

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

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

5. APPROVAL OF MINUTES

- A. Minutes of the September 15, 2015 Regular City Council Meeting -
B. Minutes of the October 19, 2015 City Council Work Session -
C. Minutes of the October 20, 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. Jim Bougie, Finance Committee Report
C. Tom Niedzwiecki Budget Report
D. Lower St. Croix Fire District 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 - OCTOBER - **Resolution 2015-73**
C. 2016 Liquor License Renewals – Afton St. Croix Companies and Sail Away Café
D. Lighting Plan Final Layout
E. Transplant Trees in Town Square Park

9. CITY COUNCIL BUSINESS

A. Planning Commission Report –

1. Jessie Wilcox After-the-fact Variance Application at 14725 Afton Boulevard S. – **Resolution 2015-74**
2. Brush Burning Permits in the VHS District

B. Engineering Report

1. Staff Report/Council Update

- A. City Hall Parking Lot ADA Compliance Improvements

C. Administration –

1. Tri County Request to Lease Space In Stagecoach Trail Public Works Building
2. Schedule Council Work Session
3. Community Development Block Grant Application for Town Square Park Restroom – **Resolution 2015-75**
4. 2012 Park Plan

D. Committee Reports

1. Public Works
2. Personnel
3. Parks
4. Heritage Preservation Commission / Design Review
5. Natural Resources and Groundwater
6. High Speed Internet

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

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

1. **THE MEETING WAS CALLED TO ORDER** at 7:00 P.M. by Mayor Bend.

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

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

ALSO PRESENT: City Attorney Fritz Knaak, Planning Commission Vice Chair Judy Seeberger, City Administrator Ron Moorse and Deputy Clerk Kim Swanson Linner.

4. **APPROVAL OF AGENDA** –

A. Agenda for the Regular City Council Meeting of September 15, 2015 – Items added were: Item 9C11, Organics Recycling and Item 9D5, High Speed Internet Committee.

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

5. **APPROVAL OF MINUTES** -

A. Minutes of the August 14, 2015 City Council Work Session – It was noted that Palmquist had arrived just after the meeting began.

Motion /Second: Richter/Ross. To approve the minutes of the August 14, 2015 City Council Work Session as amended. Motion carried 5-0-0.

B. Minutes of the August 18, 2015 Regular City Council Meeting –

Motion /Second: Palmquist/Bend. To approve the minutes of the August 18, 2015 Regular City Council Meeting as presented. Motion carried 3-0-2 (Abstain: Richter and Nelson, as they were not in attendance).

6. **PUBLIC INPUT** – John Heddle, 12180 8th Street S, informed Council that the “wedding venue” at 589 Manning Avenue, which does not currently have city approval to hold weddings, has held three weddings so far this year; with the two from 2014, a total of five weddings have been held on the property without approval from the city. He has called the City to report these each time they happen, and wanted to know what the city is doing. Mr. Heddle was informed that the issue is being taken up with the City Attorney.

7. **REPORTS/PRESENTATIONS** -

A. Sheriff’s Monthly Report – no deputy in attendance.

B. Jim Bougie, Finance Committee Report – not in attendance.

8. **CONSENT AGENDA** -

A. Just and Correct Claims

B. 4M Fund Transfer - AUGUST - **Resolution 2015-61**

C. Appointment of Auditor Michael Pofahl to conduct the 2015 Annual City Audit – **Resolution 2015-62**

54 **D. Sewer Ordinance amending Section 12-83 and Sections 12-1901 through 12-2300 – Ordinance 04-**
55 **2015 and Summary Ordinance 04-2015**

56
57 **Motion/Second: Richter/Nelson. To approve the Consent Agenda as presented, including Resolution 2015-**
58 **61, Resolution 2015-62 and Ordinance and Ordinance Summary 04-2015. ROLL CALL: All Ayes.**
59 **Motion carried 5-0-0.**

60
61 **9. CITY COUNCIL BUSINESS -**

62
63 **A. Planning Commission Report – Vice Chair Judy Seeberger reported for the Planning Commission.**

64
65 1. Traditional Ventures, LLC Application for Conditional Use Permit for Grading at 1987 Manning
66 Avenue and the parcel to the south with PID 18.028.20.22.0002 – Resolution 2015-63 – Administrator Moose
67 summarized that the Washington Conservation District has received grant funding for water quality
68 improvements, and is working with numerous property owners to address erosion issues to reduce the amount of
69 sediment that erodes into streams. This proposal is to construct a grassed waterway on the property at 1987
70 Manning Avenue and the parcel to the south to reduce erosion. The project will not change the route or volume
71 of water. The extent of grading requires a Conditional Use Permit (CUP). The City Engineer reviewed the
72 grading plans and indicated the proposed erosion control blanket is adequate. However, they did note that, if a
73 culvert is installed in the future to provide access across the grassed waterway, the plans for the culvert will need
74 to be reviewed by the City Engineer. Moose informed that the Planning Commission recommended approval of
75 the conditional use permit on a vote of 5-1-0 with the following findings and conditions.

76
77 Findings

- 78 1. The Washington Conservation District and the City Engineer found the project withstands a 10-year
79 precipitation event.
80 2. The project will not increase water flow to any adjacent properties.
81 3. The project will improve overall water quality to Valley Creek and ultimately to the St. Croix River.

82
83 Conditions

- 84 1. All appropriate provisions of the Afton Code of Ordinances shall be complied with for the duration of
85 the permit.
86 2. Grading plans shall be reviewed and approved by the City Engineer.
87 3. City Engineer specifications and recommendations for all work shall be met for the duration of the
88 permit.
89 4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt fences or
90 other types of erosion control shall be properly installed prior to construction; and shall be maintained in
91 good condition until the construction is complete.
92 5. Non-compliance with the conditions of this permit shall be considered a violation, and may result in
93 revocation of this permit.
94 6. Compliance with conditions of this permit shall be monitored on a periodic basis.
95 7. Construction shall begin within one year of the date of issuance of this permit or the permit shall
96 become null and void.
97 8. If a culvert is installed in the future to provide access across the grassed waterway, the plans for the
98 culvert will need to be reviewed and approved by the City Engineer.
99 9. The applicant and property owner will adhere to the operation and maintenance plan dated 2/2015, and
100 the grassway shall be maintained as such semi-annually for 10 years.
101 10. The project shall meet the requirements of the approved Valley Branch Watershed District Permit
102 11. Any changes to the project shall be approved by the City of Afton.

103
104 Council Discussion

105 Palmquist asked what the issue was for the dissenting vote.

106 Seeberger reported that the commissioner indicated that not enough communication to adjacent landowners
107 was done.

108 James Landini, the Washington Conservation District (WCD) engineer, reviewed that the grant
109 opportunities were offered to all interested property owners. The surrounding property owners were notified of
110 this project per the application process.

111 Bend confirmed with the WCD engineer that the downstream property would be improved by this project.
112

113 **Motion/Second: Richter/Ross. To approve Resolution 2015-63, the Conditional Use Permit for Traditional**
114 **Ventures, LLC, for a grading and erosion control project at 1987 Manning Avenue and the parcel to the**
115 **south with PID 18.028.20.22.0002, with findings and conditions as presented in Resolution 2015-63. ROLL**
116 **CALL: All Ayes. Motion carried 5-0-0.**
117

118 2. Grant Weissner and Peter Hill Application for Conditional Use Permit for Grading at 3750 Paradox
119 End Avenue S. and the parcel to the east with PID 22.028.20.31.0005- Resolution 2015-64 – Administrator
120 Moose summarized the Washington Conservation District water quality improvement to construct a grade
121 control structure to reduce gully erosion at 3750 Paradox End Avenue S and the property to the east. The extent
122 of grading requires a Conditional Use Permit (CUP). The purpose of the proposed project is to catch the large
123 volume of surface water that flows off of the Paradox End cul-de-sac and onto the property to the east, as well as
124 to manage groundwater that flows through the soil which hits bedrock and comes out into a gully, and to provide
125 a stable flow path downhill for both of these water sources to reduce erosion. There will be no change in the
126 volume of water flowing down the waterway. Moose reported that the City Engineer reviewed the grading
127 plans and recommends approval. The Planning Commission recommended approval of the Conditional Use
128 Permit on a vote of 7-0-0, with the following findings and conditions.
129

130 Findings

- 131 1. The Project improves water quality.
- 132 2. The Washington Conservation District and the City Engineer found the project withstands a 10-year
133 precipitation event.
134

135 Conditions

- 136 1. All appropriate provisions of the Afton Code of Ordinances shall be complied with for the duration of
137 the permit.
- 138 2. Grading plans shall be reviewed and approved by the City Engineer.
- 139 3. City Engineer specifications and recommendations for all work shall be met for the duration of the
140 permit.
- 141 4. The grading plan shall be constructed according to plans approved by the City Engineer. Silt fences or
142 other types of erosion control shall be properly installed prior to construction; and shall be maintained in
143 good condition until the construction is complete.
- 144 5. Non-compliance with the conditions of this permit shall be considered a violation, and may result in
145 revocation of this permit.
- 146 6. Compliance with conditions of this permit shall be monitored on a periodic basis.
- 147 7. Construction shall begin within one year of the date of issuance of this permit or the permit shall
148 become null and void.
- 149 8. Installation shall be according to the design as approved by the Washington Conservation District and
150 the City Engineer.
151

152 Council Discussion

153 Ross reported that the property owners were not present and the discussion went quickly and without debate.
154

155 **Motion/Second: Richter/Bend. To approve Resolution 2015-64 for the grading CUP and erosion control**
156 **project at Grant Weissner and Peter Hill properties at 3750 Paradox End Avenue S and the parcel to the**

157 **east with PID 22.028.20.31.0005, with findings and conditions as presented in the resolution. ROLL**
158 **CALL: All Ayes. Motion carried 5-0-0.**
159

160 3. Dan Dickinson Variance Application at 15876 Afton Boulevard S. – Resolution 2015-65 –
161 Administrator Moose summarized the Dan Dickinson request for a variance to the minimum lot size
162 requirement at 15876 Afton Boulevard to enable the parcel to be approved as a buildable lot. Minimum lot size
163 in the VHS is 22,500 square feet (commonly three historically platted 50 foot by 150 foot parcels of 7,500 sq. ft.
164 each) combined to create one parcel. The Dickinson property is made up of two historically platted parcels of
165 7,500 square feet each, for a total of 15,000 square feet. The lowest elevation of the property is 720 feet, well
166 above the floodplain level of 692. The property is zoned VHS-C. A single family home is a permitted use in the
167 VHS-C District. Moose gave a brief history of the property indicating it contained buildings in the past: a
168 church and parsonage, and after being decommissioned, the buildings were used at various times as City offices,
169 a County library and a single family dwelling/art studio. The house was moved in 1984 and the church was
170 completely destroyed by a fire in 1998. Mr. Dickinson purchased the property in 1999, and applied for a
171 variance to the minimum lot size requirements in 2002. At that time, Molly Shodeen of the DNR indicated that
172 the DNR would not need to certify the lot size variance, as the lots were existing lots of record. While the
173 variance was approved, the variance expired before Mr. Dickinson moved forward with the construction of a
174 house on the property. Moose reminded that the Planning Commission and Council have reviewed the issue of
175 the buildability of lots in the Village Historic Site District (VHS) that are nonconforming in size and
176 undeveloped and that the variance process is to be used to provide a case-by-case review of substandard lots
177 wishing to be determined as buildable. Moose pointed out the site plan showed a proposed house on the
178 property and that the house can meet the setback requirements. The property does not have steep slopes. The
179 two substandard parcels are proposed to be combined to create one buildable lot. The planned wastewater
180 treatment system does have capacity to serve the property. Mr. Dickinson has requested an extension of the
181 expiration period for the variance, so that the timing of construction of a house can be planned to coincide with
182 the availability of sewer service to the property. At their meeting the Planning Commission acknowledged that
183 the property is small and they were not clear about the direction the Council felt about how small a lot could be
184 and still be allowed as a buildable lot.

185 Seeberger added, that while the Planning Commission recommended approval of the variance application on
186 a vote of 7-0-0.
187

188 Council Discussion

189 Ross reported that some commissioners felt there was a lack of direction on VHS minimum lot size from the
190 Council, but then came the consensus that a vote on the application would give Council the opportunity to give
191 direction.

192 Seeberger confirmed that some had a hesitancy on the size of VHS lots, but felt a recommendation on the
193 application would prompt direction from Council. The Commission was agreed that each property requesting a
194 lot size variance would be decided on a case-by-case basis. In this particular case, they felt a variance to allow a
195 housing parcel (not a parcel for storage or burning) would improve the VHS, as this parcel is somewhat of a
196 “gateway” parcel into Afton on Afton Boulevard.

197 Palmquist asked Dickinson about his intention for removing trees on the parcel.

198 Dickinson indicated he did not plan to remove any trees, especially the larger maples, unless they were a
199 hazard.

200 Palmquist continued that there are quite a few homes on two lots in the VHS.

201 Nelson commented that it was noted within the septic system discussions that the city has potential for three
202 to five lot size variances, and he is in favor of allowing appropriate variance requests, as it will help spread the
203 cost of the sewer hookups.

204 Bend reviewed the three factors that applications must meet to allow a variance:

- 205 1. Reasonableness: The property owner proposes to use the property in a reasonable manner not
206 permitted by the zoning ordinance.
- 207 2. Uniqueness: The plight of the landowner is due to circumstances unique to the property not created
208 by the landowner.

209 3. Essential Character: The variance, if granted, will not alter the essential character of the locality.
210 He asked, in turn, if each was met by this application. Council members, staff, and Planning Commission Vice
211 Chair indicated the application met these factors.

212 Richter felt that the “case-by-case” basis is subjective and felt the city should set some kind of threshold that
213 lot size could not go below. He also felt that because the septic timeline will extend 1-2 years, that a 2-3 year
214 variance time period seemed extensive.

215 Ross questioned that the actions on the lots had an assumed deadline. He stated the septic schedule has slid,
216 so the variance timeline has had to stretch out.

217 Bend asked Dickinson if the property has a well and septic now.

218 Dickinson indicated a mound system had been perked in 2002, but the property has no working septic
219 system at this time.

220 Palmquist felt the condition to have the sewer available was an important one.

221 Engineer Hankee stated that the Assessment Roll for the Feasibility Study for the project would need to be
222 updated to include a residential assessment for this parcel.

223 Richter maintained he’d like to see a “real” minimum lot size for the VHS now that individual septic
224 systems are not going to be needed.

225 The findings and conditions recommended by the Planning Commission were amended by the Council as
226 follows:

227

228 Findings

- 229 1. The property cannot be put to a reasonable use without a variance.
230 2. The parcel was a pre-existing non-conforming lot which previously contained compliant structures.
231 3. A variance was previously recommended by the Planning Commission and approved by City
232 Council.
233 4. The parcel has an existing well and septic system.
234 5. The proposed house meets setbacks.
235 6. The proposed house meets impervious surface requirements in the VHS District.
236 7. The conditions of the property are not by the actions of the owner.
237 8. Granting the variance will not give special privilege to the owner.
238 9. Granting the variance will not change the essential character of the neighborhood.

239

240 Conditions

- 241 1. The two parcels must be combined into one parcel.
242 2. The house must meet all setback requirements.
243 3. The house must meet impervious coverage requirements.
244 4. The house plan must comply with the Heritage Preservation Commission for design review and
245 recommendations.
246 5. The applicant must provide a grading and erosion control plan, and the plan must be approved by
247 the City Engineer.
248 6. The house shall be constructed according to the site plan provided with the application subject to
249 revisions as required or approved by the City Engineer and/or the Zoning Administrator.
250 7. The variance shall be valid until one year after the municipal sewer system is available to the
251 property.
252 8. No building permit shall be issued for the parcel until the city sewer system is available.
253 9. Approval of the variance is contingent upon approval of the DNR, if required.
254 10. With this variance approval, the property must hook up to the Village sewer system.
255 11. The parcel must meet all other city requirements for a buildable lot, other than size.

256

257 **Motion/Second: Palmquist/Nelson. To approve Resolution 2015-65, the request by Dan Dickinson for a**
258 **variance to minimum lot size in the VHS at 15876 Afton Boulevard South, with the findings and**
259 **conditions as amended above. ROLL CALL: All Ayes. Motion carried 5-0-0.**

260

261 3. Lower St. Croix River Bluffland and Shoreland Management Ordinance and Floodway District
262 Ordinance Amendment – Ordinance 05-2015 – Administrator Moose summarized that The Lower St. Croix
263 Bluffland and Shoreland Management Ordinance and the Floodway District Ordinance included a number of
264 inconsistencies, outdated language, and conflicts with the City’s regular zoning requirements that made this
265 ordinance amendment necessary. He indicated the Planning Commission held a public hearing at its August 31,
266 2015 meeting and recommended approval on a vote of 7-0-0.

267 Bend asked if any council members wanted to discuss any of the amendments as outlined.
268 Council had no discussion.

269
270 **Motion/Second: Palmquist/Nelson. To adopt amendments to the Lower St. Croix Bluffland and**
271 **Shoreland Management ordinance, Sections 12-578, 12-637, 12-706, 12-707, 12-831, 12-832 and 12-834**
272 **and amendments to the Floodway District ordinance, Section 12-1001 as presented in Ordinance 05-2015.**
273 **ROLL CALL: All Ayes. Motion carried 5-0-0.**

274
275 Bend noted that, under the terms of the current ordinance, the ordinance changes need to be sent and
276 approved by the DNR with a 30-day review prior to publication.

277
278 **B. Engineering Report**

279 1. Staff Report/Council Update – City Engineer Diane Hankee reported that the Crack Filling project
280 is planned to start the week of September 21, 2015 weather permitting.

281
282 a. Bridge Inspections – Hankee reported that the Minnesota Department of Transportation
283 (MNDOT) annual bridge inspection program calls for some bridges to be inspected every year and some every
284 other year. She indicated that in 2014 two bridges were inspected; in 2015 five bridges need to be inspected and
285 reports submitted to MNDOT by October 31. The estimated cost to inspect the bridges is \$4,386. WSB has
286 certified bridge inspectors on staff that do this work.
287 The base reporting work will be completed along with the onsite inspections and final copies sent to the City.

288
289 **Motion/Second: Richter/Palmquist. To authorize WSB to complete five bridge inspections in 2015 per the**
290 **MNDOT annual bridge inspection program, for an amount not to exceed \$4,386. Motion carried 5-0-0.**

291
292 b. Engineering Services Proposals for the Downtown Improvement Projects – Hankee indicated
293 Engineering proposals from Wenck and Associates and WSB and Associates were discussed at the July 16,
294 2015 Council Work Session. These proposals for services are to complete the work for the levee, sewer system,
295 storm water and other projects connected with the DNR Flood Mitigation and Downtown Improvement Projects.
296 The Wenck proposal is for \$188,900 and the WSB proposal is for \$285,690. WSB will provide an updated
297 proposal, to take into account work to date and schedules.

298
299 2. Wastewater Treatment System Project Timing Update – Hankee explained that the City had been
300 working toward the construction of the wastewater treatment system in the fall of 2015. Due to actions
301 necessary to meet a number of requirements related to both the Minnesota Pollution Control Agency (MPCA)
302 permit and Public Facilities Authority (PFA) funding, and the issuance of the MPCA permit, the timing of
303 advertisement for bids have been delayed. Wenck Associates and WSB have discussed that there is a low
304 probability of obtaining good bids and completing significant work on the treatment system this fall. Therefore,
305 it is recommended that the advertisement for bids be planned for December 2015, with construction to begin in
306 the spring of 2016 and completed in the summer of 2016.

307
308 **Motion/Second: Palmquist/Richter. To authorize scheduling the advertising for bids for the wastewater**
309 **treatment system for December 2015, for construction in the spring of 2016. Motion carried 5-0-0.**

310
311 3. 201 System Upgrade – Administrator Moose explained that the wastewater treatment and
312 collection system project includes upgrading the lift station of the 201 septic system that serves properties along

313 River Road and connecting that system to the new wastewater system. In the past year the 201 lift station has
314 been experiencing recurring operational issues, and is currently not working and needs substantial repairs. The
315 lift station is being pumped regularly, at a cost of \$300 to \$400 per week. Rather than repairing the current
316 components now, then replacing them with upgraded components when the lift station is upgraded, staff has
317 worked with the City Engineer and three contractors to obtain information and price quotes for two alternative
318 solutions. One alternative is to do necessary repairs and replacements now. The lowest price quote received for
319 doing the necessary repairs is approximately \$2,000, which the contractor indicated could be done right away.
320 The other alternative is to do, at this time, the system upgrades that are planned as part of the larger collection
321 system project in 2016. The upgrades include the installation of two new 2hp single phase grinder pumps, new
322 pump disconnects, new check valves, new shut-off valves, new cable hangers, new rails, new brackets and
323 miscellaneous hardware, as well as a new control panel. The cost of the upgrades is approximately \$20,000.
324 Moore explained that while the cost of doing only necessary repairs is low, the disadvantages are that the items
325 repaired will be replaced in 2016, and there is uncertainty regarding whether the repairs will hold until the
326 upgrade work is done in 2016. While the advantages of the upgrade alternative is that there is no duplication of
327 costs and it would be a long term solution, the disadvantage is that it does not appear that the costs would be
328 eligible for the Public Facilities Authority grant funding, which is 50% of the cost.

329

330 Council Discussion

331 Ken Johnson, Public Works, reminded Council that the city lost its maintenance contractor for the 201
332 Septic System last year which has required him to coordinate the repairs to the 201 system; when needed, he has
333 sought advice from the consulting engineers.

334 Ross asked if the city could get some sort of warranty on these pump repairs. He asked if this contractor
335 would be doing any of the upgrade work in the future.

336 Hankee stated that this is a small company contractor who can complete the necessary repairs but is not of
337 the size or scope to bid the upgrade or new wastewater treatment work.

338 It was noted that the upgrade and connection of the 201 system to the new wastewater collection and
339 treatment system should be placed at the top of the staging list to get done right away in the project.

340 Nelson suggested that the city send letters to the 201 households explaining these repairs.

341

342 **Motion/Second: Bend/Nelson. To authorize necessary repairs as soon as possible to the 201 system lift**
343 **station, in the amount of \$2,098, up to a cost not to exceed \$3,000 for other unexpected fixes uncovered in**
344 **the repairs. Motion carried 5-0-0.**

345

346 C. Administration – [Items 9C2, Bruce Paddock Appeal and 9C5, 2016 Preliminary Budget & Levy were
347 moved up on the agenda to accommodate those in attendance for those particular items.]

348

349 1. [Item 9C2] Appeal of the Council's Denial of the Bruce Paddock Variance Application for the
350 property on 33rd Street with PID# 22.028.20.14.0064 – Mayor Bend announced that the City Council was
351 sitting as the Board of Appeals.

