gas Lamps - Capital	2,841	2,468	0	0	0	0	0	
5860 Signs & Signals	2,123	1,691	2,977	0	663	4,000	3,337	16.6%
5870 Other - Road Maint.	1,791	575	758	58	358	2,000	1,643	17.9%
TOTAL STREETS	174,009	268,207	274,047	23,242	102,270	253,700	151,430	40.3%
<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	457	1,500	1,043	30.5%
5925 Fuel & Lubricants	696	694	478	348	418	1,000	582	41.8%
5930 Tools & Minor Equipment	487	217	243	137	191	950	759	20.1%
5940 Sidewalk improvements	0	0	0	0	0	0	0	
TOTAL OTHER PUBLIC WORKS	3,581	1,692	2,836	485	1,066	7,450	6,384	14.3%
<b>SUBTOTAL STREETS, REHAB &amp; PUBLIC WORKS</b>	<b>177,590</b>	<b>269,899</b>	<b>276,883</b>	<b>23,727</b>	<b>103,336</b>	<b>261,150</b>	<b>157,814</b>	<b>39.6%</b>
<b>9-BUILDINGS &amp; LAND:</b>								
6010 Gas Heat	1,186	1,721	2,060	110	1,197	2,500	1,303	47.9%
6020 Electricity	1,707	2,030	1,822	142	888	1,750	862	50.7%
6030 Miscellaneous Expense	1,044	1,565	777	235	620	500	(120)	124.0%
6035 Cleaning	150	957	1,031	9	757	1,000	243	75.7%
6040 Repair & Maintenance	1,175	1,404	898	0	370	2,000	1,630	18.5%
6045 City Garage Expense	2,017	3,266	3,264	57	1,784	2,500	716	
6050 Supplies	231	260	594	22	246	500	254	49.2%
TOTAL BUILDINGS & LAND	7,511	11,203	10,446	575	5,861	10,750	4,889	54.5%

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**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 6/30/15**

	Audited 2012	Audited 2013	Audited 2014	Month of Jun-15	YTD Actual 6/30/15	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	0	3,500	3,500	0	100.0%
6135 Park Maintenance	783	713	1,275	61	61	1,200	1,139	5.1%
6140 Miscellaneous expense	0	107	52	42	48	300	252	16.1%
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>104</b>	<b>3,610</b>	<b>5,100</b>	<b>1,490</b>	<b>70.8%</b>
<b>OVERALL TOTAL EXPENDITURES</b>	<b>912,381</b>	<b>1,079,849</b>	<b>1,078,237</b>	<b>64,529</b>	<b>450,918</b>	<b>1,134,384</b>	<b>683,466</b>	<b>39.8%</b>
<b>C: OTHER FINANCING SOURCES (USES)</b>								
4725 Tax Levy to Road Debt Service Fund	(282,000)	(292,000)	(305,000)	(155,000)	(155,000)	(310,000)	(155,000)	
4050 Tax Levy to Fire Hall Debt Service Fund	(55,546)	(55,808)	(57,356)	(28,967)	(28,967)	(57,933)	(28,967)	
6920 Oper trf to Bldg & Land Fund - Budgeted	(2,500)	(5,000)	(6,000)	(3,000)	(3,000)	(6,000)	(3,000)	
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)	(100,000)	(100,000)	(200,000)	(100,000)	
6928 Oper Trf from(to) Special Reserve Fund	(17,579)	(85,000)	(294)	(2,500)	(2,500)	(5,000)	(2,500)	
6932 Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	(1,750)	(1,750)	(3,500)	(1,750)	
6933 Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	(1,250)	(1,250)	(2,500)	(1,250)	
6935 Oper Trf to Comprehensive Plan	7,762	(100)	(2,000)	(1,000)	(1,000)	(2,000)	(1,000)	
6936 Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	(2,750)	(2,750)	(5,500)	(2,750)	
6937 Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	(47,500)	(47,500)	(95,000)	(47,500)	
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)	(100)	(100)	(100)	0	
4843 Oper Trf to MN Unemployment Claims	(10,000)	(10,000)	(3,000)	(1,500)	(1,500)	(3,000)	(1,500)	
4847 Oper Trf to Election Expense Fund	(12,250)	(5,500)	(5,500)	(2,750)	(2,750)	(5,500)	(2,750)	
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)	(100)	(100)	(100)	0	
4844 Oper Trf to Parks Capital Repairs/Trail & Ped Bridge	(3,000)	(3,500)	(5,500)	(2,750)	(2,750)	(5,500)	(2,750)	
xxxx Oper Trf to Afton Septic System - City Bldgs			(15,000)	(7,500)	(7,500)	(15,000)		
xxxx Oper Trf to PFA Loan Interest (Spec Act Fd)			0	(4,000)	(4,000)	(8,000)		
4846 Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	(1,000)	(1,000)	(2,000)	(1,000)	
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>(363,417)</b>	<b>(363,417)</b>	<b>(726,633)</b>	<b>(351,717)</b>	
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$2,810</b>	<b>3,197</b>	<b>37,193</b>	<b>504,253</b>	<b>178,796</b>	<b>\$0</b>	<b>(178,796)</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		\$480,103			

**City of Afton**  
**Summary of Special Activities and MN Investment Funds**  
**YTD 6/30/15**

	Balance 12/31/2012	Balance 12/31/2013	Balance 12/31/2014	Receipts	Disbursements	Transfers	Balance 6/30/2015
<b>#550 Special Activities Fund</b>							
A. Interest (unallocated)	3,826.56	3,848.46	3,871.67	20.59			3,892.26
B1. Cable Commission	23,978.90	23,978.90	18,378.87	7,710.86	225.00		25,864.73
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	10,000.00			10,000.00
C1. Codification	3,550.20	3,650.20	3,750.20	100.00			3,850.20
C2. Comprehensive Plan	7,573.28	7,673.28	8,155.36	1,000.00	6,029.25		3,126.11
D1. Flood Control (Acct 7836)	2,945.20	8,445.20	5,063.99	9,390.28			14,454.27
D2. Storm Water Control	14,433.70	17,933.70	21,433.70	1,750.00			23,183.70
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	7,704.50	7,704.50		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	1,250.00			5,398.96
K. Audit/Legal Reserve	38,236.57	38,336.57	38,436.57	100.00			38,536.57
L. MN UI Claims, Severance & Oth PTO	14,425.53	20,788.53	23,788.53	1,500.00			25,288.53
M. Pedestrian Bike Trail & Bridge	21,000.00	10,959.94	16,459.94	2,750.00			19,209.94
N. Election Expense	1,670.12	6,402.20	5,780.27	2,750.00	120.94		8,409.33
O. Sidewalk	6,000.00	8,000.00	10,000.00	1,000.00			11,000.00
<b>Total #550 Special Activities Fund</b>	<b>155,287.78</b>	<b>149,897.33</b>	<b>155,021.85</b>	<b>47,026.23</b>	<b>14,079.69</b>	<b>0.00</b>	<b>187,968.39</b>
<b>#600 MN Investment Fund</b>							
4886/8986 Chandler Exhibits	90,946.70	100,985.08	104,361.13	22.44		0.00	104,383.57
<b>Total #600 MN Investment Fund</b>	<b>90,946.70</b>	<b>100,985.08</b>	<b>104,361.13</b>	<b>22.44</b>	<b>0.00</b>	<b>0.00</b>	<b>104,383.57</b>