352 Attorney Knaak affirmed that as the Board of Appeals the Council will hear a new reconsideration of the
353 variance application.

354 David Snyder, representing the applicant, apologized for not being able to be in attendance at meetings to
355 answer questions about the application. He spoke to the specific issues raised by walking Council through the
356 site survey. The survey, which had been revised in July, showed 10 foot setbacks from the lot line on both sides
357 of the driveway; the proposed house footprint of 2,752 sq. ft. showed that it could meet setbacks from the slopes
358 greater than 12% and that there is no prohibition to building on a lot with slopes, only that they needed to be
359 respectful of the conditions and comply with zoning restrictions. He pointed out the manmade wall and stated
360 the wall could be maintained or removed, and they would follow the Council's recommendation, but pointed out
361 there was no prohibition to deleting a manmade structure from a site. Snyder pointed out that 87% of the parcels
362 in the VHS were smaller than the minimum size adopted in 2008 to accommodate requirements for septic and
363 wells. He stated the city's process was to determine and show buildability of the site through a variance. He felt
364 the survey shows buildability. He stated that the three variance factors will be met: the parcel use is reasonable

365 as a single dwelling; it consists of two historically platted lots plus a portion of land by the vacated 33rd Street,
366 which is bigger than several parcels already built upon in the Village; and, it won't change the essential
367 character of the neighborhood, and in fact, the natural area to the west buffers any notion that the parcel is too
368 small. He ensured the parcel shall comply with all other zoning and building requirements.

369
370 Council Discussion

371 Council wished to delete the previous findings and add several findings and conditions to the variance request.
372 They were:

373
374 Findings

- 375 1. The property cannot be put to a reasonable use without a variance.
- 376 2. The parcel was a pre-existing non-conforming lot.
- 377 3. The proposed house meets setbacks.
- 378 4. The proposed house meets impervious surface requirements in the VHS District.
- 379 5. The conditions of the property are not by the actions of the owner.
- 380 6. Granting the variance will not give special privilege to the owner.
- 381 7. Granting the variance will not change the essential character of the neighborhood.

382
383 Conditions

- 384 1. The house must meet all setback requirements.
- 385 2. The house must meet impervious coverage requirements.
- 386 3. The applicant agrees to limit the size of the house on the lot as shown on the survey (2,752 s.f.).
- 387 4. The house plan must comply with the Heritage Preservation Commission design review and
388 recommendations.
- 389 5. The applicant must provide a grading and erosion control plan, and the plan must be approved by
390 the City Engineer.
- 391 6. The house shall be constructed according to the site plan provided with the application subject to
392 revisions as required or approved by the City Engineer and/or the Zoning Administrator.
- 393 7. The variance shall be valid until one year after the municipal sewer system is available to the
394 property.
- 395 8. No building permit shall be issued for the parcel until the city sewer system is available.
- 396 9. Approval of the variance is contingent upon approval of the DNR, if required.
- 397 10. The variance approval is contingent on the parcel getting a sewer connection.
- 398 11. The applicant agrees to sign an assessment agreement and waiver to pay the costs required to hook
399 up to the city sewer system.
- 400 12. The parcel must meet all other city requirements for a buildable lot, other than size.
- 401 13. The applicant shall comply with all requirements by the Valley Branch Watershed District, the City
402 Engineer and any other controlling agency for additional mitigation or other conditions to comply
403 with requirements.

404
405 It was noted that the Assessment Roll for the Feasibility Study for the project would be updated to include a
406 residential assessment for this parcel.

407
408 **Motion/Second: Bend/Nelson. To modify Resolution 2015-54 by approving the variance application for**
409 **the Bruce Paddock property on 33rd Street with PID 22.028.20.14.0064 with deletion of the previous**
410 **findings and adding the above stated findings and conditions. ROLL CALL: All Ayes. Motion carried 5-**
411 **0-0.**

412
413 Bend announced that the Council would come out of Board of Appeals status for the rest of the agenda.

414
415 2. [Item 9C5] 2016 Preliminary Budget and Tax Levy – Resolutions 2015-66 and 2015-67 –
416 Administrator Moorse called attention to the 2016 Preliminary Budget Overview that reflects the effort to

417 expand and upgrade high speed internet access throughout the City, the initial debt service payments related to
418 the downtown improvement projects, and additional funding for roadway maintenance. The proposed 2016
419 General Fund expenditures are \$1,197,633, an increase of \$63,249 or 5.6%, over the 2015 budget. Moose
420 reviewed the key items affecting the General Fund expenditures as follows:

- 421 • Crack sealing and seal coating expenditures have increased by \$3,000, or 5.6%
- 422 • Road surface maintenance and pothole repair expenditures have increased \$16,000 or 53.3%,
423 to reflect actual expenditure levels and maintenance needs.
- 424 • Brush and tree trimming and mowing along roadways and culvert repair expenditures have
425 increased \$14,000 or 56% to reflect actual expenditure levels and maintenance needs.
- 426 • Building Inspection Fees are up \$5,250 or 23.1% to reflect additional building and remodeling.
427 (These expenditures are offset by \$8,000 in building permit revenues, an increase of 12.3%.)
- 428 • City Administrator pay is increasing by \$5,887, or 6.6%, due to the 3% general cost-of-living
429 adjustment and a step adjustment.
- 430 • Fire and Ambulance service expenditures are up \$12,940, or 5.9%, which reflects the Lower
431 St. Croix Valley Fire Department's \$20,990, or 4.91% increase in its charges to its contracted
432 cities and a larger cost share for Afton due to the cost allocation formula. The 4.91% increase
433 to Afton is based on a \$56,766, or 13.4% increase in operating expenses. The two largest
434 operating expense increases are a \$19,000, or 25% increase in Firefighter pay, and a \$21,500,
435 or 71.7 % increase related to the part-time Fire Administrator position becoming full-time.
- 436 • Police Service expenditures are up \$2,100, or 1.2% based on the estimated cost increase from
437 the Washington County Sheriff's Department.

438 Moose summarized the proposed budget and tax levy would result in the City's share of property taxes on a
439 home valued at \$200,000 being \$568.27, an increase of \$67.17 or 13.40% over 2015. For a home valued at
440 \$500,000 the City's share of property taxes would be \$1,571.55, an increase of \$185.74 or 13.40% over 2015.
441 For a commercial property valued at \$500,000, the city's share of property taxes would be \$2,907.37, an
442 increase of \$343.63 or 13.40%.

443

444 Council Discussion

445 It was noted that the Preliminary Levy can be reduced, but not increased, prior to final approval in
446 December.

447 Palmquist stated that he has given suggestions to Administrator Moose to reduce some items, but he needs
448 additional information. He would approve the preliminary, but would like to have the levy reduced.

449 Ross stated he has received 70 emails in support of the budget and cost to improve the internet access in
450 Afton, one phone call stating "watch the purse strings." Most have commented "it's about time" to upgrade
451 infrastructure in Afton. He questioned whether \$168 per year increase is such a big number if City Council is
452 providing residents what they want.

453 Richter stated he would like more discussion on the contribution for engineering expenses only covered by
454 the short-term loan and the DNR match, as they were NOT included in the 2016 budget.

455 Accountant Niedzwiecki stated the debt service levy reflects the expenses and shows paying back the
456 Temporary Bond plus the ongoing debt of two Public Facilities Authority bonds.

457 Bend indicated he has had two types of comments by residents. One was that the Village improvements are
458 important, both environmentally and for infrastructure. The second was that they'd rather pay taxes now, rather
459 than pay taxes for paying back borrowed money.

460 Moose commented to Richter's concern that the expenses for debt service should be able to be pulled
461 together before December.

462

463 **Motion/Second: Palmquist/Nelson. To adopt Resolution 2015-66 approving the Preliminary 2016 Budget**
464 **as presented in Attachment A in the amount of \$2,088.801. ROLL CALL: Ayes-Nelson, Ross, Palmquist,**
465 **Bend. Nay-Richter. Motion carried 4-1-0.**

466

467 **Motion/Second: Palmquist/Nelson. To adopt Resolution 2015-67 as presented approving the Preliminary**
468 **2016 Tax Levy in the amount of \$1,926,467 for certification to the County before September 30, 2015.**
469 **ROLL CALL: Ayes-Nelson, Ross, Palmquist, Bend, Nay-Richter. Motion carried 4-1-0.**

470
471 **Final Budget and Tax Hearing: There was no discussion changing the proposed date and time for the**
472 **Budget and Tax Hearing for adopting the Final 2016 Budget and Tax Levy, therefore the Truth in**
473 **Taxation Budget and Tax Hearing will be held at the beginning of the December City Council meeting on**
474 **December 15, 2015 at 7:00 p.m.**

475
476 3. Blondo Proposal for Consulting Services Regarding the Section 106 Historic Building Impact
477 Assessment Related to the Downtown Improvement Projects – Administrator Moose reviewed that the MPCA
478 Board’s approval of the City’s Wastewater Collection and Treatment System Facility Plan permit included the
479 condition that the comments from the State Archeologist and the State Historic Preservation Office (SHPO) be
480 considered. The State Archeologist has approved the plan revisions that avoid impacts to the effigy mound.
481 SHPO requested additional information regarding the impact on the Cushing Hotel (Afton House), as it is on the
482 National Register of Historic Places. The City’s historical review consultant, Blondo Consulting, has assessed
483 the impact to the Afton House, and has determined no effects. His assessment report has been provided to
484 SHPO. SHPO has until late September to provide comments regarding the assessment report. Because a portion
485 of the funding for the downtown improvement projects is coming from federal funds, a Section 106 historic
486 building impact assessment needed to be conducted. The Council approved funding in the amount of \$4,000 for
487 a proposal from Blondo Consulting to initiate a Section 106 process. The proposal covered both the work related
488 to responding to the EAW comments from the State Historic Preservation Office (SHPO) (i.e. assessment of
489 potential impacts to the Cushing Hotel (Afton House) which is on the National Register of Historic Places), as
490 well as assessing the effects on historic buildings on the wastewater treatment system site; both have been
491 completed. Moose indicated that Blondo Consulting has also assisted in preparing tribal consultation letters
492 related to the treatment system, which were sent to the appropriate tribes.

493 Moose explained that to complete the 106 process, an assessment of effects of the downtown
494 improvement projects on historic buildings is needed. This requires an architectural inventory and evaluation of
495 historic buildings in the downtown area, and assessment of project effects. It also requires coordination with the
496 State Historic Preservation Office and the United States Army Corps of Engineers. This work is beyond the
497 scope of the initial proposal from Blondo Consulting. To fully complete the Section 106 process Steven Blondo
498 Consulting has proposed a scope of work and cost for an amount of \$5,000.

499
500 Council Discussion

501 Palmquist felt the first expense approval of \$4,000 covered completing the Section 106 process. He
502 commented that zero (0) of the last five years of recipients of the Public Facilities Authority funding have been
503 required to complete this Section 106 process.

504 Bend asked if Blondo’s original bid included the Section 106 process, as there were buildings over 50 years
505 old known at the beginning of the process.

506 Hankee stated the original proposal was for Phase I archeological work; this Phase II work is to investigate
507 or report on anything that “came up” in Phase I.

508
509 **Motion/Second: Bend/Nelson. To approve the proposal from Blondo Consulting as amended to fully**
510 **complete the Section 106 process for the Downtown Improvement Projects at a cost not to exceed \$5,000.**
511 **The Blondo Consulting proposal was amended to include that if anything further comes to light, the**
512 **requirements will be met completely by this proposal and cost. Motion carried 5-0-0.**

513
514 4. Jon and Elizabeth Kroschel Request for Noise Ordinance Exemption for Event at 15106 50th Street
515 – Administrator Moose summarized that Jon and Elizabeth Kroschel, 15106 50th St. S., have requested the City
516 Council consider waiving noise ordinance enforcement on Friday, October 3, 2015 for an event they are hosting
517 as a fundraiser for a local food shelf that will include a live band playing outdoors until 11:00 p.m. This is the

518 same type of event they have held in previous years. The City has not received complaints regarding these
519 events in the past.

520

521 **Motion/Second: Nelson/Palmquist. To approve waiving the noise ordinance enforcement for a special**
522 **event at 15106 50th St. S on October 3, 2015 until 11:00 p.m. Motion carried 5-0-0.**

523

524 5. Historian for Local Designation of Historic Properties – Administrator Moorse explained the City
525 obtained grant funding of \$20,000 to hire an historian to conduct research and prepare local designation
526 nomination forms for historic properties in Afton. The City received proposals from two historians. The total
527 cost of the proposal from Thomas R. Zahn & Associates is \$19,750. The total cost of the proposal from
528 Woodward Heritage and Archeological Services is \$19,838. Moorse indicated the Design Review/Heritage
529 Preservation Commission (DR/HPC) reviewed the proposals at its August 16, 2015 meeting, and recommended
530 accepting the proposal from Thomas R. Zahn & Associates, based on Zahn having more experience, specifically
531 with the completion of local designation nomination forms, and the positive experience the Commission had
532 working with Zahn to develop an updated set of historic preservation design guidelines for the Old Village area.

533

534 **Motion/Second: Palmquist/Nelson. To approve the proposal and authorize Thomas R. Zahn & Associates**
535 **to conduct historic research and complete local designation nomination forms for thirteen historic**
536 **properties in Afton, at a cost not to exceed \$19,750. Motion carried 5-0-0.**

537

538 6. Policy Regarding Burning Permits in the Village Historic Site (VHS) District – Administrator
539 Moorse recounted that the Fire Department regularly issues burning permits for brush in the rural area of the
540 City, but does so rarely in the VHS District. The City does not have a policy regarding larger brush fires vs.
541 recreational fires in the VHS District. While large brush fires are rare in the VHS District, the City has received
542 complaints regarding a large brush fire in the VHS District. The complaints were related to smoke and a large
543 amount of ash from the fire being blown onto neighboring properties. Due to the small lots in the VHS District,
544 staff recommends the Council consider limiting burning permits in the VHS District to small recreational fires
545 and prohibiting larger brush fires.

546

547 **Council directed the issue to the Planning Commission regarding a policy to limit burning permits in the**
548 **VHS District to small recreational fires and prohibiting larger brush fires, including restricting brush**
549 **coming from onsite only and that the fire needs to be an appropriate distance away from any adjacent**
550 **structures.**

551

552 7. Washington County Septic Ordinance Revisions –Land Spreading of Septage – Administrator
553 Moorse stated that in April 2015, Washington County approved an updated septic ordinance which includes
554 new state laws. The City now has one year from the County's adoption of the ordinance to adopt the updated
555 ordinance. There is one item that has been added to the ordinance that is of concern to staff and has raised
556 concerns from some residents. This is the land spreading of septage. Land spreading of septage involves septic
557 pumpers spreading the septage on agricultural land rather than hauling it to a wastewater treatment plant. Prior
558 to adopting the updated septic ordinance, staff recommends additional review of the land spreading of septage
559 to determine if this is something the City wants to allow.

560

561 **Council directed the issue to the Planning Commission regarding the updated Washington County septic**
562 **ordinance, particularly the land spreading of septage. Information they should discuss included what**
563 **types of septage is allowed by this new County ordinance, the time of year when septage might be allowed,**
564 **what other city's are allowing and whether the City will require a spreading permit.**

565

566 8. Tree Removals on Putnam Boulevard – Administrator Moorse stated there are two trees that are
567 leaning over the portion of Putnam Boulevard that is closed to traffic, but used by pedestrians and bicyclers.
568 Staff obtained a price quote of \$300 to drop the tree but leave most of it next to the road, and a price quote of
569 \$500 to drop the tree and remove it.

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Motion/Second: Palmquist/Bend. To approve Tri County to drop the two trees leaning onto Putnam Boulevard, but to move the trees off to the side of the road, so as not to obstruct the roadway, for a cost not to exceed \$300. Motion carried 5-0-0.

9. Schedule a Special City Council Work Session – Administrator Moose reviewed that several topics have come forward that Council would like to discuss at a Work Session. He indicated that some topics could be addressed with less than a full Council, but the City Administrator performance review should be done with a full Council.

Staff was directed to schedule a City Council Work Session through “Doodle Poll” and include the items for the agenda on the date request, if possible, for the following topics, and any others as may be added: 1) Review funding sources for the Downtown Improvement Projects; 2) City Administrator Performance Review; 3) Opening Putnam Boulevard to through traffic; 4) other Engineering items.

10. Schedule Special Council Meeting for 3-City Facilitated Communication Process – Administrator Moose reported that the dates provided for a 3-city facilitated communication process were not workable, so the County has provided additional dates. Council checked their calendars for the dates in October. The meeting will be held from 6:00 p.m. to 8:00 p.m.

None of the dates worked for all council members.

It was suggested that possible dates be selected for November.

Council preferred the meeting be guided by parameters, such as: NO bashing Afton; NO delaying the Afton project; NO third party participants; NO topic relating to Afton’s septic project.

Nelson indicated one of the topics he would like on the agenda is a review of the Fire District Joint Powers Agreement, as an example of how the cities should be working in cooperation. He stated there is currently no exit clause and the percent of contribution seems out of line to the number of calls from the Fire Department.

11. Organics Recycling – Administrator Moose reviewed the new state law requiring businesses to recycle in January 2016. A consulting company, Minnesota Waste Wise, working with Washington and Ramsey Counties on recycling initiatives, has been meeting with Afton businesses interested in receiving grant money to increase their recycling. Minnesota Waste Wise services are free to cities; they understand and are sensitive to Afton’s wish to limit truck traffic on our roads. They are aware that Afton contracts with only one solid waste hauler. They would like direction on whether Afton would like only ONE organics hauler for the businesses that wish to have organics recycled as part of their recycling plan.

Council directed staff and Minnesota Waste Wise that Afton would like to have only one single organics hauler contracted to serve Afton businesses interested in organics recycling.

D. Committee Reports -

1. Public Works – none

2. Personnel – Software Consultant is setting up a 60-day demonstration trial period for the task management software. The Personnel Committee has been discussing a pay increase for the Deputy Clerk per the City Administrator’s recommendation. Administrator Moose commented that the Deputy Clerk runs the City Office efficiently and smoothly, pitches in to help with the Administrator’s work, prepares the Ordinances and Resolutions, as a few examples in this effort to recognize her performance. Bend added that the Committee will put together a recommendation for Council approval.

3. Parks – reviewed the concept for a Park restroom; they will meet this month if they have more detailed drawings to review.

4. HPC/DR – received the two proposals for Historians; they recommended Tom Zahn as he has significant experience in the historic nomination process and did an excellent job on the Design Guidelines in 2012. This consultant is being funded by two \$10,000 grants from the MN Historical Society and the State

621 Historic Preservation Office. Zahn will attend the September 23rd HPC meeting to get started on the nomination
622 process.

623 5. High Speed Internet – Afton’s letter of commitment is almost ready to send to CenturyLink;
624 indications are that the internet service costs will be much less than was estimated.

625 6. Natural Resources and Groundwater – tomorrow’s meeting is at Belwin; looking for mutual
626 cooperation for protection of natural resources.

627
628 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 629 A. Ward 1 Council Member Palmquist – none.
- 630 B. Ward 2 Council Member Richter – none.
- 631 C. Ward 3 Council Member Ross – none.
- 632 D. Ward 4 Council Member Nelson – Gateway Corridor meeting had nothing of significance for Afton.
- 633 E. Mayor Bend – none.
- 634 F. City Attorney Knaak – Report on file; the condemnation process is going forward with the
635 appointments of commissioners.
- 636 G. City Administrator Moorse – none.

637
638 **11. ADJOURN –**

639
640 **Motion/Second: Nelson / Ross, Bend, Richter & Palmquist. To adjourn the meeting at 10:22 p.m. Motion**
641 **carried enthusiastically 5-0-0.**

642
643 Respectfully submitted by:

644
645
646 _____
647 Kim Swanson Linner, Deputy Clerk

648
649 **Approved by Council (on October 20, 2015) as (check one): Presented: _____ Amended: _____**

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651 **Signed by Mayor Richard Bend _____ Date _____**
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PROCEEDINGS OF THE AFTON CITY COUNCIL
CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

5B

DRAFT City Council Work Session Minutes
October 19, 2015
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
1:00 p.m.

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

2. ROLL CALL: Ross, Richter, Palmquist, Bend. Nelson arrived at 1:10 p.m. Quorum present.

OTHERS PRESENT: City Administrator Ron Moorse.

3. APPROVAL OF AGENDA -

Motion/Second: Palmquist/Richter. To approve the October 19, 2015 City Council Work Session agenda as presented. Motion carried 4-0-0.

4. CITY COUNCIL BUSINESS -

a. Downtown Improvement Projects -

Business liaison. The Council discussed the business liaison requirement for the downtown improvement projects. Moorse indicated there is a statutory requirement that a business liaison be provided for projects such as the downtown improvement projects to ensure adequate communication with businesses throughout the project. The County requested WSB to develop a scope of services for a business liaison position. The proposed scope of services is very comprehensive and has a cost of approximately \$260,000 over the two year planned period of construction. The Council discussed alternative methods of providing the required communication. It was suggested that a team of people including an intern, City staff, volunteers (i.e. from the AABA), WSB and Washington County could provide the required communication at a much lower cost. The Council directed that the business liaison position be discussed at a work session.

Financial Oversight. The Council discussed the need for financial oversight of the downtown projects, including managing expenditures, tracking expenditures vs. funding sources, managing change orders, managing engineering fees, and managing deviations from the total project cost. It was suggested that one or two Council members should be involved in the financial oversight. Councilmembers Ross and Richter agreed to be involved in the financial oversight of the projects. Ross indicated they will initially need to get a good understanding of the project finances.

b. Deputies Facility Update - Moorse updated the Council regarding the proposed facility to house the deputies. The Sheriff's Department has agreed to provide a letter of intent regarding their use of and payment for the facility, and has also agreed that the \$2,500 cost of the design of the facility can be part of the costs the Sheriff's Department will fund. Moorse also explained that, if needed, there is sufficient area for a future expansion of the City Hall to the north that would not be in conflict with the proposed location of the Deputies facility.

c. Cartway Erosion Control Repairs - Moorse provided background regarding grading that was done on the cartway off of Afton Boulevard that created a substantial erosion issue. The City has notified the property owner that he needs to provide erosion control repairs. The Council directed staff to contact the Valley Branch Watershed District regarding potential funding for the erosion control repairs. The Council also directed staff to make clear to the property owner that, if the City makes the repairs, the property owner will be responsible for paying the cost of the repairs.

d. City Administrator Performance Review

Motion/Second: Richter/Nelson. To go into a closed session at 2:35 to discuss the City Administrator performance review and pending land use litigation. Motion carried 5-0-0.

55
56 **Motion/Second: Palmquist/Richter to come out of closed session at 4:00 p.m. Motion carried 5-0-0**

57
58 **ADJOURN –**

59
60 **Motion/Second: Richter/Palmquist. To adjourn the meeting at 4:00 p.m. Motion carried 5-0-0.**

61
62
63 Respectfully submitted by:

64
65
66 _____
67 Ron Moore, City Administrator

68
69
70 **Approved by City Council on November 17, 2015 as: Presented: _____ or Amended: _____**

71
72
73 **Signed by: Mayor Richard Bend _____ Date _____**

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

**DRAFT City Council Regular Meeting Minutes
October 20, 2015
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.**

1. **THE MEETING WAS CALLED TO ORDER** at 7:00 P.M. by Mayor Bend.

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

3. **ROLL CALL:** Nelson, Ross, Palmquist and Mayor Bend. Absent: Richter. **Quorum Present.**

ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Diane Hankee, City Administrator Ron Moorse and Deputy Clerk Kim Swanson Linner. City Accountant Tom Niedzwiecki joined the meeting in progress.

4. **APPROVAL OF AGENDA** –

A. Agenda for the Regular City Council Meeting of October 20, 2015 – Two items, 9C6 and 9C9 were deleted from the agenda, as the Council discussed those issues at their Work Session on Monday, October 19. Item 9C10 was added to the agenda, A Summary of the City Administrator’s Evaluation, which was also discussed in closed session at the October 19 Work Session.

Motion/Second: Palmquist/Ross. To approve the agenda of the October 20, 2015 Regular City Council Meeting as amended. Motion carried 4-0-0.

5. **APPROVAL OF MINUTES** -

A. Minutes of the September 15, 2015 Regular City Council Meeting Minutes – It was noted that the September 15 meeting minutes were not copied and included in the packet.

The September 15, 2015 City Council Meeting Minutes will be included in the November 17 packet.

B. Sheriff’s Monthly Report – Deputy Nick Sullivan reported there were 158 ICR’s for the month; two car break-ins on Afton Boulevard S ended badly, as Deputy Manis was instrumental in solving the crimes, landing the perpetrator, a member of a much larger auto theft ring, in jail. Kudos to Deputy Manis! And thanks to all of the deputies that work the Afton beat!

6. **PUBLIC INPUT** – Laurel Ross, 14616 Afton Blvd S, spoke in support of the contribution to the Afton Historical Museum.

7. **REPORTS/PRESENTATIONS** -

A. Sheriff’s Monthly Report – [Deputy report was moved up to 5B].

B. Jim Bougie, Finance Committee Report – the cash flow report showed at the end of August \$44,000 more than anticipated. A \$63,000 bond payment was to have been paid in August. [Tom Niedzwiecki later reported that payment was made on July 21, 2015 for the bond interest payment.]

C. Tom Niedzwiecki Budget Report – [This item will “float” until Mr. Niedzwiecki arrives from another meeting.]

D. Lower St. Croix Fire District Report – The digital signage was discussed at the FD meeting; the issue is on the agenda later in the Council meeting.

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8. CONSENT AGENDA -

- A. Just and Correct Claims
- B. 4M Fund Transfer - SEPTEMBER - **Resolution 2015-68**

Motion/Second: Palmquist/Ross. To approve the Consent Agenda as presented, including Resolution 2015-68. ROLL CALL: All Ayes. Motion carried 4-0-0.

9. CITY COUNCIL BUSINESS -

A. Planning Commission Report – Council Liaison Stan Ross reported for the Planning Commission, stating the Jesse Wilcox variance application and the Land Spreading of Septage received the most discussion. The VHS brush burning issue was discussed and the PC wanted more information from the Fire Department and neighboring communities’ brush burning ordinances.

1. Elaine Murphy Application for Conditional Use Permit for Grading at the Parcel west of 15824 50th Street with PID 27.028.20.43.0001 – Resolution 2015-69 – Administrator Moore summarized the Washington Conservation District proposed project to construct a grassed waterway on the norther portion of the property to reduce field erosion at the parcel west of 15824 50th Street with PID # 27.028.20.43.0001. The extent of grading requires a Conditional Use Permit (CUP). The new grassed waterway will catch and transport surface water to prevent the water from running down an existing waterway and existing rills (gullies) and causing erosion. Soil from the grading of the grassed waterway will be used to fill the existing waterway and the eroded gullies. The water flowing in the proposed grassed waterway will outlet into a grassy area and make its way through a wooded area to a grass corridor, then on to the St. Croix River. The volume of water that will reach the grass corridor will not increase. The speed at which the water travels should be reduced as it flows though the grassy area and woods vs. flowing down the gullies. Moore reported that while the City Engineer had concerns about possible erosion as the water flows through the wooded area, a review of the wooded area indicated the area has a substantial amount of grass which will help to prevent erosion. The City Engineer also recommended a level spreader be installed at the outlet of the northern grassy waterway to spread the flow of water as it leaves the waterway and flows into the grassy area prior to entering the woods. James Landini, of the Washington Conservation District, has added the level spreader to the project plans. The Planning Commission recommended approval of the conditional use permit on a vote of 8-0-0 with findings and conditions:

Findings

1. The Washington Conservation District and the City Engineer found the proposed project will withstand a 10-year precipitation event.
2. The project will not increase water flow to adjacent properties.
3. The project will improve the overall water quality of the drainage from the property that flows to the St. Croix River.

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. Any changes to the grading plan shall be approved by the City Engineer and the City Administrator.
6. Non-compliance with the conditions of this permit shall be considered a violation, and may result in revocation of this permit.

- 106 7. The property owner will adhere to the operation and maintenance plan dated July, 2015, and as may be
- 107 modified by the City Engineer, and the grassway shall be maintained as such for 10 years.
- 108 8. The operation of the proposed grassy waterway will be monitored on a periodic basis, particularly in
- 109 relation to erosion in the wooded area. If erosion is occurring, remedial action will be taken to address
- 110 and prevent the erosion.
- 111 9. Compliance with conditions of this permit shall be monitored on a periodic basis.
- 112 10. Construction shall begin within one year of the date of issuance of this permit or the permit shall
- 113 become null and void.

114
115 **Motion/Second: Bend/Ross. To approve the Elaine Murphy application for a Conditional Use Permit for**
116 **a grading and erosion control project by Washington Conservation District at the parcel west of 15824**
117 **50th Street with PID 27.028.20.43.0001, per Resolution 2015-69, with the above findings and conditions.**
118 **ROLL CALL: All Ayes. Motion carried 4-0-0.**

119
120 2. Guy Reithmeyer, et.al. Minor Subdivision at 1093 Lake Edith Lane and 1093 Indian Trail S.
121 **Resolution 2015-70** – Administrator Moose summarized the application by Guy Reithmeyer, owner of the
122 property at 1093 Lake Edith Lane, which is nonconforming in size, at 1.889 acres. The property at 1093 Indian
123 Trail South has six owners located across the U.S. Signatures from each of those owners has been acquired for
124 this application. The proposed Minor Subdivision is to transfer 15,443 sq. ft. of the adjacent property to expand
125 the Reithmeyer property at 1093 Lake Edith Lane and combined will become a little over 2 acres. The proposed
126 land division will not create any new lots. The lot line rearrangement could not be accomplished through a
127 simple subdivision because that requires both properties to be conforming both before and after the subdivision.
128 As the 1093 Lake Edith Lane property is less than 5 acres, it is nonconforming. The land division will increase
129 the size of the property, making it “less non-conforming.” The Planning Commission recommended approval of
130 the proposed subdivision on a vote of 7-1-0.

131 Council felt the subdivision was straightforward and agreed to the findings and conditions as provided:

132
133 Findings

- 134 1. The proposed subdivision will not create any new lots.
- 135 2. Neither parcel will be made more nonconforming by the subdivision.
- 136 3. The parcel at 1093 Lake Edith Lane will be made less non-conforming.

137
138 Conditions

- 139 1. The subdivision will be completed according to the surveys dated September 11, 2015.

140
141 **Motion/Second: Bend/Ross. To approve the Guy Reithmeyer, et.al. Minor Subdivision at 1093 Lake Edith**
142 **Lane and 1093 Indian Trail S., per Resolution 2015-70, with the above findings and conditions. ROLL**
143 **CALL: All Ayes. Motion carried 4-0-0.**

144
145 3. Jessie Wilcox After-the-fact Variance Application at 14725 Afton Boulevard S – Mr. Wilcox
146 submitted a Request for Continuation to the November 17, 2015 Council Meeting. A letter for a 60-day
147 extension was sent from the city to the applicant.

148
149 **Motion/Second: Bend/Ross. To continue the Jessie Wilcox After-the-Fact Variance Application at 14725**
150 **Afton Boulevard S to the November 17, 2015. Motion carried 4-0-0.**

151
152 4. Gary Maas Minor Subdivision at 15990 32nd Street – Resolution 2015-72 – Administrator Moose
153 summarized the Gary Maas application for a Minor Subdivision to divide the existing 1.04 acre property into
154 two 22,582 sq. ft. lots. An existing house is on the southern portion of the existing property and will be on the
155 proposed new southerly lot. Both parcels meet the requirements for a subdivision in the VHS-C zone. Moose
156 explained that the City has acquired a 19-foot-wide easement along the eastern side of the property for road,
157 levee, stormwater and sanitary sewer purposes. Several easements are required for stormwater and sanitary

158 sewer lines, and to maintain a 15-foot clear zone along the toe of the levee, there will not be any permanent
159 above-ground improvements in the easement area. For this reason, the City Engineer recommended dedicating
160 drainage and utility easements along the perimeter of the property. The applicant was not required to
161 demonstrate adequate septic system sites, due to the upcoming construction of the sanitary sewer system to
162 serve the downtown area. The additional lot will be developed with municipal sewer service. The proposed
163 conditions of the subdivision approval include the connection of each lot to the sewer system and an assessment
164 waiver and agreement to pay the cost to hook up both lots to the sewer system. Moore described that during the
165 survey work for the subdivision, it was discovered that the property on Afton Boulevard South directly west of
166 the subject property has a garage that encroaches 0.4 feet onto the subject property, and the eave of the garage
167 encroaches 1.4 feet. The applicant is proposing to grant a five foot wide easement for the garage, so that it will
168 not be illegally encroaching on the property. There is also a shed that fully encroaches onto the property. The
169 shed is to be removed from the property.

170
171 Findings

- 172 1. The proposed subdivision meets subdivision requirements.
- 173 2. Both proposed lots will meet the minimum lot size standards.

174
175 Conditions

- 176 1. Drainage and utility easements as recommended by the City Engineer shall be granted, with a minimum
177 width of five feet along the side lot lines and 10 feet along the front and rear lot lines.
- 178 2. The subdivision shall be completed according to the surveys dated September 22, 2015, and as revised to
179 reflect the drainage and utility easements described in #2 above.
- 180 3. A park dedication fee of \$5,000 shall be paid prior to the recording of the subdivision, in accordance with
181 Section 12-1270 of the Subdivision Ordinance.
- 182 4. The principal structure on each lot shall be connected to the City's sewer system when the system is
183 available.
- 184 5. The applicant shall sign an assessment waiver and agreement to pay the costs required to hook up both
185 lots to the city sewer system.
- 186 6. A five foot wide easement for the encroaching garage at the northwest corner of the property shall be
187 recorded prior to the recording of the subdivision.
- 188 7. The shed that fully encroaches onto the northwest corner of the property shall be removed.
- 189 8. A driveway permit is required for the construction of a driveway to serve the northerly lot.

190
191 **Motion/Second: Palmquist/Nelson. To approve the Gary Maas Minor Subdivision at 15990 32nd Street,**
192 **per Resolution 2015-72, with the above findings and conditions. ROLL CALL: All Ayes. Motion carried**
193 **4-0-0.**

194
195 5. Land Spreading of Septage – Ordinance Amendment – Administrator Moore explained that
196 rather than having its own subsurface sewage treatment system ordinance for private septic systems, the City
197 adopts the County's septic ordinance. In April 2015, Washington County approved an updated septic ordinance.
198 The County's updated ordinance includes new language regarding the land application of septage. In the
199 ordinance "Septage" is defined as "...solids and liquids removed from an SSTS and includes solids and liquids
200 from cesspools, seepage pits, other pits, or similar systems or devices that receive sewage. Septage also includes
201 solids and liquids that are removed from portable, incinerating, composting, holding, or other types of toilets.
202 Waste from Type III marine sanitation devices, as defined in Code of Federal Regulations, title 33, section
203 159.3, and material that has come into contact with untreated sewage within the past 12 months is also
204 considered septage." Moore stated the County's former septic ordinance did not specifically address the land
205 application of septage. Normally septage is hauled by septic pumpers to a sewage treatment system and pumped
206 into the system. This newly allowed land application of septage provides another method of treatment. The land
207 application of septage is supported by septic pumpers and some of their customers because the land application
208 option is less costly than hauling and disposing of septage at the Pig's Eye treatment plant. The updated
209 ordinance allows it within a set of standards. The Washington County Public Health Department has indicated

210 that approximately 3% of the land in Washington County is suitable for land application. They will have a land
211 application permitting process to determine the suitability of the land. Washington County is requesting each
212 community in Washington County to make a determination on whether the land spreading of septage will be
213 allowed or prohibited. The updated ordinance requires that, prior to approval of a land application permit,
214 documentation from the local unit of government indicating the proposed activity is allowed must be provided.
215 The Planning Commission discussed the issue and recommended, on a vote of 8-0-0, that the City adopt an
216 ordinance similar to the ordinance adopted by the City of Cottage Grove, prohibiting the land application of
217 septage in Afton. Moore indicated the City of Cottage Grove did a lot of research and adopted an ordinance
218 prohibiting the land application of septage. They contended one reason for the prohibition is that Cottage Grove
219 has had past issues with Perfluorochemicals (PFCs) contamination and that one source of the contamination may
220 have been the land spreading of sewage sludge. Much of Cottage Grove soils, as is found in Afton, are sensitive
221 to infiltration. Cottage Grove also found that the County ordinance does not include regulations restricting the
222 locations from which the septage can be hauled and they did not want to become a disposal site for septage.

223
224 **Motion/Second: Bend/Ross. To refer the issue back to the Planning Commission directing them to draft**
225 **an ordinance prohibiting the land application of septage modeled after the Cottage Grove ordinance and**
226 **to schedule a Public Hearing and recommendation to Council. Motion carried 4-0-0.**
227

228 **B. Engineering Report** – Engineer Diane Hankee reported to the Council.

229 1. Purchase of Wetland Credits – Engineer Hankee explained that the Afton Downtown Improvement
230 project requires mitigation of wetland impacts for the north pond, sanitary sewer, and levee. Minnesota Board of
231 Water and Soil Resources provided a purchase agreement for the amount of mitigation and cost of wetland
232 credits. The wetland credits will cost Afton in the range of \$49,174.88 to \$53,234.88 depending on the Corps of
233 Engineers’ (COE) determination of ratio for impacts (2:1 vs. 2:25). Hankee confirmed that the wetland
234 mitigation costs have been included in the overall project funding.

235
236 Council Discussion

237 Council questioned whether the north pond qualified as a wetland.

238 Hankee explained it does not. The mitigation required for wetlands will be determined by the COE, specific
239 to the type of wetland that is being lost due to the project and the amount of acres for displacement. If the city
240 creates a wetland instead of paying the wetland banking credits, the wetland mitigation requires 5-years of
241 monitoring.

242
243 **Motion/Second: Palmquist/Nelson. To approve the Purchase Agreement for Wetland Banking Credits for**
244 **\$53,234.88 pending the City working with local property owners, in the event that wetlands can be**
245 **created somewhere else, such as Belwin Conservancy land, which may be less expensive and would benefit**
246 **the environment as well. Motion carried 4-0-0.**
247

248 **C. Administration** –

249 1. Afton Historical Museum Funding Request – Ward 3 Council Member, Stan Ross, who is also the
250 President of the Afton Historical Museum Board, presented a request for funding from the City to support the
251 operations of the Afton Museum. He indicated that the Museum has been able to obtain grants for specific
252 projects and capital items, however, there are no grants available to fund operating expenses. The Museum is
253 requesting funding for a portion of its operating expenses. In particular, the Afton Historical Museum proposal
254 request was for 1) designating the museum as the “official history agent” for collection, preservation and
255 caretaker of Afton’s history; 2) assigning the Afton Museum the “statutory responsibility” to store and care for
256 the City’s historical government records; and, 3) was for contributing \$15,000 annually to cover operating
257 expenses.

258
259 **Motion/Second: Palmquist/Nelson. To approve #1 and #2 from the Afton Historical Museum proposal**
260 **request for 1) designating the museum as the “official history agent” for collection, preservation and care**
261 **taker of Afton’s history; and, 2) assigning the Afton Museum the “statutory responsibility” to store and**

262 **care for the City's historical government records. Item #3 was for contributing \$15,000 annually to cover**
263 **operating expenses.**

264
265 Council Discussion

266 Council discussed that "what is historic" would need to be defined and the "path" for old or historic
267 documents would need to follow the State's Document Retention Policy. How would that be managed? What
268 would be turned over? What about confidentiality?

269 It was brought up that the City already contributes to the Museum, in maintaining the museum building and
270 allowing the museum to house in the building.

271 Bend agreed the City should market the unique aspects of a frontier river city, however, he prefers that an
272 agreement with the Afton Historical Museum, much like the agreement the city now has with the Afton Parade
273 Committee, be investigated as to appropriateness, legality, be "common and prudent," meeting data practices
274 that the city needs to adhere to. He asked if the City would then "pay for services" from the Museum?
275

276 **Palmquist withdrew his motion.**

277
278 **Staff was directed to work with the Afton Historical Museum staff on a mutually beneficial agreement to**
279 **investigate whether the City wishes to have the Museum act as Afton's "official history agent" and to be**
280 **the "caretaker and storage place" for Afton historical documents.**

281
282 2. 2012 Park Plan – Administrator Moose explained that this has been placed on the agenda so that
283 the process for updating the City's Park Plan can be completed.

284 Council Member Palmquist reviewed that the Parks Committee took approximately one year to review the
285 previous Park Plan and recommended a number of updates. The Planning Commission reviewed and held a
286 Public Hearing on the Parks Plan [on February 4, 2013]; the Plan was revised to reflect the Planning
287 Commission's updates. [The Park Plan was on the February 19, 2013 City Council agenda, but was tabled at the
288 meeting. City Council then reviewed and discussed the Park Plan in a Work Session on May 23, 2013. Former
289 Mayor Pat Snyder agreed to write up the comments into a "red-inked" version which were submitted to city staff
290 on August 13, 2013 to be reviewed by the Parks Committee.] Palmquist stated that since the Parks Committee
291 had spent a year in reviewing their update to the Park Plan, they decided not to discuss the handwritten
292 comments by the former mayor.

293 Administrator Moose noted that, at this time, to finalize the Park Plan, the Council needs to review the
294 updated plan and determine whether the plan is ready for approval or needs further review/revision.
295

296 **Motion/Second: Bend/Palmquist. To have drafts of the 2012 Park Plan made available to council**
297 **members for review, including the former mayor's red-inked comments, so that the Council can proceed**
298 **with finalizing approval. Motion carried 4-0-0.**

299
300 3. Appointment of Representative to the MSCWMO – Administrator Moose explained that in June,
301 2015, the Council appointed Sondra Larson as the City's representative on the Middle St. Croix Water
302 Management Organization. (MSCWMO). He reported that she felt the role was beyond what she expected and
303 she has resigned from the position. Therefore, the Council needs to appoint a new representative to the
304 MSCWMO. It was also noted that the Valley Branch Watershed District is seeking a Board member.

305 Nelson, former MSCWMO liaison, stated that the City representative must disclose all financial
306 information, per state law, and that may discourage some from serving.

307 Council discussed whether members of current commissions or committees might be interested in serving.

308 Bend mentioned that the current City committees and commissions are efficiently working groups and
309 serving on a watershed board would be good training ground for someone seeking to be on the City Council or
310 Planning Commission in the future.

311 **Staff was directed to solicit volunteers for both watershed management organizations through a**
312 **notice in the City Newsletter.**

313

314 4. River Road Erosion Repairs – [This item was moved up in the agenda from 9C5 to 9C4.] -
 315 Administrator Moose explained that during a heavy rain this summer, a major washout occurred on a steep
 316 slope directly adjacent to River Road. The washout left the edge of the roadway vulnerable to further erosion
 317 and possible undermining and damage to the roadway. The property owners where the erosion has occurred are
 318 working with an engineer to develop a plan for repairing the steep slope and preventing erosion. However, the
 319 City has a prescriptive easement for River Road, hence has a responsibility and priority to protect the edge of the
 320 roadway from being undermined by further erosion. The City Engineer and Tri County have reviewed the area
 321 and have recommended temporary repairs to be made this fall to protect the roadway during the rains of next
 322 spring. Moose summarized the recommended repairs: to haul in fill to reestablish the road shoulder in two areas
 323 where erosion washed out soils near the roadway edge, and to construct an earthen berm two feet in height along
 324 the portion of the roadway that is sensitive/prone to additional erosion to keep drainage from flowing from the
 325 road to the area. The fill and the berm will be covered with an erosion control blanket. The cost of this work is
 326 \$2,800. The major repairs required to permanently reestablish the steep slope will be the responsibility of the
 327 property owners where the erosion has occurred.

328
 329 **Motion/Second: Nelson/Bend. To authorize Tri County to complete temporary erosion control repairs on**
 330 **River Road at a cost not to exceed \$2,800 to shore up the roadway from being undermined by further**
 331 **erosion. Motion carried 4-0-0.**
 332

333 5. Replace City Hall Water-Related Equipment and Fixtures – [This item was moved up in the agenda
 334 from 9C7 to 9C5.] – Administrator Moose explained that City Hall has a number of water-related items that
 335 need repair, replacement or removal. These include the water heater, the water softener and the drinking
 336 fountain. Staff recommends re-plumbing the water filter that filters water from the well to make it easier to
 337 regularly replace the filter. The water softener has not been working for a number of years, which results in
 338 issues related to iron in the water, but these are not significant. The drinking fountain is not used, as the iron in
 339 the water makes drinking it unsavory. Instead, the city contracts with a company to provide bottled water. The
 340 Minnesota Department of Health has indicated concern that having a water line that ends at a drinking fountain
 341 that is not used could cause problems with the water. Since the drinking fountain is not used, staff recommend
 342 removing the drinking fountain and install a “bar” sink and cabinet that can be used for washing dishes, etc. that
 343 are difficult to clean using the small restroom sinks. This will involve running a hot water line to the sink. Price
 344 quotes from two companies was obtained for the work.

	St. Croix Plumbing	Stillwater Plumbing
346 Sink and Faucet	\$2,200	\$1,238
347 Water heater	\$1,350	\$715
348 Water Filter	<u>\$425</u>	<u>\$535</u>
349 Total	\$3,975	\$2,488
350		
351 Water Softener	\$1,750	\$1,360 (Replacement not recommended.)

352
 353
 354 Council Discussion

355 Council questioned whether there was enough room in the hallway to put in even a “bar” sink. They liked
 356 the idea of a cabinet.

357 Staff stated that the hallway does not meet code for a commercial building.

358
 359 **Motion/Second: Bend/Nelson. To authorize Stillwater Plumbing to complete the recommended work to**
 360 **install a “bar” sink and faucet with cabinet in the hallway, including a hot water line, to replace the water**
 361 **heater and to re-plumb the water filter, at a cost not to exceed the quoted \$2,488. Motion carried 4-0-0.**
 362

363 6. Funding for Community Digital Sign at Fire Station – Administrator Moose reported that the City
 364 received a special distribution from the Lower St. Croix Valley Cable Commission to its member cities. Afton’s
 365 share of the distribution was \$1,404.51. The cities are considering using this revenue to provide partial funding

366 for the installation of a community digital sign at the Lower St. Croix Valley Fire Station. The sign would be
367 used to provide emergency public safety information as well as other public safety information and Fire
368 Department information. It would also be used to provide community information and the sign has the ability to
369 have different messages on each side. Mayor Bend had discussed with the Fire Department and the other cities
370 an agreement regarding the funding for the sign and the use of the sign for community information. The
371 agreement would enable the cities to use the sign for community information, and particularly to advertise
372 community events, such as Afton's community festivals and 4th of July Parade.

373
374 **Motion/Second: Palmquist/Bend. To approve submitting the Cable Commission's check in the amount of**
375 **\$1,404.51 as the Afton contribution for the LSCV Fire Department installing a community digital sign at**
376 **the Lower St. Croix Valley Fire Station, subject to an agreement regarding the use of the sign for**
377 **community information and pending contributions from the other Lower St. Croix Valley communities**
378 **and the sign being fully funded. Motion carried 3-1-0 (Nay-Ross).**
379

380 7. Cartway Erosion Control Repairs – [This issue was discussed at the October 19, 2015 City Council
381 Work Session, so the item was deleted from the agenda.]
382

383 8. Facilitated 3-City Meeting – Administrator Moose explained that Thursday evening, November 5,
384 from 6:00 p.m. to 8:00 p.m. has been set tentatively for a facilitated meeting between the Cities of Afton, Lake
385 St. Croix Beach and St. Mary's Point. If this date works for the Council, staff will notify the County, who will
386 determine if the date still works for the other cities.

387 Palmquist felt it would be a more appropriate time to meet after Afton's permit for the Village Sewer
388 Project is issued by the Minnesota Pollution Control Agency (MPCA).

389 Nelson stated he is not willing at this time to meet, as Lake St. Croix Beach (LSCB) continues to try to
390 undermine Afton's project.

391 Palmquist agreed, stating that the LSCB City Council inferred that the meeting was going to be to talk about
392 the Afton project and they accused our staff of fraud.

393 Ross stated he could not make a November meeting.

394 Bend was available, but stated he would not go as a sole City Council representative. He also felt the MPCA
395 would see that LSCB would look "the fools" in public at a mediation. He felt that Afton doesn't have a majority
396 of City Council members interested in attending a facilitated meeting because of the other city's behavior.
397

398 9. Clarify Status of Two Dwelling Units on the Property at 3787 St. Croix Trail – [This issue was
399 discussed at the October 19, 2015 City Council Work Session, so the item was deleted from the agenda.]
400

401 10. Summary of City Administrator Ron Moose's Performance Evaluation – Mayor Bend reported on
402 City Administrator Ron Moose's Performance Evaluation held at the October 19, 2015 Council Work Session.
403 He stated the Council's gross assessment is that Administrator Moose "exceeds expectations" and that he has
404 done a "phenomenally good job with other agencies." He reported that Council noted that Moose needs
405 additional support with land use matters and that he delegate certain matters of the city.
406

407 **D. Committee Reports -**

408 1. Public Works – haven't met.

409 2. Personnel – Ross reported that the technology consultant has set up a trial period for the
410 recommended software. He is looking forward to a report soon.

411 3. Parks – they will meet this month if they have more detailed drawings of the Town Square Park to
412 review.

413 4. HPC/DR – are moving forward on the local historical nomination process with Tom Zahn.

414 5. Natural Resources and Groundwater – a member of the committee, Susan Winsor, authored an
415 article about plant invasive species, which will be featured in the November Afton newsletter.

416 6. High Speed Internet – the grant decision on High Speed Internet funding should be coming by
417 December 15, 2015.
418

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

- 420 A. Ward 1 Council Member Palmquist – liked the KSTP water quality report for Washington County;
421 Afton is doing all the right things by addressing compliant subsurface septic treatment systems and
422 storm water drainage issues.
423 B. Ward 2 Council Member Richter – absent.
424 C. Ward 3 Council Member Ross – none.
425 D. Ward 4 Council Member Nelson – Continues to be concerned about the JPA with the LSCV Fire
426 Dept. and made another plea for the city to purchase new council chambers chairs.
427 E. Mayor Bend – none.
428 F. City Attorney Knaak – Prosecution Report on file.
429 G. City Administrator Moorse – none.

430
431 **11. ADJOURN –**

432
433 **Motion/Second: Bend/Palmquist. To adjourn the meeting at 10:05 p.m. Motion carried 4-0-0.**

434 Respectfully submitted by:

435
436
437
438 _____
439 Kim Swanson Linner, Deputy Clerk

440
441 **Approved by Council (on November 17, 2015) as (check one): Presented: _____ Amended: _____**

442
443
444 **Signed by Mayor Richard Bend _____ Date _____**

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PF Citations by City Rpt

QIJS Page 1
11/01/15 5:00:02Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: AFTON

From Date: 10/01/2015 To: 10/31/2015

AFTON

Offense Date	Offense Time	Location	Citation #
10/03/2015 Statute 169	2219 09	AFTON BLVD/ST CROIX TR ACCIDENT DRIVE TAIL	CT8214983 ONTO
10/03/2015 Statute 169	1122 14 2	SAINT CROIX TR/4200 BLK SPEED 48/30	CT8224478
10/03/2015 Statute 169	0249 09 2	AFTON BLVD & SAINT CROIX TR ACCIDENT-DRIVE FAIL	8214983 INFO
10/08/2015 Statute 169	1530 14 2A3	HUDSON RD/MANNING AV S SPEED 70/50	CT8224449
10/09/2015 Statute 169	1745 14 2A3	NEAL AV / 22ND ST SPEED 65/55	CT8217998
10/11/2015 Statute 169A	0356 .27 .1	I94/MANNIN AV 4TH DEG DUI	CT8223951
10/12/2015 Statute 169	2206 09 5	50TH ST S/E OF NEAL LEAVE SCENE OF ACCIDENT	CT8224356
10/13/2015 Statute 169	1733 14 2	SAINT CROIX TR/4000 BLK SPEED 47/30	CT8222371
10/13/2015 Statute 171	0132 24 2	HUDSON RD/NEAL AV DAR	CT8222805
10/16/2015 Statute 169.	1730 13 .2	40TH AND NEAL CARELESS DRIVING	CT8224470
10/19/2015 Statute 171	0406 24 2.1	MANNING AV/15TH ST DAR	CT8202541
10/19/2015 Statute 171	0352 24 2.1	MANNING AV S 15TH ST S DAR	CT822541
10/22/2015 Statute 169	1350 14 2A3	MANNING AV / 10TH ST SPEED 70/55	CT8214556
10/24/2015 Statute 168	1406 09 1	MANNING AV/LAKE RD EXPIRED VEH REGISTRATION	CT8215892
10/30/2015 Statute 169	0029 14 2A3	MANNING AV/30TH ST SPEED 64/55	CT8222810

Total for City: AFTON

Page 1

15

PF Citations by City Rpt

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QIJS Page 2
11/01/15 5:00:02

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City selected: AFTON

From Date: 10/01/2015 To: 10/31/2015

** END OF REPORT **

Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for AFTON
 For the Period 10/01/15 To 10/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
10/01/15	9:54:06	115032738	0130	SAINT CROIX TR	W/W SPEED
10/01/15	13:25:21	115032778	0087	15TH ST	INFORMATION ON BEARS
10/01/15	13:50:57	115032781	0087	SAINT CROIX TR	VEH LOCKOUT
10/01/15	16:43:21	115032805	0151	HUDSON RD	LEVEL 3 INSPECTION
10/01/15	20:35:31	115032818	0078	32ND ST	CIVIL ISSUE
10/01/15	22:55:58	115032826	0092	TRADING POST TR	AUDIBLE ALARM
10/02/15	7:35:32	115032848	0187	HUDSON RD	TRAFFIC
10/02/15	11:34:11	115032885	0067	SAINT CROIX TR	PARKING QUESTION
10/02/15	15:37:43	115032940	0134	AFTON	POSSIBLE CSC REPORT-RESTACK F
10/02/15	15:59:11	115032946	0170	8TH ST CT	ALARM
10/02/15	22:01:26	115032982	0093	32ND ST	NOISE COMPLAINT
10/02/15	22:02:40	115032983	0093	I94	DRIVING COMPLAINT
10/03/15	8:44:11	115033015	0130	AFTON HILLS DR	THEFT REPORT **130 CALL**
10/03/15	10:51:02	115033031	0088	NEAL AV	911 OPEN LINE
10/03/15	11:22:06	115033033	0130	SAINT CROIX TR	TRAFFIC SPEED **SCANNED CIT
10/03/15	13:44:04	115033046	0063	8TH ST	ORD VIOLATION
10/03/15	16:35:02	115033069	0120	MANNING AV	ACCIDENT
10/03/15	16:35:02	115622269	0096	MANNING AV	ACCIDENT-START A WB MEDIC TO L
10/04/15	2:49:17	115033107	0177	32ND ST	ACCIDENT CT82-14983 **SCA
10/04/15	5:42:10	115033112	0065	OXBOW CIR	ALARM *RESTACK ADDITIONAL TRIP
10/04/15	15:35:14	115033153	0061	NEAL AV	DUMPLING COMPLAINT
10/04/15	16:19:59	115033159	0176	SAINT CROIX TR	ASSAULT REPORT
10/04/15	18:19:13	115033169	0076	I94	DRIVING COMPLAINT
10/05/15	2:49:51	115033184	0076	STAGECOACH TR	ANIMAL CONCERN
10/05/15	11:05:33	115033228	0067	AFTON HILLS DR	911 ABANDONED
10/05/15	11:21:29	115033229	0100	22ND ST	OFFICER INFO
10/05/15	13:04:22	115033250	0077	50TH ST	DRIVING HAZARD
10/05/15	20:13:41	115033319	0096	HUDSON RD	SUSPICIOUS PERSON
10/06/15	4:48:01	115033338	0194	MANNING AV	WARRANT ARREST
10/06/15	10:17:14	115033374	0075	32ND ST	LOST WALLET RESTK/CALL
10/06/15	11:41:13	115033395	0125	STAGECOACH TR	SUSPICIOUS VEHICLE
10/06/15	15:30:05	115033443	0176	TRADING POST TR	MEDICAL LEVEL 3
10/07/15	3:30:01	115033487	0066	FAHLSTROM PL	MEDICAL LVL 1
10/07/15	6:02:41	115033488	0118	MANNING AV	MEDICAL LEVEL 1
10/07/15	6:58:25	115033494	0160	OXBOW CIR	ALARM
10/07/15	10:13:36	115033516	0063	TRADING POST TR	ALARM
10/07/15	11:31:01	115033535	0063	QUANT AV	SHOOTING COMPLAINT **COMP RE
10/07/15	15:39:12	115033571	0061	15TH ST	911 HANG UP
10/08/15	12:59:08	115033672	0087	VALLEY CREEK TR	SUSP MALES
10/08/15	15:30:21	115033703	0170	HUDSON RD	TRAFFIC CITATION 82-24449 SPEE
10/09/15	5:27:18	115033742	0157	NEAL AV	BURGLAR ALARM
10/09/15	6:47:42	115033747	0066	CROIXVIEW DR	DOG AT LARGE
10/09/15	17:47:54	115033846	0139	NEAL AV	TRAFFIC-CITATION CT82-17998
10/09/15	20:01:13	115033858	0096	MANNING AV	DRIVING COMPLAINT
10/09/15	21:51:25	115033866	0187	HUDSON RD	SUSPICIOUS VEHICLE
10/10/15	17:59:09	115033950	0139	I94	SLUMPER
10/10/15	18:05:03	115033951	0139	SAINT CROIX TR	VEHICLE LOCKOUT
10/10/15	22:21:59	115033968	0092	TRADING POST TR	AUDIBLE ALARM
10/11/15	4:04:35	115033986	0157	I94	4TH DEGREE DUI/CARELESS DRIVIN
10/11/15	10:19:33	115033999	0160	AFTON HILLS DR	UNWANTED MALES
10/11/15	11:29:32	115034006	0063	30TH ST	VEH LOCKOUT
10/11/15	14:43:57	115034033	0176	SAINT CROIX TR	3 DOGS LEFT IN VEH

CJBWPR\$.txt
 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for AFTON
 For the Period 10/01/15 To 10/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
10/11/15	15:19:03	115034040	0176	NEAL AV	TRAFFIC
10/11/15	17:22:43	115034057	0076	30TH ST	ACCIDENT
10/11/15	17:22:43	115622884	0078	30TH ST	AOA ACCIDENT **MEDICAL
10/12/15	14:30:03	115034167	0130	VALLEY CREEK TR	TREE DOWN
10/12/15	20:41:07	115034207	0176	MANNING AV	TRAFFIC
10/12/15	22:06:54	115034218	0092	50TH ST	ROLLOVER ACCIDENT
10/12/15	23:47:25	115034220	1204	I94	DISABLED SEMI
10/13/15	1:32:31	115034224	1204	HUDSON RD	DAR CT82-22805 **SCA
10/13/15	9:11:02	115034245	0087	10TH ST	SICK ANIMAL
10/13/15	17:33:39	115034332	0130	SAINT CROIX TR	TRAFFIC SPEED **SCANNED CITE*
10/13/15	23:13:39	115034345	0065	TRADING POST TR	ALARM
10/14/15	14:06:51	115034420	0075	HUDSON RD	AUD ALARM
10/14/15	15:32:13	115034443	0184	OSGOOD AV	MEDICAL LEVEL 1
10/14/15	18:45:19	115034472	0184	SAINT CROIX TR	CAR VS DEER
10/14/15	20:48:48	115034480	0061	NORCREST AV	SUSPICIOUS VEH
10/15/15	12:24:49	115034552	0085	HUDSON RD	INJURED DEER - RESTACK/CALL
10/16/15	17:04:24	115034731	0090	40TH ST	DRIVING CONCERN REF 115623325
10/16/15	17:04:24	115623325	0100	40TH ST	DRIVING CONCERN
10/17/15	12:17:43	115034782	0130	SAINT CROIX TR	HOLDUP ALARM
10/17/15	13:59:59	115034791	0130	FAHLSTROM PL	MEDICAL LEVEL 3
10/18/15	12:27:15	115034855	0067	VALLEY CREEK TR	LOOSE DOG
10/18/15	13:58:09	115034863	0130	SAINT CROIX TR	VEH LOCKOUT
10/18/15	20:04:26	115034885	0089	40TH ST	SUSPICIOUS ACTIVITY
10/19/15	4:06:20	115034899	0159	MANNING AV	TRAFFIC-DAR/POSS SYNTH DRUG/DR
10/19/15	10:17:56	115034947	0160	STAGECOACH TR	BURG ALARM
10/19/15	13:23:48	115034970	0081	NEAL AV	BURG ALARM
10/19/15	16:03:43	115034992	0090	AFTON BLVD CT	FIRE ALARM SOUNDING *3RD PARTY
10/20/15	11:54:04	115035078	0100	PATELEY BRIDGE	OFFICERS INFO
10/20/15	17:26:50	115035117	0176	NEAL AV	BURNING COMPLAINT
10/20/15	17:54:57	115035123	0061	NEAL AV	BURNING COMPLAINT *176 REQ FIR
10/21/15	9:14:18	115035181	0160	50TH ST	WELFARE CHECK **COMP ANON**
10/21/15	20:04:24	115035290	0176	PERROT AV	SUSPICIOUS ACTIVITY **COM
10/22/15	9:36:28	115035328	0151	HUDSON RD	LEVEL 3 INSPECTION
10/22/15	10:39:05	115035346		50TH ST	RECEIPT# 150003030
10/22/15	10:43:55	115035347		50TH ST	RECEIPT# 150003031
10/22/15	11:38:46	115035361		32ND ST	CIVIL PROCESS CASE
10/22/15	11:42:20	115035362		32ND ST	CIVIL PROCESS CASE
10/22/15	13:56:04	115035383	0115	MANNING AV	SPEEDING, 70 IN A 55
10/22/15	15:15:16	115035397	0176	NEAL AV	TRAFFIC
10/22/15	21:25:17	115035426	0176	40TH ST	ACCIDENT REPORT/PHONE CALL REQ
10/23/15	7:22:20	115035452	0063	AFTON BLVD	FOUND CONTAINED DOG *RSTK DOG
10/23/15	9:03:45	115035461		INDIAN TR PATH	RECEIPT# 150003046
10/23/15	19:41:03	115035540	0176	NEAL AV	DEAD DEER
10/24/15	3:34:02	115035564	1201	32ND ST	POSS DK DRIVER
10/24/15	12:48:54	115035590	0130	TOMAHAWK DR	AUD ALARM
10/24/15	13:50:59	115035598	0130	QUANT AV	ALARM
10/24/15	14:06:28	115035601	1257	MANNING AV	TRAFFIC - EXPIRED VEHICLE REGI
10/24/15	19:20:47	115035624	0139	32ND ST	BURNING COMPLAINT
10/24/15	19:25:18	115035626	0139	HUDSON RD	PARKING CONCERN
10/25/15	11:58:10	115035671	0091	SAINT CROIX TR	CIVIL ASSIST
10/25/15	17:31:30	115035698	0089	SAINT CROIX TR	RACING VEHICLES
10/25/15	18:12:13	115035702	0139	SAINT CROIX TR	DIRECTED PATROL

PRT CONTRACT ICR REPORT

Page 3
 11/01/15 5:00:02

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 Contract Report for AFTON
 For the Period 10/01/15 To 10/31/15

Date	Time	ICR #	ID#	Street Name	Complaint	
10/26/15	8:26:12	115035733		AFTON HILLS CT	RECEIPT# 150003069	
10/26/15	8:34:20	115035735	0130	MANNING AV	DRIVING COMPLAINT	
10/26/15	17:51:35	115035818	0067	AFTON HILLS DR	SUSPICIOUS VEHICLE	**RESTAC
10/27/15	0:05:34	115035837	0198	TOMAHAWK DR	FIRE ALARM SOUNDING	
10/27/15	2:13:11	115035844	0198	MANNING AV	DIRECTED PATROL	
10/27/15	11:57:18	115035899	0091	NEAL AV	ALARM	
10/28/15	8:37:05	115035977	0160	RIVER RD	TRAFFIC	
10/28/15	10:25:48	115035988	0091	MAJESTIC PINES	PROPERTY RETRIEVAL	
10/28/15	10:26:12	115035989	0160	MANNING AV	MOTORIST ASSIST	
10/29/15	13:02:33	115036134	0160	SAINT CROIX TR	TRAFFIC - SPEED	
10/29/15	17:21:07	115036185	0176	50TH ST	SUSPICIOUS ACTIVITY	
10/30/15	0:29:11	115036214	1204	MANNING AV	TRAFFIC-SPEED	
10/30/15	8:19:06	115036226	0087	AFTON BLVD CT	PANIC ALARM	
10/30/15	8:19:47	115036227	0115	MANNING AV	SPEEDING, 73 IN A 55	
10/30/15	13:21:42	115036285	0087	SAINT CROIX TR	INJURED FAWN	
10/31/15	12:08:51	115036390	0077	50TH ST	SUSP ACTIVITY	
10/31/15	15:10:34	115036403	0120	NEAL AV	EXTRA PATROL/SUSP VEHICLE	
10/31/15	21:48:56	115036438	0120	44TH ST	SUSPICIOUS VEHICLES	

Total ICRs Processed: 122

** END OF REPORT **

City of Afton
Claims to be Approved
October 21, 2015 thru November 17, 2015

Checks Numbered

From	To	Description	To Be Approved
20393		Check(s) from Administrator stock: Newsletter Postage	\$189.21
20613	20631	Routine Vendor Bills	\$3,380.67
20632		Youth Service Bureau: Charged to Acct 6366 City Council Contingency Expense	\$1,200.00
20633	20638	10/31/15 Staff Payroll	\$5,714.50
20639	20650	Significant Vendor & Other Bills	\$58,653.65
20651	20675	More Routine Vendor Bills (Check # 20655 is Void)	\$2,405.97
20676		Environmental Law Group	\$4,900.00
20677	206876	11/15/15 Staff Payroll, November Council Pay & One Routine Vendor Bill	\$6,919.28
EFT Payments		Safe Deposit Box, PERA, MN Withholding, Federal Withholding/Payroll Taxes	\$6,312.71
Claims to be approved at 11/17/15 meeting			\$89,675.99



Submitted by Thomas H. Niedzwiecki, Accountants
 File: Afton 2015 Claim Summary.xlsm Worksheet: Oct15 11/12/2015

11/12/15

City of Afton
Claims to be Approved
October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	10/29/2015	20393	Postmaster		100 · 4M Fund/US Bank - General F...	(189.21)
Bill	10/29/2015	NovNewstr2...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	Novemeber newsletter manually written check	5560 · Newsletter Expenses	189.21
TOTAL						189.21
Bill Pmt -C...	10/29/2015	20613	Centerpoint Energy (8000015314-0)	Acct No. 8000015314-0	100 · 4M Fund/US Bank - General F...	(174.76)
Bill	10/29/2015	Oct2015	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	19.00
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5279993 3033 St. Croix Trl S Meter #M19981172549	6010 · Gas Heat	67.55
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5855 Ga...	5855 5297143 3033 St. Croix Trl S Meter #M19981171296	5855 · Gas Lamps - Operating Costs	69.21
TOTAL						174.76
Bill Pmt -C...	10/29/2015	20614	Comcast (8772 10 572 0001508)	Account # 8772 10 572 0001508	100 · 4M Fund/US Bank - General F...	(197.55)
Bill	10/29/2015	Oct2015	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...	10/29/2015	20615	Freeway Electric, Inc		100 · 4M Fund/US Bank - General F...	(118.32)
Bill	10/29/2015	12876	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	service call, power in garage	6045 · City Garage Expense	118.32
TOTAL						118.32
Bill Pmt -C...	10/29/2015	20616	Innovative Office Solutions LLC	customer # V105001	100 · 4M Fund/US Bank - General F...	(52.38)
Bill	10/29/2015	IN0951419	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	pen, ball point, paper	5540 · Office Supplies	52.38
TOTAL						52.38
Bill Pmt -C...	10/29/2015	20617	James Mackey Architect		100 · 4M Fund/US Bank - General F...	(280.00)
Bill	10/29/2015	3026	200 Park Reserve Fd:B. Exp:6115 Pub Wks - Park & Open Space	parks restrooms structure	6115 · Park & Open Space Public Wor...	280.00
TOTAL						280.00
Bill Pmt -C...	10/29/2015	20618	Kate Piscitello (1099 Vendor)	Office Assistant: \$18/hour	100 · 4M Fund/US Bank - General F...	(522.00)
Bill	10/29/2015	Office Assis...	100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...	Office Assistant: 29 hours @ \$18/hr	5007 · Intern/Office Assistant Wages	522.00
TOTAL						522.00
Bill Pmt -C...	10/29/2015	20619	Menards - Hudson		100 · 4M Fund/US Bank - General F...	(115.43)
Bill	10/29/2015	566	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	15 amp medium duffy fuse, 30 amp tamper-proof fuse	6045 · City Garage Expense	11.94
Bill	10/29/2015	212	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6145 Park Equipment	utility heater	6145 · Park Equipment	31.90

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
			100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6140 Misc Expense	48" hvy-d tie bags	6140 · Misc Exp - Parks	7.97
Bill	10/29/2015	1455	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	D-12 pk Rayovac alk, electric tape	6040 · City Property Maintenance	15.93
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6035 Routine Cleaning	clorox spray, safety glasses, gloves, bifocal safety glass	6035 · Routine Cleaning	21.74
Bill	10/29/2015	957	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	plier	5930 · Tools & Minor Equipment	7.99
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	500' caution tape	6030 · Misc Exp - Bldg & Land	17.96
TOTAL						115.43
Bill Pmt -C...	10/29/2015	20620	Minnesota Department of Health		100 · 4M Fund/US Bank - General F...	(200.00)
Bill	10/29/2015	Stmnt9/29/15	550 Special Activities Fund:D. Flood & Storm Water Control:7836 Floo...	Well permit number797973	7836 · Flood & Storm Wtr Exp - Gen'l	50.00
			550 Special Activities Fund:D. Flood & Storm Water Control:7836 Floo...	797974	7836 · Flood & Storm Wtr Exp - Gen'l	50.00
			550 Special Activities Fund:D. Flood & Storm Water Control:7836 Floo...	797975	7836 · Flood & Storm Wtr Exp - Gen'l	50.00
			550 Special Activities Fund:D. Flood & Storm Water Control:7836 Floo...	802701	7836 · Flood & Storm Wtr Exp - Gen'l	50.00
TOTAL						200.00
Bill Pmt -C...	10/29/2015	20621	MN Sec of State - Notary		100 · 4M Fund/US Bank - General F...	(120.00)
Bill	10/29/2015	NotaryRene...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5545 Other Administration	Notary Commission Renewal for Kimberly Swanson Linner	5545 · Other Admin Expense	120.00
TOTAL						120.00
Bill Pmt -C...	10/29/2015	20622	Pitney Bowes (2995827)	Acct No. 2995827 Schedule No. 402	100 · 4M Fund/US Bank - General F...	(188.07)
Bill	10/29/2015	2995827-SP...	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						188.07
Bill Pmt -C...	10/29/2015	20623	Pitney Bowes (8000-9090-0626-5198)	8000-9000-0232-7223 cust ID 15296006883	100 · 4M Fund/US Bank - General F...	(200.00)
Bill	10/29/2015	Oct2015	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						200.00
Bill Pmt -C...	10/29/2015	20624	Postmaster		100 · 4M Fund/US Bank - General F...	(225.00)
Bill	10/29/2015	AnnualRene...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	Permit # 15	5560 · Newsletter Expenses	225.00
TOTAL						225.00
Bill Pmt -C...	10/29/2015	20625	PressEnter	Acct # 33299 Customer # 33881	100 · 4M Fund/US Bank - General F...	(290.00)
Bill	10/29/2015	Oct2015	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, Nov 2015	5510 · Computer Service/Software	290.00
TOTAL						290.00
Bill Pmt -C...	10/29/2015	20626	Security Response Services Inc	account number 120857	100 · 4M Fund/US Bank - General F...	(86.85)
Bill	10/29/2015	1094390	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	Base Alarm Monitoring-857270 11/20/2015 to 2/19/2016	5510 · Computer Service/Software	86.85

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						86.85
Bill Pmt -C...	10/29/2015	20627	Stanley Access Tech LLC	Acct No. 10244650	100 - 4M Fund/US Bank - General F...	(307.86)
Bill	10/29/2015	0904229529	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	BEA 10PBS451 plus service labor and travel: door push button	6040 - City Property Maintenance	307.86
TOTAL						307.86
Bill Pmt -C...	10/29/2015	20628	Xcel Energy (51-5247622-9)	Acct.No. 51-5247622-9 Meters 92023602 & 98359441	100 - 4M Fund/US Bank - General F...	(34.23)
Bill	10/29/2015	474222594	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 3741 & 4105 River Rd	5915 - 201 Project Maintenance	34.23
TOTAL						34.23
Bill Pmt -C...	10/29/2015	20629	Xcel Energy (51-5371356-9)	15891 34th St. S: Automatic Protective Lighting Service	100 - 4M Fund/US Bank - General F...	(15.53)
Bill	10/29/2015	474976140	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	15891 34th St. S: Automatic Protective Lighting Service	6020 - Electricity	15.53
TOTAL						15.53
Bill Pmt -C...	10/29/2015	20630	Xcel Energy (51-6223921-2)	Acct No. 51-6223921-2 Street Lighting	100 - 4M Fund/US Bank - General F...	(210.09)
Bill	10/29/2015	474238684	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	Street Lighting Service	5850 - Street Lighting	210.09
TOTAL						210.09
Bill Pmt -C...	10/29/2015	20631	Xcel Energy (51-6852605-2)	Acct #51-6852605-2 Install No. 184509 & 184508	100 - 4M Fund/US Bank - General F...	(42.60)
Bill	10/29/2015	475164728	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Automatic Protective Light Service Install No. 184509 & 184508	6020 - Electricity	42.60
TOTAL						42.60
Bill Pmt -C...	10/29/2015	20632	Youth Service Bureau	att'n Mary Planten-Krell	100 - 4M Fund/US Bank - General F...	(1,200.00)
Bill	10/29/2015	Oct2015	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Garden:636...	YSB Services	6366 - City Council Contingency Exp	1,200.00
TOTAL						1,200.00
Paycheck	10/29/2015	20633	Johnson, Kenneth L		100 - 4M Fund/US Bank - General F...	(431.39)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	587.52
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(38.19)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 - PERA Contribution - Employer	44.06
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(44.06)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 - Federal Withholding	(49.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	36.42
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2205 - Soc Sec Payable - Employer	(36.42)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 - Social Security W/H - Employee	(36.42)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 - Medicare Tax - Employer	8.52
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2213 - Medicare Payable - Employer	(8.52)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2212 - Medicare W/H - Employee	(8.52)

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
					2208 · MN State Withholding	(24.00)
TOTAL						431.39
Paycheck	10/29/2015	20634	Neitzel, Donald R		100 · 4M Fund/US Bank - General F...	(300.48)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	337.28
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 · Federal Withholding	(7.00)
					5051 · Social Security Tax - Employer	20.91
					2205 · Soc Sec Payable - Employer	(20.91)
					2204 · Social Security W/H - Employee	(20.91)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	4.89
					2213 · Medicare Payable - Employer	(4.89)
					2212 · Medicare W/H - Employee	(4.89)
					2208 · MN State Withholding	(4.00)
TOTAL						300.48
Paycheck	10/29/2015	20635	Joyce, Patrick C		100 · 4M Fund/US Bank - General F...	(483.48)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	599.26
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(38.95)
					5053 · PERA Contribution - Employer	44.94
					2302 · PERA Payable - Staff	(44.94)
					2210 · Federal Withholding	(20.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 · Social Security Tax - Employer	37.15
					2205 · Soc Sec Payable - Employer	(37.15)
					2204 · Social Security W/H - Employee	(37.15)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 · Medicare Tax - Employer	8.68
					2213 · Medicare Payable - Employer	(8.68)
					2212 · Medicare W/H - Employee	(8.68)
					2208 · MN State Withholding	(11.00)
TOTAL						483.48
Paycheck	10/29/2015	20636	Swanson Linner, Kimberly J		100 · 4M Fund/US Bank - General F...	(1,077.30)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5008 · Office Manager Wages	1,358.54
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		2302 · PERA Payable - Staff	(88.31)
					5053 · PERA Contribution - Employer	101.89
					2302 · PERA Payable - Staff	(101.89)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5018 · Insurance Benefits	26.90
					2325 · Madison Life ST & LT Disability	(26.90)
					2210 · Federal Withholding	(58.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5051 · Social Security Tax - Employer	84.23
					2205 · Soc Sec Payable - Employer	(84.23)
					2204 · Social Security W/H - Employee	(84.23)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5052 · Medicare Tax - Employer	19.70
					2213 · Medicare Payable - Employer	(19.70)
					2212 · Medicare W/H - Employee	(19.70)
					2208 · MN State Withholding	(31.00)
TOTAL						1,077.30

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
Paycheck	10/29/2015	20637	Moorse, Ronald J		100 - 4M Fund/US Bank - General F...	(3,267.07)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5004 - Administrator Salary	3,672.92
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5053 - PERA Contribution - Employer	275.47
					2302 - PERA Payable - Staff	(275.47)
					2302 - PERA Payable - Staff	(238.74)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5037 - Flexible Benefits	1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5018 - Insurance Benefits	26.90
					2325 - Madison Life ST & LT Disability	(26.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2325 - Madison Life ST & LT Disability	(100.98)
					2210 - Federal Withholding	(568.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5051 - Social Security Tax - Employer	295.92
					2205 - Soc Sec Payable - Employer	(295.92)
					2204 - Social Security W/H - Employee	(295.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5052 - Medicare Tax - Employer	69.21
					2213 - Medicare Payable - Employer	(69.21)
					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)
TOTAL						3,267.07
Liability C...	10/29/2015	20638	Madison National Life	103815000000000	100 - 4M Fund/US Bank - General F...	(154.78)
				103815000000000	2325 - Madison Life ST & LT Disability	100.98
				103815000000000	2325 - Madison Life ST & LT Disability	53.80
TOTAL						154.78
Bill Pmt -C...	11/17/2015	20639	City of Maplewood	Acct No. 1834	100 - 4M Fund/US Bank - General F...	(1,552.96)
Bill	10/31/2015	008207	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5860 Sig...	Afton Signs. Reflective sheet, roll goods, aluminum blocks, hard...	5860 - Signs & Signals	1,552.96
TOTAL						1,552.96
Bill Pmt -C...	11/17/2015	20640	Commercial Asphalt Company	Acct No. AF750	100 - 4M Fund/US Bank - General F...	(1,341.19)
Bill	10/31/2015	151031	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	Dura Drive 10/19, 10/20/2015	5835 - Surf Maint/Bit Patch/Sweeping	1,341.19
TOTAL						1,341.19
Bill Pmt -C...	11/17/2015	20641	Holstad & Knaak, PLC	Legal Services	100 - 4M Fund/US Bank - General F...	(5,656.25)
Bill	10/31/2015	Oct2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal F...	Civil / General	5321 - Legal Fees - General	2,537.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution - Leg...	Criminal	5320 - Legal Fees - Prosecution	1,463.00
			800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	Condemnation litigation: Downtown Imp Projects	8891 - DNR Flood Imp - Property Exp	1,656.25
TOTAL						5,656.25
Bill Pmt -C...	11/17/2015	20642	Niedzwiecki, Thomas H.	Accounting Services	100 - 4M Fund/US Bank - General F...	(1,339.00)
Bill	10/31/2015	AcctOct2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Monthly charge for Accounting Services per Contract	5304 - Accounting Fees	1,075.00

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
			100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	Monthly charge for QB Pro software including Payroll Service & ...	5540 · Office Supplies	26.00
			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
			100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Attendance at CC Meetingd 9/15/15 and 10/20/15	5304 · Accounting Fees	200.00
TOTAL						1,339.00
Bill Pmt -C...	11/17/2015	20643	Stensland Inspection Services	Building Inspection Services	100 · 4M Fund/US Bank - General F...	(7,784.00)
Bill	10/31/2015	Oct2015	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - S...	Building Permits, B-123-15, B-132-15, Z-39-15, Z-41-15	5350 · Building Insp Fees - Stensland	7,784.00
TOTAL						7,784.00
Bill Pmt -C...	11/17/2015	20644	Tri-County Services (Streets, Other)		100 · 4M Fund/US Bank - General F...	(7,340.00)
Bill	10/31/2015	801	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5820 Gr...	grade 60th and oak green	5820 · Gravel Road Maintenance	90.00
Bill	10/31/2015	800	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	Potholes 10/19/2015	5835 · Surf Maint/Bit Patch/Sweeping	1,190.00
Bill	10/31/2015	798	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	River Road shoulder	5835 · Surf Maint/Bit Patch/Sweeping	2,100.00
Bill	10/31/2015	799	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5835 Su...	potholes 45th St	5835 · Surf Maint/Bit Patch/Sweeping	2,310.00
Bill	10/31/2015	797	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5845 Br...	44th St ditch, cut side of road Osgood	5845 · Brush/Tree/Sod/Seed	1,350.00
Bill	10/31/2015	796	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5845 Br...	cut down tree on Putnam	5845 · Brush/Tree/Sod/Seed	300.00
TOTAL						7,340.00
Bill Pmt -C...	11/17/2015	20645	Wenck Associates Inc.	project 2656	100 · 4M Fund/US Bank - General F...	(136.00)
Bill	10/31/2015	11508781	800 City InfraStructure Imp Fd.B. Exp:8896 Sanitary Sewer Imp	Wastewater System Engineering	8896 · Sanitary Sewer Improvements	136.00
TOTAL						136.00
Bill Pmt -C...	11/17/2015	20646	WSB (Applicants)	Customer No. 01856	100 · 4M Fund/US Bank - General F...	(1,315.50)
Bill	10/31/2015	480-5	550 Special Activities Fund:F. Applicant Pass-Thru Expenses:5341 Engi...	Tradin Post Trail preserve	5341 · Engineering - Pass Thru	1,315.50
TOTAL						1,315.50
Bill Pmt -C...	11/17/2015	20647	WSB (City Engineer)		100 · 4M Fund/US Bank - General F...	(2,872.50)
Bill	10/31/2015	411-1	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 System repairs	5915 · 201 Project Maintenance	768.00
Bill	10/31/2015	450-9	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2015 City Engineer	5310 · Engineering Fees	2,104.50
TOTAL						2,872.50
Bill Pmt -C...	11/17/2015	20648	WSB (DNR Flood Imp)		100 · 4M Fund/US Bank - General F...	(11,603.75)
Bill	10/31/2015	410-22	800 City InfraStructure Imp Fd.B. Exp:8896 Sanitary Sewer Imp	Sanitary sewer improvements	8896 · Sanitary Sewer Improvements	4,914.00
Bill	10/31/2015	320-45	800 City InfraStructure Imp Fd.B. Exp:8890 DNR Flood Imp Exp	Flood protection improvement project	8895 · DNR Flood Imp Proj - Engineer	6,689.75
TOTAL						11,603.75
Bill Pmt -C...	11/17/2015	20649	WSB (Flood ROW Mitigation)	project #01856	100 · 4M Fund/US Bank - General F...	(266.00)

11/12/15

City of Afton
Claims to be Approved
October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	10/31/2015	321-26	800 City InfraStructure Imp Fd:B. Exp:8890 DNR Flood Imp Exp	flood mitigation project right of way services	8895 · DNR Flood Imp Proj - Engineer	266.00
TOTAL						266.00
Bill Pmt -C...	11/17/2015	20650	WSB (Street Imp)		100 · 4M Fund/US Bank - General F...	(17,446.50)
Bill	10/31/2015	400-23	120 Street Imp Capital Fd:B. Exp:7981 Village Local Rd Imp	Village local road improvements	7981 · Village Local Road Improve...	16,259.50
Bill	10/31/2015	390-24	120 Street Imp Capital Fd:B. Exp:7982 CR21 Imp Proj	CR 21 improvement fund	7982 · CR 21 Improvement Project	972.50
Bill	10/31/2015	325-17	120 Street Imp Capital Fd:B. Exp:7981 Village Local Rd Imp	Village improvements feasibility report	7981 · Village Local Road Improve...	214.50
TOTAL						17,446.50
Bill Pmt -C...	11/17/2015	20651	Afton House Inn	Recycling certificates Sept 24 and Sept 22, 2015 "caught recy...	100 · 4M Fund/US Bank - General F...	(50.00)
Bill	10/31/2015	RecyclingSe...	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.2 Public Health:570...	Recycling certificates Sept 24 and Sept 22, 2015 "caught recycling"	5705 · Recycling - Afton	50.00
TOTAL						50.00
Bill Pmt -C...	11/17/2015	20652	Calla Lily Day Spa	Reward Certificate, Sept 22, 2015 "caught recycling"	100 · 4M Fund/US Bank - General F...	(25.00)
Bill	10/31/2015	Recycling09...	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.2 Public Health:570...	Reward Certificate, Sept 22, 2015 "caught recycling"	5705 · Recycling - Afton	25.00
TOTAL						25.00
Bill Pmt -C...	11/17/2015	20653	Centerpoint Energy (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - General F...	(31.32)
Bill	10/31/2015	Oct2015	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	31.32
TOTAL						31.32
Bill Pmt -C...	11/17/2015	20654	Croix Crystal Water Treatment	cooler lease and water	100 · 4M Fund/US Bank - General F...	(27.00)
Bill	10/31/2015	47252	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & Land	27.00
TOTAL						27.00
Bill Pmt -C...	11/17/2015	20655	Frontier Ag & Turf	VOID: Acct No. AFTON002	100 · 4M Fund/US Bank - General F...	0.00
TOTAL						0.00
Bill Pmt -C...	11/17/2015	20656	GE Capital	Billing ID No. 90133894302 Acct Sch 7553611-002	100 · 4M Fund/US Bank - General F...	(410.00)
Bill	10/31/2015	63696760	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...	11/17/2015	20657	Gopher State One Call	Acct No. MN00128	100 · 4M Fund/US Bank - General F...	(36.25)
Bill	10/31/2015	149486	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets	5870 · Other Road Maintenance	36.25

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						36.25
Bill Pmt -C...	11/17/2015	20658	Innovative Office Solutions LLC	customer # V105001	100 - 4M Fund/US Bank - General F...	(92.98)
Bill	10/31/2015	IN0960105	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5535 Misc Expense	dispenser, Purell. Sanitizer, hand	5535 - Miscellaneous Expense	92.98
TOTAL						92.98
Bill Pmt -C...	11/17/2015	20659	Kathi Pelnar	Humane Animal Control Service	100 - 4M Fund/US Bank - General F...	(247.50)
Bill	10/31/2015	Oct2015	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:560...	animal control	5605 - Animal Control	247.50
TOTAL						247.50
Bill Pmt -C...	11/17/2015	20660	PressEnter	Acct # 33299 Customer # 33881	100 - 4M Fund/US Bank - General F...	(290.00)
Bill	10/31/2015	Oct/2015	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, Dec 2015	5510 - Computer Service/Software	290.00
TOTAL						290.00
Bill Pmt -C...	11/17/2015	20661	Private Underground		100 - 4M Fund/US Bank - General F...	(22.00)
Bill	10/31/2015	152743137	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	15991 upper 34th St S, 10/5/2015	5870 - Other Road Maintenance	7.00
Bill	10/31/2015	152802779	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	15893 Afton Blvd S, 10/8/2015	5870 - Other Road Maintenance	15.00
TOTAL						22.00
Bill Pmt -C...	11/17/2015	20662	River Valley Printing	Cust No. 1483	100 - 4M Fund/US Bank - General F...	(290.00)
Bill	10/31/2015	5133	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...	11/17/2015	20663	Squire House	Recycling certificate Sept 22, 2015 "caught recycling"	100 - 4M Fund/US Bank - General F...	(25.00)
Bill	10/31/2015	Recycling S...	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.2 Public Health:570...	Recycling certificate Sept 22, 2015 "caught recycling"	5705 - Recycling - Afton	25.00
TOTAL						25.00
Bill Pmt -C...	11/17/2015	20664	Wash Cty (Recorder)		100 - 4M Fund/US Bank - General F...	(92.00)
Bill	10/31/2015	Oct2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5315 Recording Fees	10/1/2015 item #P302366, Julie Fayler, Van Fayler	5315 - Recording Fees	92.00
TOTAL						92.00
Bill Pmt -C...	11/17/2015	20665	Xcel Energy (51-0895345-1)	Acct: 51-0895345-1 Meter# 000071246886	100 - 4M Fund/US Bank - General F...	(21.32)
Bill	10/31/2015	477148224	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	21.32

11/12/15

City of Afton
Claims to be Approved
 October 21 through November 17, 2015

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						21.32
Bill Pmt -C...	11/17/2015	20666	Xcel Energy (51-4272629-8)	3175 St. Croix Trail S Meter #0098360010	100 · 4M Fund/US Bank - General F...	(13.59)
Bill	10/31/2015	477387054	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	13.59
TOTAL						13.59
Bill Pmt -C...	11/17/2015	20667	Xcel Energy (51-5641441-6)	Acct #51-5641441-6 Meter #0096704046	100 · 4M Fund/US Bank - General F...	(13.59)
Bill	10/31/2015	477489324	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3415 St. Croix Trail S Meter #0096704046	6020 · Electricity	13.59
TOTAL						13.59
Bill Pmt -C...	11/17/2015	20668	Xcel Energy (51-5700429-6)	Acct #51-5700429-6 Meter #0077765464	100 · 4M Fund/US Bank - General F...	(105.37)
Bill	10/31/2015	477402209	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	105.37
TOTAL						105.37
Bill Pmt -C...	11/17/2015	20669	Xcel Energy (51-6257802-9)	3420 St. Croix Trl S Meter #0096987678	100 · 4M Fund/US Bank - General F...	(30.31)
Bill	10/31/2015	477411100	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	30.31
TOTAL						30.31
Bill Pmt -C...	11/17/2015	20670	Xcel Energy (51-7576371-4)	Acct#51-7576371-4 Meter #19818068	100 · 4M Fund/US Bank - General F...	(34.01)
Bill	10/31/2015	477248567	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	34.01
TOTAL						34.01
Check	10/31/2015	20671	Afton Area Bus Assn (Farmers Market)	Refund Farmers Market Park Deposit 2015	100 · 4M Fund/US Bank - General F...	(200.00)
			Afton Area Bus Assn (Farmers Market)	Refund Farmers Market Park Deposit 2015	2001 · Permit Escrow & Fees	200.00
TOTAL						200.00
Bill Pmt -C...	11/17/2015	20672	Freedom Valu Centers, Inc.	Account # 63398	100 · 4M Fund/US Bank - General F...	(19.12)
Bill	10/31/2015	CP-0000020...	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	tractor fuel	5925 · Fuel & Lubricants	19.12
TOTAL						19.12
Bill Pmt -C...	11/17/2015	20673	Frontier Ag & Turf	Acct No. AFTON002	100 · 4M Fund/US Bank - General F...	(263.08)
Bill	10/31/2015	W44204	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	Lawn mower repair	5920 · Repair & Maint Equipment	263.08
TOTAL						263.08

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	11/17/2015	20674	Joyce, Patrick (Reimburse Expenses)	Reimburse Expenses	100 · 4M Fund/US Bank - General F...	(60.46)
Bill	10/31/2015	Oct2015	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	Office Max 3-ring binders	5540 · Office Supplies	60.46
TOTAL						60.46
Bill Pmt -C...	11/17/2015	20675	Menards - Hudson	Account No. 30890280	100 · 4M Fund/US Bank - General F...	(19.66)
Bill	10/31/2015	2502	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5535 Misc Expense	rags in a box, iron hold bags	5535 · Miscellaneous Expense	19.66
TOTAL						19.66
Bill Pmt -C...	11/17/2015	20676	Environmental Law Group		100 · 4M Fund/US Bank - General F...	(4,900.00)
Bill	10/31/2015	15483	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Village septic / MPCA permit	8896 · Sanitary Sewer Improvements	4,900.00
TOTAL						4,900.00
Paycheck	11/17/2015	20677	Bend, Richard H		100 · 4M Fund/US Bank - General F...	(280.65)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	300.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	15.00
					2303 · PERA Payable - Council	(15.00)
					5052 · Medicare Tax - Employer	4.35
					2213 · Medicare Payable - Employer	(4.35)
					2212 · Medicare W/H - Employee	(4.35)
TOTAL						280.65
Paycheck	11/17/2015	20678	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)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	11/17/2015	20679	Palmquist, William B		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	11/17/2015	20680	Richter, Joseph J		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	11/17/2015	20681	Ross, Stanley A		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Bill Pmt -C...	11/17/2015	20682	Lakeland Heating & Air Conditioning		100 · 4M Fund/US Bank - General F...	(425.00)
Bill	10/31/2015	2939	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	Replace thermostat and reset all settings	6040 · City Property Maintenance	425.00
TOTAL						425.00
Paycheck	11/12/2015	20683	Johnson, Kenneth L		100 · 4M Fund/US Bank - General F...	(190.16)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	244.80
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(15.91)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 · PERA Contribution - Employer	18.36
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(18.36)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 · Federal Withholding	(13.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	15.18
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2205 · Soc Sec Payable - Employer	(15.18)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 · Social Security W/H - Employee	(15.18)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	3.55
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2213 · Medicare Payable - Employer	(3.55)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2212 · Medicare W/H - Employee	(3.55)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2208 · MN State Withholding	(7.00)
TOTAL						190.16
Paycheck	11/12/2015	20684	Joyce, Patrick C		100 · 4M Fund/US Bank - General F...	(570.83)

City of Afton
Claims to be Approved
October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
			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	11/12/2015	20685	Swanson Linner, Kimberly J		100 · 4M Fund/US Bank - General F...	(1,336.18)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5008 · Office Manager Wages	1,732.29
					2302 · PERA Payable - Staff	(112.60)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5053 · PERA Contribution - Employer	129.92
					2302 · PERA Payable - Staff	(129.92)
					2210 · Federal Withholding	(101.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5051 · Social Security Tax - Employer	107.40
					2205 · Soc Sec Payable - Employer	(107.40)
					2204 · Social Security W/H - Employee	(107.40)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...		5052 · Medicare Tax - Employer	25.11
					2213 · Medicare Payable - Employer	(25.11)
					2212 · Medicare W/H - Employee	(25.11)
					2208 · MN State Withholding	(50.00)
TOTAL						1,336.18
Paycheck	11/12/2015	20686	Moorse, Ronald J		100 · 4M Fund/US Bank - General F...	(3,368.06)
			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	69.20
					2213 · Medicare Payable - Employer	(69.20)
					2212 · Medicare W/H - Employee	(69.20)
					2208 · MN State Withholding	(233.00)
TOTAL						3,368.06
Bill Pmt -C...	11/10/2015	201511001	US Bank (Safe Deposit Box)	Safety Deposit Box	100 · 4M Fund/US Bank - General F...	(44.00)

City of Afton
Claims to be Approved
 October 21 through November 17, 2015

11/12/15

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	10/31/2015	SafeDeposit...	100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	#250700000893 safe deposit rent 11/10/2015 - 11/09/2016	5505 · Bank/IRS/Sales Tax	44.00
TOTAL						44.00
Bill Pmt -C...	10/31/2015	201511002	PERA (Staff)		100 · 4M Fund/US Bank - General F...	(10.00)
Bill	10/31/2015	98880	100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5053 PERA C...	Late payment 091515	5053 · PERA Contribution - Employer	10.00
TOTAL						10.00
Liability C...	11/17/2015	201511003	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
Liability C...	11/10/2015	201511004	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(870.55)
				3030-01 210990	2302 · PERA Payable - Staff	404.19
				3030-01 210990	2302 · PERA Payable - Staff	466.36
TOTAL						870.55
Liability C...	11/12/2015	201511005	IRS (US Treasury)	41-1290668	100 · 4M Fund/US Bank - General F...	(3,786.08)
				41-1290668	2210 · Federal Withholding	1,399.00
				41-1290668	2213 · Medicare Payable - Employer	239.16
				41-1290668	2212 · Medicare W/H - Employee	239.16
				41-1290668	2205 · Soc Sec Payable - Employer	954.38
				41-1290668	2204 · Social Security W/H - Employee	954.38
TOTAL						3,786.08
Liability C...	11/12/2015	201511006	MN Dept of Revenue	5050730	100 · 4M Fund/US Bank - General F...	(600.00)
				5050730	2208 · MN State Withholding	600.00
TOTAL						600.00
Liability C...	11/17/2015	201511007	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(892.08)
				3030-01 210990	2302 · PERA Payable - Staff	414.18
				3030-01 210990	2302 · PERA Payable - Staff	477.90
TOTAL						892.08

RESOLUTION 2015-73

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17th DAY OF NOVEMBER, 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 November 17, 2015

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Kim Swanson Linner, Deputy Clerk
Date: November 10, 2015
Re: Liquor License Renewals for 2016

Background:

Attached are 2016 Liquor License Renewal Forms for the following establishments:

Sail Away LLC DBA Sail Away Café and Afton St. Croix Co DBA Afton House Inn.

The city has not yet received the 2016 Insurance Certificate for Sail Away. If Council approves the renewal, staff will ensure insurance is received prior to submitting the renewal to the state.

The city has received no liquor license violations to date, however the license renewals will be sent for review and signature by Washington County Sheriff William Hutton after they are approved by the city.

COUNCIL ACTION REQUESTED:

Consider approving the 2016 Liquor License renewals for the Sail Away LLC DBA Sail Away Café by Oliver Weir and the Afton St. Croix Co DBA Afton House Inn by Gordy Jarvis.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RECEIVED

SEP 28 2015

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES CITY OF AFTON

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code CMBS License Period Ending 12/31/2015 ID# 1594

ISSUING AUTHORITY Afton

Licensee Name Afton St. Croix Co.

Trade Name Afton House Inn

City, State, Zip Code 3291 S St. Croix Tr/PO Box 326
Afton MN 55001

Business Phone 6514368883

License Fees: Off Sale \$100.00 On Sale \$1,200.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

- 1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

RECEIVED

OCT 26 2015

CITY OF AFTON

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] DOB 3-1-57 SS# 8502 Date 10/27-15
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations(criminal/civil). Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

N/A

Indicate below any direct or indirect interest in other liquor establishments:

N/A

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years.
(Dates, offenses fines or other penalties, including alcohol penalties):

N/A

Report below details involving any license rejections or revocations:

N/A

City/County Comments:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/12/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Paulet/Slater 711 Hale Ave North Suite 101 St. Paul MN 55128	CONTACT NAME: Bryan Stanley	FAX (A/C, No): (651) 641-8981	
	PHONE (A/C, No, Ext): (651) 644-0311	E-MAIL ADDRESS: bstanley@pauletslater.com	
INSURED Afton St. Croix Company DBA: Afton House Inn PO Box 326 Afton MN 55001	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Wesco Insurance Company		25011
	INSURER B: Illinois Casualty		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 15/16 LIQ/WC

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WWC3144854	6/1/2015	6/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Liquor Liability Continuous Til Cancelled			LL91816	12/31/2015	12/31/2016	Each Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Provides Evidence of Insurance as respects location at 3291 St Croix Trail South, Afton MN, 55001.
 Coverage extends to grounds, patios & decks, as well as the sidewalk on the south side of the building.

CERTIFICATE HOLDER

(651) 436-1453 deputyclerk@ci.afton.mn.us
 City of Afton
 3033 St. Croix Trail S
 PO Box 219
 Afton, MN 55001

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeffrey Stanley/JP2

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THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER, A VOID PANTOGRAPH AND MICROPRINTING

AFTON ST. CROIX COMPANIES

3291 SOUTH ST. CROIX TRAIL
P.O. BOX 326
AFTON, MN 55001
PH. (651) 436-8883



Premier Banks

101 E. TENTH STREET
HASTINGS, MN 55033
(651) 438-0011

75 568
919

41271

10/21/2015

PAY
TO THE
ORDER OF

City of Afton

**1,500.00

One Thousand Five Hundred and 00/100*****

\$

DOLLARS

City of Afton
PO Box 219
Afton, MN 55001-0219

MEMO

Liquor License Renewal

AUTHORIZED SIGNATURE

Security features. Details on back

⑈041271⑈ ⑆091905680⑆ 310101560⑈

AFTON ST. CROIX COMPANIES
City of Afton

Liquor License Renewal - 2016

10/21/2015

41271

1,500.00

RECEIVED

OCT 26 2015

CITY OF AFTON

Premier Bank Checkin Liquor License Renewal

1,500.00



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

SEP 28 2015

CITY OF AFTON

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code CMBS License Period Ending 12/31/2015 ID# 24669

ISSUING AUTHORITY Afton

Licensee Name Sail Away LLC

Trade Name Sail Away Cafe

City, State, Zip Code 3121 St. Croix Tr

Afton MN 55001

Business Phone 6514366555

License Fees: Off Sale \$100.00 On Sale \$1,200.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

- 1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in-cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] DOB 7-30-63 SS# 474 92 0462 Date 11.12.15
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations(criminal/civil). Report violations on back, then sign here.

SAIL AWAY CAFE, LLC
651-436-6555
3121 ST. CROIX TRAIL
AFTON, MN 55001-9419

79-725/918

7045

DATE 11-12-15

© 2015
SECURITY SQUARE
PAPER SECURITY



PAY TO
THE ORDER OF

City of Afton

one thousand five hundred and no/100 \$1500.00
DOLLARS

Heat
Reactive
Ink

CITIZENS STATE BANK

ELMWOOD • HUDSON • MENOMONIE EAST
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MEMO

Receiv

⑆091807254⑆ 2010 104751 7045

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

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

Meeting Date Nov.17, 2015

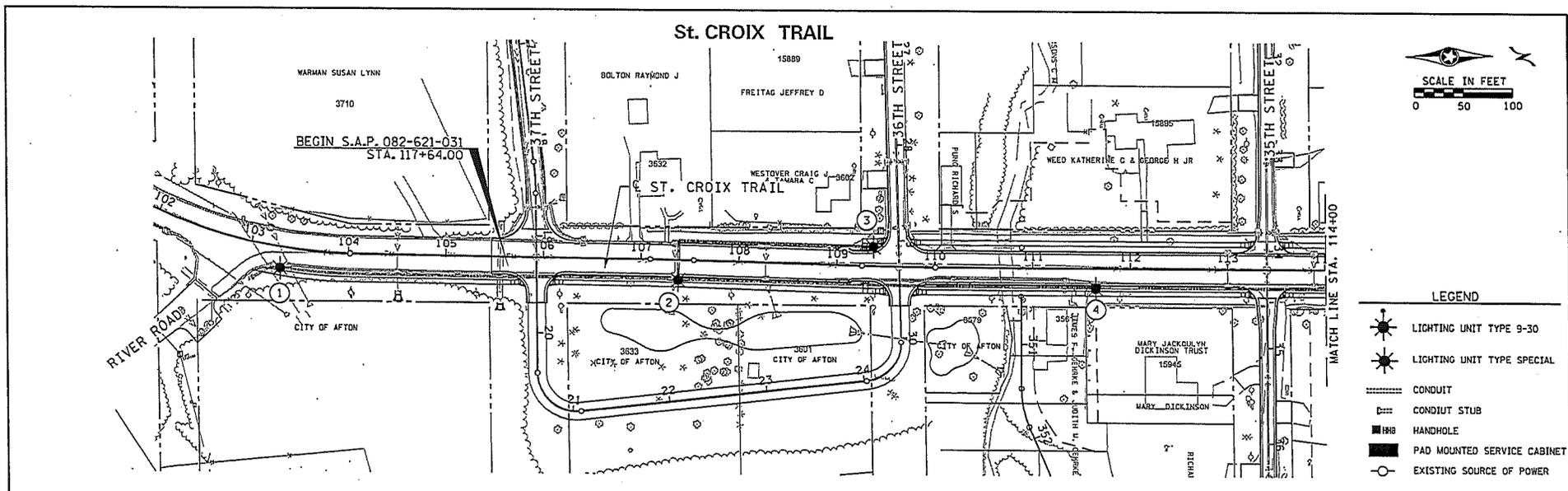
Council Action Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 11, 2015
Re: Lighting Plan Final Layout

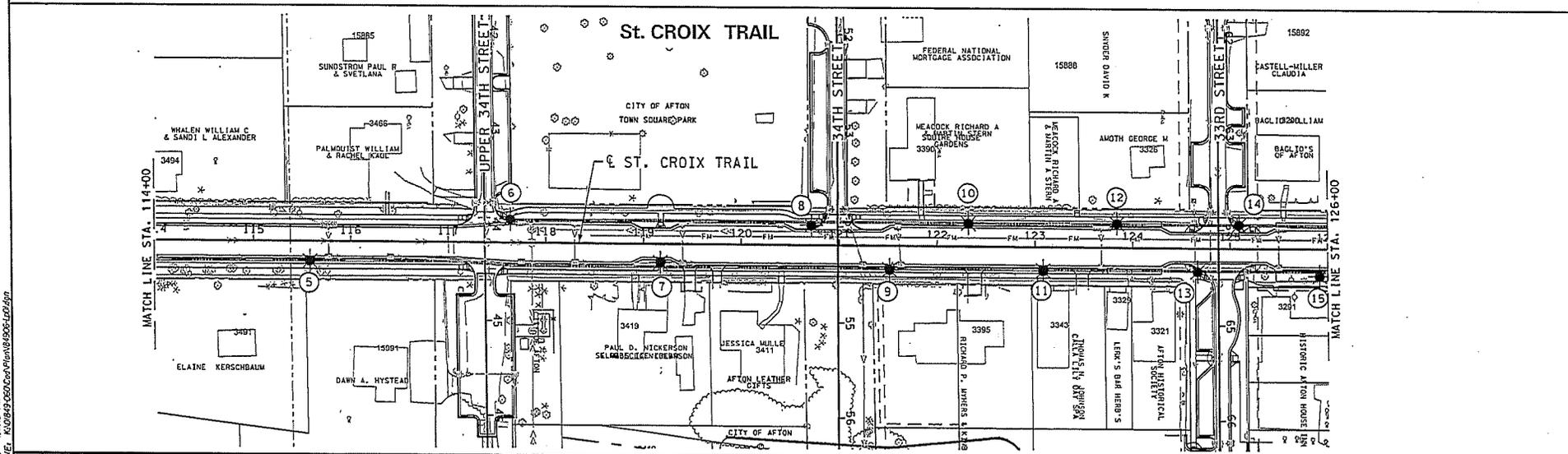
In its approval of the aesthetic elements of the CR 21 project, the Council approved 26 decorative street lights rather than a plan with 30 lights. A lighting plan with 26 decorative street lights (and two overhead lights - at the Afton Boulevard and Stagecoach Trail intersections) is attached for the Council's review. The two overhead lights will be funded by the County. This plan is to be reviewed by the Council at its November 12 work session. While the work session staff memo indicated that, if the plan is acceptable, no action is required, as the plan reflects the 26 street lights that were approved by the Council; the Council should take formal action to approve the final lighting plan.

Council Action Requested

Motion regarding the lighting plan final layout with 26 decorative street lights.



- LEGEND**
- LIGHTING UNIT TYPE 9-30
 - LIGHTING UNIT TYPE SPECIAL
 - CONDUIT
 - CONDUIT STUB
 - HANDHOLE
 - PAD MOUNTED SERVICE CABINET
 - EXISTING SOURCE OF POWER



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NO.	DATE	BY	CHK.	REVISIONS

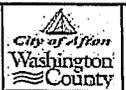
Drawn by: THO
 Plot by: MWM
 Checked by: DWS
 Approved by: SDD

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PROJECT ENGINEER
 SEAN DRUMMOND, P.E.
 DATE: 01/24/16 LIC. NO.: 40246

WSE
 701 3rd Avenue South, Suite 300
 Minneapolis, MN 55415
 Tel: (612) 594-4222 • Fax: (612) 594-4120
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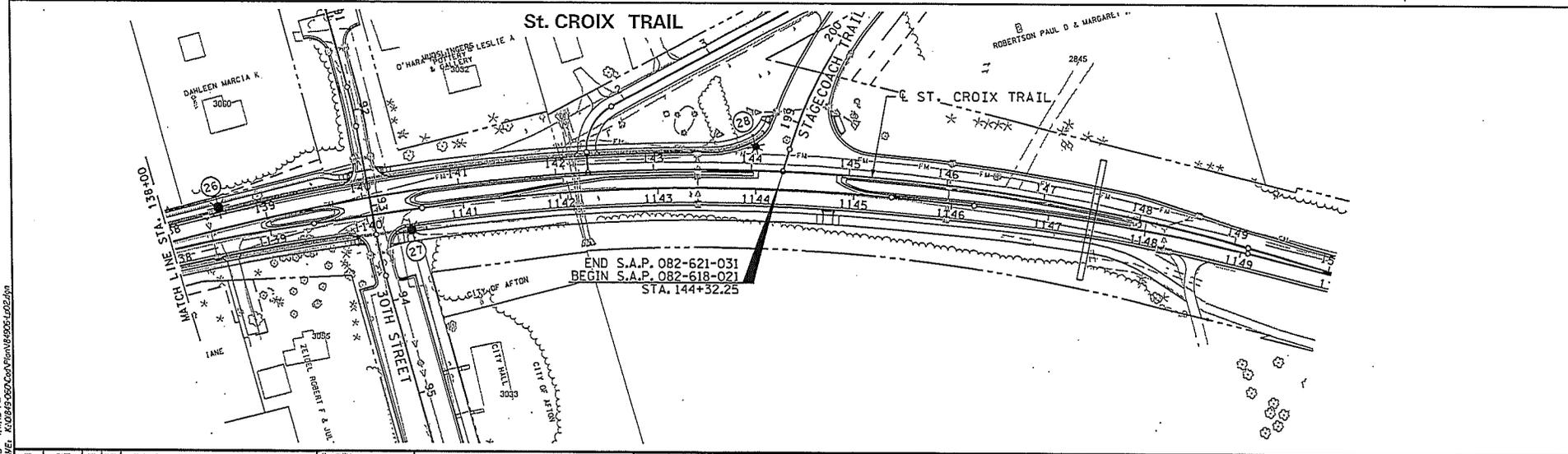
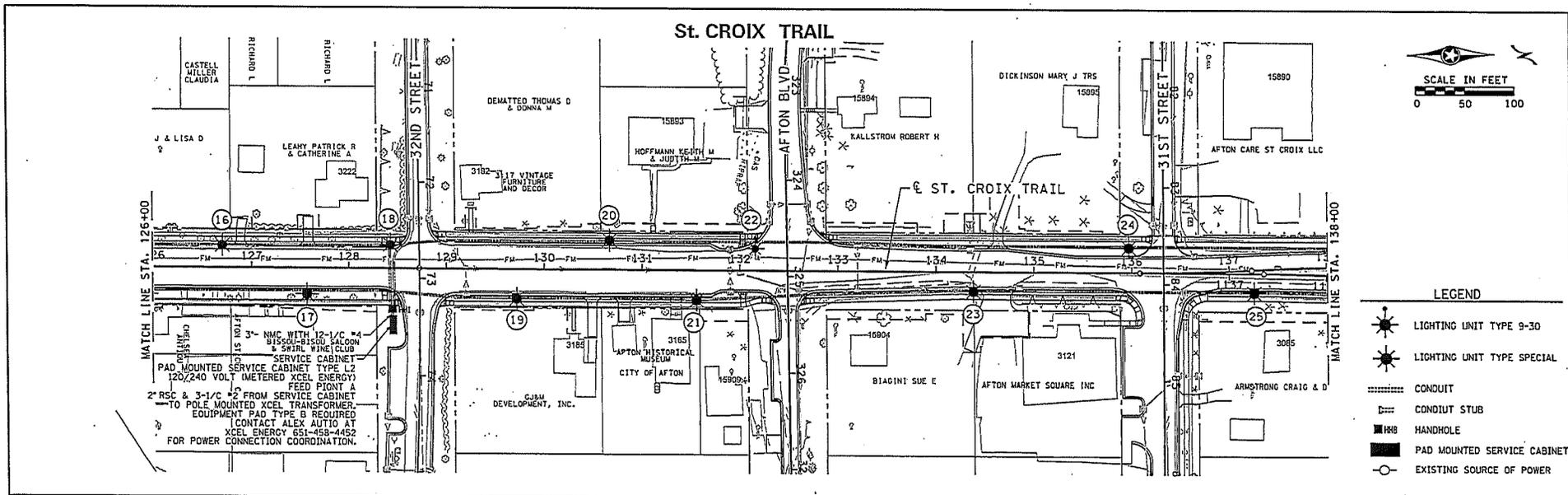
responsively planning environmental construction



**St. Croix Trail and
 Downtown Village Improvements
 City of Afton
 Washington County, Minnesota**

CITY OF AFTON / WASHINGTON COUNTY
 STA 103+00 TO STA 126+00
LIGHTING PLAN
 S.A.P. 082-618-021 / S.A.P. 082-621-031

SHEET
 231
 OF
 374
 SHEETS



NO.	DATE	BY	CHK	REVISIONS

Design by: THG
 Plan by: MWM
 Checked by: DWS
 Approved by: SDD

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LEGALLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
PROJECT ENGINEER
 KEAN TRUCKENBOLD, P.E.
 DATE: 9/24/15 SAC NO. 40045

751 7th Avenue South, Suite 300
 Minneapolis, MN 55414
 Tel: (763) 541-4300 • Fax: (763) 541-1100
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City of Afton
 Washington County

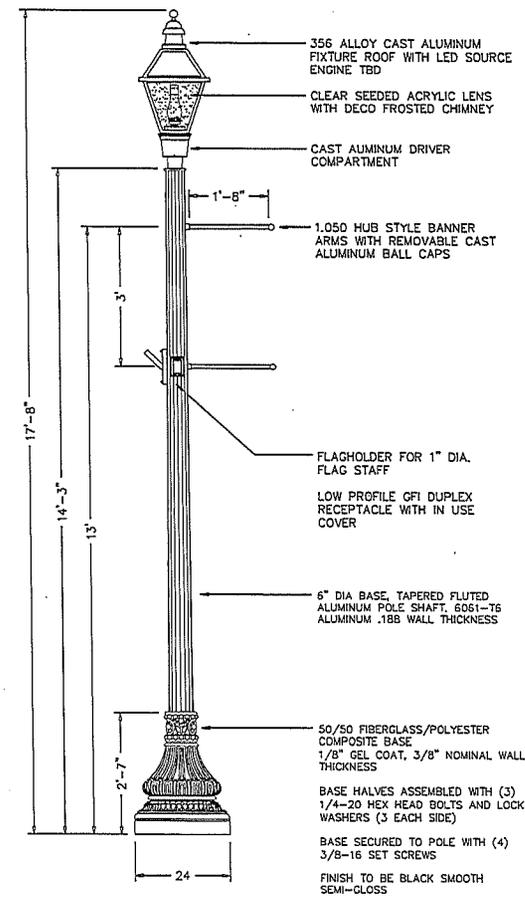
St. Croix Trail and
 Downtown Village Improvements
 City of Afton
 Washington County, Minnesota

CITY OF AFTON / WASHINGTON COUNTY
 STA 126+00 TO STA 150+00
LIGHTING PLAN
 S.A.P. 082-618-021 / S.A.P. 082-621-031

SHEET
 232
 OF
 374
 SHEETS

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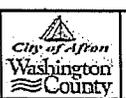
Design By: THO
 Plan By: MVM
 Checked By: DWS
 Approved By: SDD

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A STATE LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PROJECT ENGINEER
 SIÂN ISLAMORIS, PE
 DATE: 9/24/15 LIC. NO. 40945

WSE
 717 2nd Avenue East, Suite 202
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 Tel: (763) 541-4220 • Fax: (763) 541-1120
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St. Croix Trail and
 Downtown Village Improvements
 City of Afton
 Washington County, Minnesota

CITY OF AFTON / WASHINGTON COUNTY
 DETAILS
 LIGHTING PLAN
 S.A.P. 082-618-021 / S.A.P. 082-621-031

SHEET 233 OF 374 SHEETS

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

Meeting Date Nov.17, 2015

Council Action Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 11, 2015
Re: Transplant Trees in Town Square Park

There are three trees in the right-of-way of CR 21 adjacent to Town Square Park that need to be removed for the CR 21 project. These trees have been determined to be in a good condition to be transplanted. The cost of transplanting the trees is \$150 per tree. While the trees do not need to be transplanted until the fall of 2016, they would need to be identified and protected prior to the clearing of trees that will occur in the spring of 2016. If the Council is supportive of the transplanting, staff will make arrangements to install temporary fencing or other protection for the trees.

This item is to be discussed at the November 12 Work session. If the Council is supportive, the Council can take formal action to approve the cost of the transplanting and the protection of the trees during construction.

Council Action Requested:

Motion regarding the transplanting of three trees located in the CR 21 right-of-way adjacent to Town Square Park, and protecting the trees during construction activities.

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

1
2
3
4
5 1. **CALL TO ORDER** –Chair Barbara Ronningen called the meeting to order at 7:02 p.m.

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

8
9 3. **ROLL CALL** – Present: Langan, Chair Ronningen, Kopitzke, Seeberger, Kilmer, Patten, Nelson and
10 Doherty. **Quorum present.** Wroblewski, arrived at 7:05 p.m.

11
12 **ALSO IN ATTENDANCE** – City Administrator Ron Moorse, Deputy Clerk Kim Swanson Linner and, in
13 Council Liaison Stan Ross' absence, Alternate Council Liaison Mayor Bend.

14
15 4. **APPROVAL OF AGENDA** – Commissioner Nelson wished to have a report on the Ordinary High Water
16 Mark (OHWM) designation; it was added as Item 9d.

17 **Motion/Second: Doherty/Kilmer. To approve the November 2, 2015 Planning Commission agenda as**
18 **amended. Motion carried 9-0-0.**

19
20 5. **APPROVAL OF MINUTES** –

21 a. October 5, 2015 Planning Commission Meeting Minutes – On Line 122 the corrected line should read:
22 “building that was built as a second dwelling unit/guest house.” Chair Ronningen asked, regarding Lines 265
23 through 276, why the Conditions were placed before the motion, when they are normally after, as part of the
24 motion. Deputy Clerk Swanson Linner will make the change for consistency.

25
26 **Motion/Second: Patten/Nelson. To approve the October 5, 2015 Planning Commission Meeting minutes as**
27 **amended. Motion carried 8-0-1 (Abstain: Seeberger.)**

28
29 6. **REPORTS AND PRESENTATIONS** – none.

30
31 7. **PUBLIC HEARINGS** – none.

32
33 8. **NEW BUSINESS**

34 a. Ordinance Amendment Prohibiting Land Spreading of Septage – Administrator Moorse summarized
35 that at its October 5, 2015 meeting, the Planning Commission discussed the Washington County Septic
36 Ordinance and its updated language regarding the land application of septage. The Commission also discussed
37 the ordinance amendment adopted by the City of Cottage Grove that prohibits the land spreading of septage and
38 designates the land spreading of septage as an environmental nuisance. The Planning Commission
39 recommended to the City Council that a similar ordinance amendment be adopted in Afton and the City Council
40 agreed at its October 20, 2015 meeting, directing the Planning Commission to draft an ordinance amendment
41 prohibiting the land spreading of septage. Moorse provided draft ordinance language to that effect for discussion
42 by the Planning Commission.

43 Chair Ronningen indicated that since last month's meeting more information has come to light about the
44 practice of land spreading of septage. Ronningen recognized Lana Meyer to explain more about her company
45 and the practice of land spreading of septage that they are approved to do.

46 Lana Meyer, 5325 Manning Avenue, explained that Meyer Sewer Service has been in business for 30 years;
47 she has been sole owner for 24 of those years, and she is not in favor of prohibiting the land spreading of
48 septage. She owns a farm on Manning Avenue on which they are approved to spread septage on about 40 acres.
49 She explained the land spreading of septage has many requirements dictated by the Federal Environmental
50 Protection Agency (EPA), the State of Minnesota through the Minnesota Pollution Control Agency (MPCA) and
51 Washington County, which reviews and approves permits for licensed maintainer businesses to land spread.
52 Meyer's nephew detailed the training and technical information required of haulers to be able to land spread. He
53 indicated that they treat their septage with lime, which is one of the treatment methods prior to spreading. He

54 indicated that , done properly, the septage should not have an odor. The septage must be monitored as to pH
55 level prior to spreading. He reported on studies that have shown that farm crops that have used land spreading of
56 septage as a natural fertilizer instead of chemical fertilizers have resulted in higher crop yields. The septage also
57 does not contain the phosphorus that chemical fertilizers have that are harmful to water quality. Meyer indicated
58 that one of the reasons for land spreading septage is that the high cost charged to take it to Pig's Eye treatment
59 plant.

60 Ronningen thanked Meyer for coming to the meeting to explain the information about their business. She
61 indicate, in light of this information, she is inclined to not prohibit l and spreading of septage.

62 Moose offered that perhaps the city would want to have additional restrictions to the land spreading
63 requirements, such as that the County notify the City about any companies and parcels that have approval for
64 spreading septage; that, due to the odor nuisance, companies must use lime to treat the septage prior to
65 spreading; that the septage must be disced in shortly after spreading; and that no inorganics be allowed to be
66 spread.

67 Seeberger felt that the city is not qualified to set parameters, especially since the EPA and MPCA have set
68 out the requirements that licensed haulers must adhere to.

69 Ronningen indicated she would like Washington County to attend the December meeting to talk about the
70 revised septic ordinance, and in particular, answer questions about the land spreading of septage and how the
71 City can expect notification of approved permits for land spreading of septage. She also wanted the revised
72 Washington County Septic Ordinance made available to Commissioners.

73
74 **Motion/Second: Doherty/Kopitzke. To withdraw the Planning Commission recommendation to the City**
75 **Council to prohibit the land spreading of septage and to revisit the particulars of the revised Washington**
76 **County Septic Ordinance, adopted in April 2015, in preparation for adopting the ordinance by reference**
77 **in Afton, or amending as necessary. Motion carried 9-0-0.**

78
79
80 **9. OLD BUSINESS**

81 a. Burning Permits in the Village Historic Site (VHS) District – Administrator Moose summarized that at
82 its October 5, 2015 meeting, the Planning Commission discussed the issue of burning permits for brush fires in
83 the Village Historic Site (VHS) District. He explained the City does not currently have a policy regarding larger
84 brush fires vs. recreational fires in the VHS District. While the Planning Commission discussed the option of
85 prohibiting brush fires in the VHS District, the Commission also discussed possible standards for brush fires in
86 the VHS. Staff gathered policies and ordinances for brush fires in other communities with small lots. Staff also
87 received draft policies from the Lower St. Croix Valley Fire Department regarding brush burning fires in
88 Afton's VHS. Moose compiled a list of issues that the PC may want to consider for an ordinance.

89 Commissioners talked through issues such as the distance a brush fire could be from a structure and
90 neighboring properties, the size a brush fire and/or its flame height should be, whether the Fire Marshall must do
91 a site visit prior to approving a burning permit, and reiterating the nuisances of smoke and odors, and the
92 hazards of flying embers.

93 Ultimately the commission preferred the simple list of requirements submitted by Fire Marshall Jim Stanley
94 of the Lower St. Croix Valley Fire Department. Commissioners added items such as brush site assessment
95 approval, a maximum brush pile size of six feet diameter by four feet, the nuisance and hazard statemen, and
96 they tweaked a few other minor items.

97 **Motion/Second: Kopitzke/Wroblewski. To recommend to City Council the policy by the Lower St. Croix**
98 **Valley Fire Department as amended concerning brush burning permits in the Afton VHS District. Motion**
99 **carried 9-0-0.**

100 b. Meeting Start Time Review – Chair Ronningen asked to hear commissioner feedback on the trial of
101 having the 6:30 p.m. meeting start time as in recent months. Several members spoke that, while they can usually
102 get to the early start time, it is definitely more comfortable with the 7:00 p.m. start time. Commissioners agreed
103 again to end the meetings by 9:00 p.m.

104
105 **Meetings will return to the 7:00 p.m. start time, as the half-hour later time allows many commissioners**
106 **the time needed to travel from work, for getting some supper and attending to other family needs, while**
107 **still having the ability to arrive at meetings on time.**
108

109 c. Draft City Council Minutes - Update on City Council Actions – Mayor Bend reported that the Council
110 approved the three applications recommended by the Planning Commission for approval. He noted that the
111 Wilcox’s had submitted a letter to the City to continue their application to the November City Council meeting
112 in advance of last month’s meeting, therefore, no discussion or action was taken on it. The application will not
113 need to come before the Planning Commission again, as it now needs to be heard at the Council level.
114

115 d. Determination of OHWM by the DNR – Commissioner Nelson asked staff if the Department of Natural
116 Resources (DNR) has been able to give the City a definitive Ordinary High Water Mark (OHWM) to be used
117 consistently, as in one recent application a number of different OHWM elevations were quoted.
118 Moose reported that the City Engineers have confirmed with the DNR at what elevation the City should be
119 using for an OHWM. He did not have the elevation, but will provide that information to the Commission.
120

121
122 **8. ADJOURN –**
123

124 **Motion/Second: Patten/Nelson. To adjourn the meeting at 8:14 p.m. Motion carried 9-0-0.**
125

126 Respectfully submitted by:
127

128
129 _____
130 Kim Swanson Linner, Deputy Clerk
131

132 **To be approved on December 7, 2015 as (check one): Presented: _____ or Amended: _____**

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

Meeting Date Nov. 17, 2015

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: November 11, 2015
Re: Jessie Wilcox After-the-Fact Variance Application at 14725 Afton Boulevard S. – **Resolution 2015-74**

Background

Jessie Wilcox has applied for an after-the fact variance to enable two existing accessory buildings that exceed the maximum allowed total square footage to remain on the property. In 2004, the property contained a house and a garage. The then-current property owner wanted to build a large pole barn on the property, but the pole barn along with the garage was going to exceed the maximum allowed square footage of accessory buildings. To address this issue, the property owner provided a letter (see attached) indicating the garage would be joined to the house to create one large principal structure. This would make the pole barn conforming. Based on the letter, the building permit was issued for the pole barn and it was built in 2004. Subsequently, the property owner did not eliminate the garage.

Subsequent to the construction of the pole barn, the then-current property owner demolished the garage and replaced it with a building designed to be used as a dwelling unit. This was done without a building permit. The property has, since that time, been sold to two different owners. An outline of the history of the property is attached.

Mr. Wilcox is requesting that, as he is the second owner of the property since the pole barn and second dwelling unit were built, and he did not have knowledge that the buildings were nonconforming, a variance be granted to enable both structures to remain on the property.

The variance request is specifically to allow the two accessory buildings that together exceed the maximum allowable size of accessory buildings to remain. The parcel size is 10 acres, which allows a maximum of 2500 sq. ft. of accessory buildings. The two existing accessory buildings total 3,020 sq. ft. This is 520 sq. ft. over the maximum allowed.

Options for Consideration

1. Approve an after-the-fact variance to allow a total of 3,020 sq. ft. of accessory buildings vs. the allowed 2,500 sq. ft.
2. Deny the variance and require that the building size be brought into conformance with the ordinance, either by removing all or a portion of one of the buildings, or by attaching the smaller building to the house as proposed by the then-current owner in 2004.

Design and Use of the Smaller Accessory Building

As the variance questionnaire indicates, the smaller accessory building was built as a second dwelling unit/guest house. The structure has a kitchen, a living room, a bathroom, and a loft area. The layout of the building is attached. Sec. 12-186 of the City Code requires that "There shall be no more than one residential dwelling unit on any one parcel of land described in Section 12- 132, unless otherwise allowed in the Zoning Code. The three exceptions are a duplex, a temporary accessory dwelling unit and an accessory dwelling unit (mother-in-law apartment). Both the duplex and the accessory dwelling unit require the second dwelling unit to be in the principal structure. The temporary accessory dwelling unit must be a temporary structure that is easily movable, such as a manufactured trailer home.

If the Council allows the structure can remain, the approval should include conditions to ensure the structure cannot be used as a second dwelling unit. The conditions could include a declaration signed by the property owner and recorded against the property indicating that the structure will not be used as a dwelling unit, including a guest house, will not be rented, etc. The conditions could also include internal changes to the structure so that it cannot be readily used as a dwelling unit. These could include changes to the kitchen area, such as removing the appliances, eliminating access to the loft area, prohibiting closets, etc.

Planning Commission Recommendation

The Planning Commission recommended, on a vote of 8-0-0, denial of the variance application, and also recommended that the applicant work with the City to remedy the situation without the need for a variance. The findings of the Planning Commission on which the recommendation was based are as follows.

1. The application does not meet the variance requirements.
2. It would confer special privileges on the property not afforded to others.
3. That there are more variances required than the excessive square footage for accessory buildings.
4. The reason for the variance is for economic reasons, per the applicant's own answer to the variance questionnaire, which is not a practical difficulty.

Applicant Response to Planning Commission Recommendation and Findings

The applicant has provided information in response to the Planning Commission's recommendation and findings. The information is attached, and has been outlined below.

Applicant response to PC decision of 10/5/15 on variance request at 14725 Afton Blvd South.

1. Re: Pole barn sitting in front of primary structure and needing a variance.

This pole barn was permitted, inspected and received final approval 8/20/04, see attachment #1. It was situated in front of the primary structure since it was built and approved.

2. Re: Possibly a larger square foot variance required than requested, if parcel is less than 10 acre. See attachment #2 from WA County documenting 10 acres. So 2500 accessory sf allowed.

Requested variance is for 520 sf in excess of code. Pole barn 40x56=2240sf. Second accessory structure 30x26=780. Total of 3020sf-2500=520sf. See attachment #3 drawing of second structure.

3. Re: Special privileges with respect to pole barn in front of primary structure; see 1. Regarding special privilege of having a second dwelling; this was not requested. Applicant is willing to modify structure as required by City to classify as shop, in addition to inspections as required.

4. Re: Variance Questionnaire and reply stating 'yes' to economic reasons. I did not understand the question as the City defines economic. The primary reason for the requested variance is to allow the buildings to stand as they have since 2004. We purchased the property in part due to the separation of the primary and nearest accessory structure and would like to maintain them as is. I would like to use the nearest accessory as a shop. We also want to remodel the primary house and need to resolve this issue first.

Resolutions

Attached are 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 Jesse Wilcox application for an after-the-fact variance at 14725 Afton Boulevard South.

RESOLUTION 2015-74

**CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA**

A RESOLUTION DENYING THE JESSE WILCOX APPLICATION FOR AN AFTER-THE-FACT VARIANCE TO THE MAXIMUM SQUARE FOOTAGE OF ACCESSORY BUILDINGS TO ENABLE THE EXISTING 780 SQUARE FOOT ACCESSORY BUILDING ON THE PROPERTY AT 14725 AFTON BOULEVARD SOUTH TO REMAIN

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, Jesse Wilcox has applied for a variance to maximum square footage of accessory buildings at 14725 Afton Boulevard South; and

WHEREAS, the construction of a large pole building on the property was approved in 2006, based on a letter from the then-owner of the property that an existing smaller accessory building would be attached to the existing principal building. The accessory building was not attached to the principal building, but at a later date was removed and a new structure was constructed in its place without a building permit. The square footage of this new structure and the pole building exceed the maximum allowed square footage of accessory buildings; and

WHEREAS, the new structure was constructed as a separate dwelling unit which was illegal, as there was already one dwelling unit on the property; and

WHEREAS, staff reviewed the current variance request and drafted a report for consideration; and

WHEREAS, the Planning Commission held a public hearing on the request at its regular meeting of October 5, 2015 and recommended DENIAL of the application on a vote of 8-0-0; and

WHEREAS, the City Council heard the request at its regular meeting on November 17, 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 Jesse Wilcox after-the-fact Variance Application at 14725 Afton Boulevard S. based on the findings of fact listed below:

Findings

1. The application does not meet the variance requirements.
2. A variance would confer special privileges on the property not afforded to others.
3. There are more variances required than the excessive square footage for accessory buildings.
4. The reason for the variance is for economic reasons, per the applicant's own answer to the variance questionnaire, which is not a practical difficulty.

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

SIGNED:

RESOLUTION 2015-74

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 APPROVING THE JESSE WILCOX APPLICATION FOR AN AFTER-THE-FACT VARIANCE TO THE MAXIMUM SQUARE FOOTAGE OF ACCESSORY BUILDINGS TO ENABLE THE EXISTING 780 SQUARE FOOT ACCESSORY BUILDING ON THE PROPERTY AT 14725 AFTON BOULEVARD SOUTH TO REMAIN

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, Jesse Wilcox has applied for a variance to maximum square footage of accessory buildings at 14725 Afton Boulevard South; and

WHEREAS, the construction of a large pole building on the property was approved in 2006, based on a letter from the then-owner of the property that an existing smaller accessory building would be attached to the existing principal building. The accessory building was not attached to the principal building, but at a later date was removed and a new structure was constructed in its place without a building permit. The square footage of this new structure and the pole building exceed the maximum allowed square footage of accessory buildings; and

WHEREAS, the new structure was constructed as a separate dwelling unit which was illegal, as there was already one dwelling unit on the property; and

WHEREAS, staff reviewed the current variance request and drafted a report for consideration; and

WHEREAS, the Planning Commission held a public hearing on the request at its regular meeting of October 5, 2015 and recommended DENIAL of the application on a vote of 8-0-0; and

WHEREAS, the City Council heard the request at its regular meeting on November 17, 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 Jesse Wilcox after-the-fact Variance Application at 14725 Afton Boulevard S. based on the findings of fact listed below, and with the conditions listed below:

Findings

Conditions

1. The accessory building that was constructed as a second dwelling unit must be remodeled so that it cannot be used as a second dwelling unit
2. The property owners must sign and record a declaration indicating the accessory building will not be used as a second dwelling unit and will not be rented
3. The accessory building must be inspected to ensure it meets all building codes, and must be brought into compliance with all building codes

RESOLUTION 2015-XX

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

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

Ron Moore

From: Jesse Wilcox <jesse@bolander.com>
Sent: Tuesday, November 03, 2015 3:01 PM
To: Ron Moore; Don Barrett <donbarrett20@gmail.com> (donbarrett20@gmail.com)
Cc: 'Wilcox, Jenny'
Subject: 14725 Afton blvd - Land acreage
Attachments: 10-5-15 PC Minutes DRAFT.docx

I called the recorders office and surveyor's office at the county to confirm the deed of the land. The property does have a legal land area of 10.02 acres with a tax exemption of .35 acres for the county road on the north property line. There was no payment made for this portion of the property by the county, the county just does not tax the portion of .35 acres property to the owners of the land, hence the 9.67 acres as shown on the property records even though the legal land area is 10.02 acres.

The variance request to add an extra 520 sf of accessory buildings to the property is correct and the variance for the added sf of non-dwelling space still stands true. If at possible can this be added to the package to the city council.

Please let know if you have any questions

Jesse



Jesse Wilcox
Carl Bolander and Sons
Project Manager / Estimator
651.224.6299 Office
651.223.8197 Fax
612.363.2280 Mobile

www.bolander.com

From: Ron Moore [mailto:rmoorse@ci.afton.mn.us]
Sent: Friday, October 23, 2015 8:13 AM
To: Jesse Wilcox
Subject: RE: Planning Commission Meeting Minutes

Jesse,
I have attached the draft minutes of the October 5 PC meeting. They will not become the official minutes until the PC reviews them and approves them at their November 2 meeting.
Ron

From: Jesse Wilcox [mailto:jesse@bolander.com]
Sent: Thursday, October 22, 2015 11:38 AM

Ron Moose

From: Jesse Wilcox <jesse@bolander.com>
Sent: Wednesday, November 11, 2015 4:09 PM
To: Ron Moose
Cc: Don Barrett <donbarrett20@gmail.com> (donbarrett20@gmail.com)
Subject: 14725 Afton blvd - Variance Clarification for CC packet
Attachments: 14725 Attachement 2.pdf; 14725 Attachment 3.pdf; 14725 Attachment 1.pdf

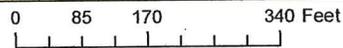
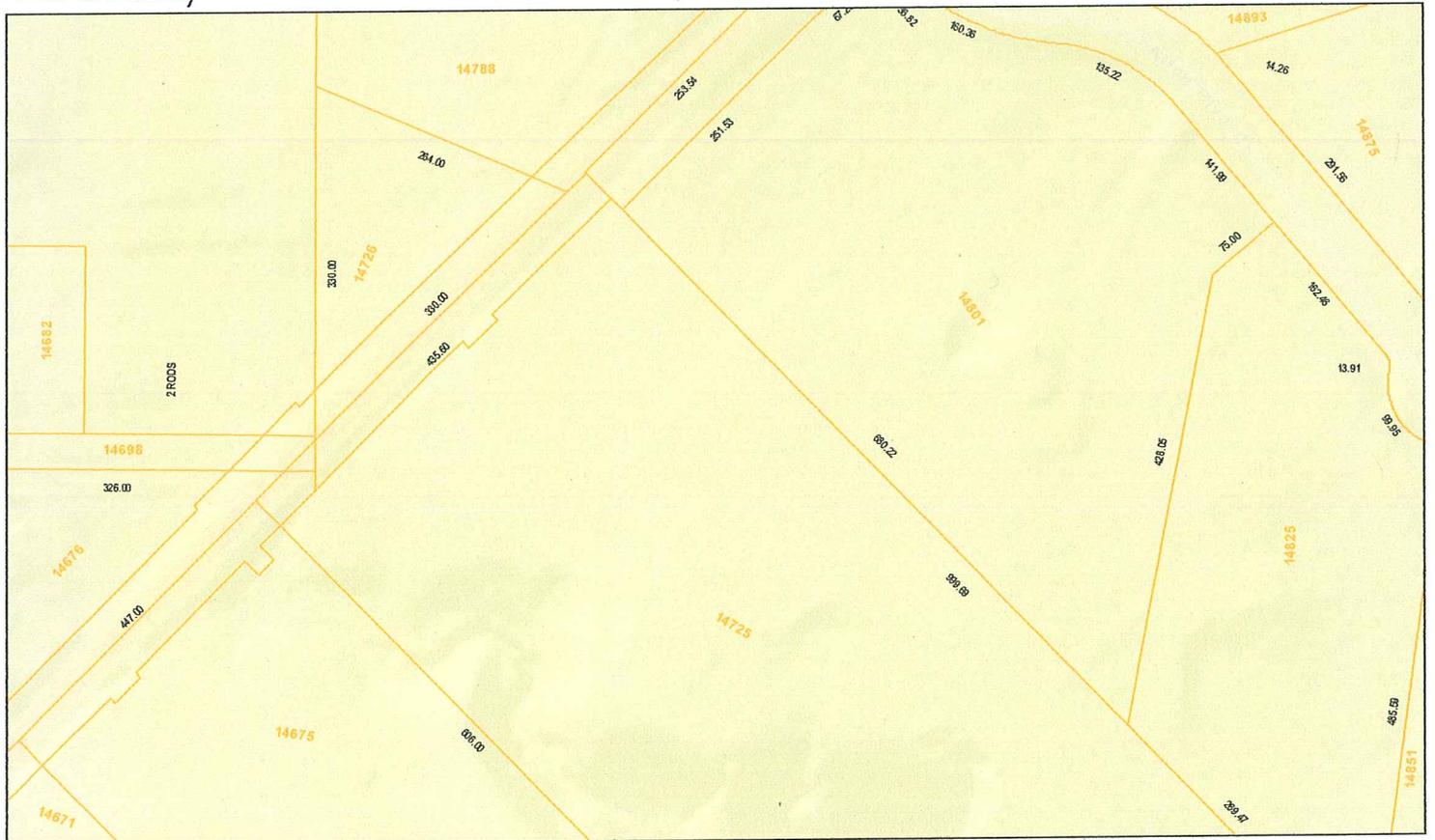
Applicant response to PC decision of 10/5/15 on variance request at 14725 Afton Blvd South.

1. Re: Pole barn sitting in front of primary structure and needing a variance.
This pole barn was permitted, inspected and received final approval 8/20/04, see attachment #1. It was situated in front of the primary structure since it was built and approved.
2. Re: Possibly a larger square foot variance required than requested, if parcel is less than 10 acre. See attachment #2 from WA County documenting 10 acres. So 2500 accessory sf allowed.
Requested variance is for 520 sf in excess of code. Pole barn 40x56=2240sf. Second accessory structure 30x26=780. Total of 3020sf-2500=520sf. See attachment #3 drawing of second structure.
3. Re: Special privileges with respect to pole barn in front of primary structure; see 1. Regarding special privilege of having a second dwelling; this was not requested. Applicant is willing to modify structure as required by City to classify as shop, in addition to inspections as required.
4. Re: Variance Questionnaire and reply stating 'yes' to economic reasons. I did not understand the question as the City defines economic. The primary reason for the requested variance is to allow the buildings to stand as they have since 2004. We purchased the property in part due to the separation of the primary and nearest accessory structure and would like to maintain them as is. I would like to use the nearest accessory as a shop. We also want to remodel the primary house and need to resolve this issue first.

Please process the above information and Include this with the packet to CC .

Thank You

Jesse

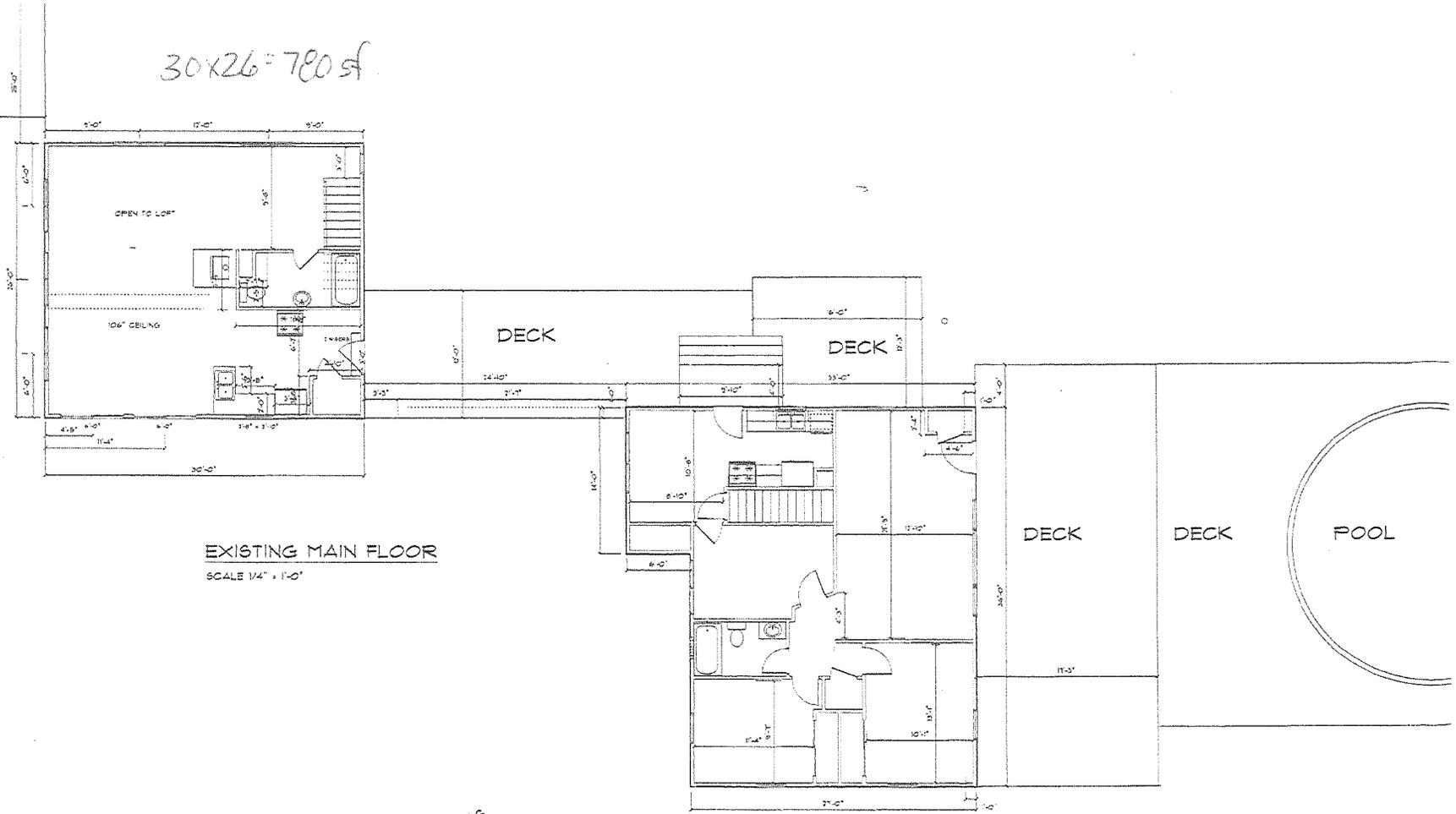


MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

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.

TO
BARN

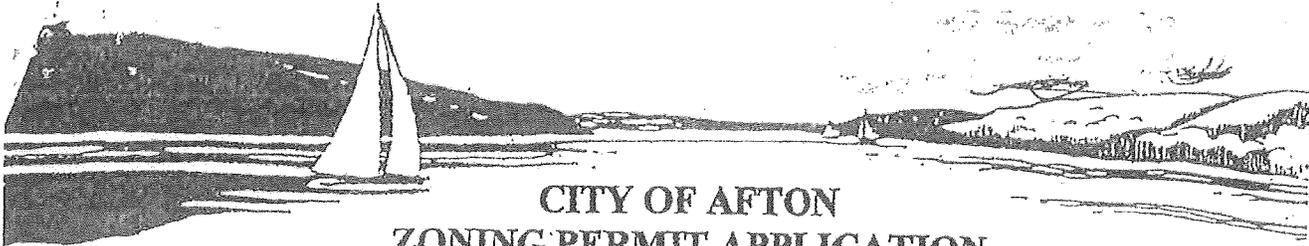
30x26 = 780 sf



EXISTING MAIN FLOOR
SCALE 1/4" = 1'-0"

Craftsman Renovations

EXISTING DRAWINGS
Jesse Wilcox
14725 Aspen Blvd
Afton, MN 55001



CITY OF AFTON ZONING PERMIT APPLICATION

Conditional Use Permit Special Use Permit _____ Variance
 Rezoning _____ Grading _____ Mining _____ Sign _____ Driveway _____
 Major Subdivision _____ Minor Subdivision _____ Other _____ Farm Site _____

Owner	Address	City	State	Zip	Phone
BRAD + KARYL SIMONSON 14725 AFTON BLVD AFTON MN 55001 6574366000					
Applicant (if different than owner)	Address	City	State	Zip	Phone
Project Address					
SAME		AFTON	MN	55001	
Zoning Classification	Existing Use of Property	PID# or Legal Description			
RR	RR	21.028.20.44.0008			
Description of Request					
Pole Building					
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]					4-19-04

Signature of Owner/Applicant _____ Date _____

Make checks payable to City of Afton:

FEES:	DEPOSITS:	
Driveway (zoning) _____	Driveway _____	TOTAL: 600 ⁰⁰
Driveway (B. Insp) _____	SUP/Variance _____	DATE PAID: 4/19/04
City Engineer _____	Subdivision _____	CHECK #: 10536
Subdivision _____	Other _____	RECVD. BY: [Signature]
SUR(CUP)/Variance 60 ⁰⁰		
Other _____		

ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION

BUILDING PERMIT APPLICATION

Main Office: 436-5090

Building Official/Inspections: 436-6469

No. A-30-04

Project Address (if known)		Street	City	State	Zip	
		14725 Afton Blvd	Afton	MN	55001	
Legal Description and Parcel Identification Number				P.I.D.		
21.028.20.44.0008						
Owner Name		Street	City	State	Zip	Phone
Brad + Karyl		Simonson	Same			
Contractor Name		Street	City	State	Zip	
Ram						
Contractor's State License Number (required)			Expiration Date	Phone		
Use of Building			Completed Valuation (include Labor and Materials)			
Storage			\$21,000			
Class of Work: <input checked="" type="checkbox"/> New <input type="checkbox"/> Add <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Demolish <input type="checkbox"/> Remodel						
Total Building Area:	Bsmt.	1st	2nd	No. of Bathrooms		
	Garage	Open Porch	Deck(s)	Crawlspace		
Describe Work: pole bldg.						
<p>NOTICE: Separate permits are required for electrical works and installation of septic systems. The permit will become null and void if work or construction authorized is not commenced within 60 days, or if construction or work is suspended or abandoned for a period of 120 days at any time after work is commenced. Permit is valid for 1 year, all work must be complete within 1 year unless extension is applied for and approved.</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to given authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This building permit may be suspended or revoked if the permit has been issued in error or on the basis of incorrect information supplied or in violation of any ordinance or regulation of the City of Afton.</p>						
Signature of Applicant (Owner or builder) 				Date 4.19.04		

Fees due and payable to: City of Afton

Bldg. Permit: \$ 220.50

Plan Check: \$ 105.00

Surcharge: \$ 10.50

Park Fee: \$ _____

Plumbing: \$ _____

HVAC: \$ _____

TOTAL: \$ 336.00

Building Permit Approval	
by: _____	Date: _____
Building Official	

Date paid 4/19/04

Amount 336.00

Check # 10536

By: [Signature]

BUILDING INSPECTION FORM

Permit Issued: 5-5-04

Owner Simason, Brad 14725 Apton Blud S
 Town Apton State MN Zip 55001 Phone 434-6600

Type of Building Accessory Bldg

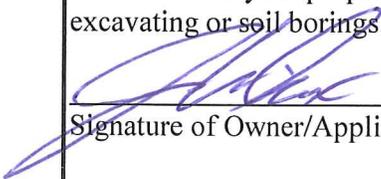
Approximate Valuation 21000 Permit No. A-30-04

	Date Inspected	Date Inspected	Comments
Plan Reviewed	5-27-04 JS		
Site	5-19-04 JS		
Footings	5-12-04 JS		
Plumbing Rough-in			
Framing	6-11-04 JS		
Mech. Rough-in			
Gas Piping			
Insulation			
Fireplace Rough-in			
Plumbing Final			
Building Final	8-20-04 JS		
Other			

Z-31-15

CITY OF AFTON VARIANCE APPLICATION

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

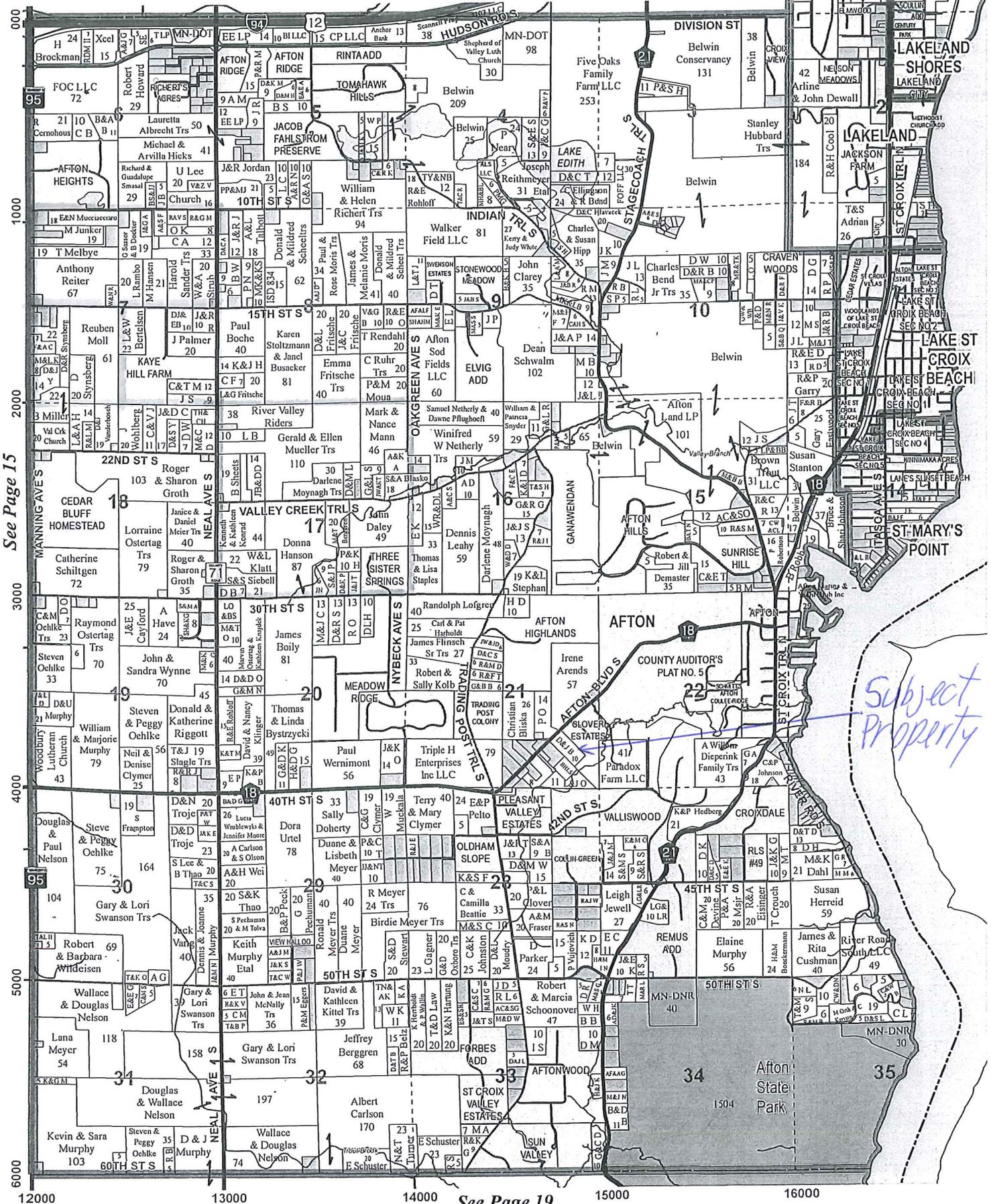
Owner	Address	City	State	Zip	Phone
Jesse and Jenny Wilcox	14725 Afton Blvd So	Afton	MN	55001	612-363-2280
Applicant (if different than owner)	Address	City	State	Zip	Phone
Project Address					
14725 Afton Blvd So		AFTON	MN	55001	
Zoning Classification	Existing Use of Property	PID# or Legal Description			
Rural Residential	Residential	21-028-20-44-0008			
Please list the section(s) of the code from which the variance(s) are requested.					
12-187					
Description of Request					
Request an after the fact variance to exceed the max 2500sf of accessory space for 10.2 acres. The pole barn, permitted on condition of a written agreement by Simonsons to connect the main house with a second structure, consists of 2240 sf. The second structure, a former garage, consists of 1000sf.					
The Simonsons failed to keep their word to the City and did not connect the structures, See attached history and documents provided by Mr Morse.					
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		
			9/14/15		
Make checks payable to: City of Afton					
If multiple variances are necessary from the applicant only one fee is required. However, the deposit fee must be multiplied by the number of variances sought.					
FEES:		ESCROWS:			
Variance	\$250	\$600	TOTAL:	850.00	
Renewal/Extension	\$250	\$350	DATE PAID:	9/14/15	
			CHECK #:	12952	
			RECVD BY:	M.D.	

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



T.28

See Page 14



See Page 15

See Page 19

Applicant(s): Jesse and Jenny Wilcox
Phone: 612-363-2280
Mailing Address: 14725 Afton Blvd S. Afton, MN 55001
Property Address for variance: 14725 Afton Blvd S. Afton, MN 55001

Variance request description: Allow previous constructed accessory structure to remain on site and allow the total property of 10 acres to have two accessory structures on the property totaling 3,400 SF. Plus have a principle structure.

City Ordinance Section number(s), for which the variance is requested: 12-187

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 #1 - Please explain why the proposed use which requires a variance is a reasonable use for this property. Explain:

The current two accessory buildings located on the property have been in place since 2004/2006. The current pole shed was permitted and the second two story garage was constructed without a permit. This work was completed prior to the past two owners of the property.

Criteria #2 - 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 structures have been in place and are non conforming to the land use ordinance and we would like to bring the property into conformance prior to permitting a possible remodel to the existing primary home constructed in 1968.

Criteria #3 - 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:

The property is non-conforming and we are unable to sell and or permit a new construction permit without obtaining a variance. We could sell and disclose the non conformance and risk a great deal of value on the property.

Criteria #4 - How did these exceptional circumstances related to the property come about? Did actions by you create these circumstances?

Explain:

The circumstances came about for the lack of building permit review and closure in 2004 by the previous owner 2 owners ago. The property was sold to the previous owners as an attached guesthouse by means of a pergola to the primary structure and then sold to us the current owners as the same circumstances. All the structures have been in place since 2004/2006.

Criteria #5

- 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 it will allow us to move forward with proper documents in place to sell and or add new construction the existing primary structure.

Criteria #6 - Is the variance you are requesting the minimum variance which would alleviate the practical difficulty or hardship for your property?

Explain:

Yes the additional accessory structure variance is the minimum variance request we can apply for to reduce the hardship of the property purchase. The property was purchased as have a guest house which will be reduced to an accessory structure under this variance request resulting a loss of use and market value. This hardship would be eliminated if the property would remain with a variance/CUP for a guesthouse.

Criteria #7 (Optional) - Will the variance be materially detrimental to the purposes of this Ordinance, or to property in the same zoning district? How would the use of the property, if allowed by the variance, affect other properties in the vicinity?

Explain:

The variance request will allow the property to have two accessory structures plus a primary structure; it will not affect other properties within the area as the structures have already been in place for 10 years.

Criteria #8 - Is the variance being requested for economic reasons?

Explain:

Yes, if no variance is granted the to property value will be diminished by the taxable value of \$81,500.00 which the Washington County Assessor's office has the accessory structure valued and taxed at 40% of our tax basis paid yearly to the County and City of Afton

Criteria #9 (optional), PC - Is the property in a Flood Plain District? Yes No

Criteria #10 - 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 (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, if allowed) affect the essential character of the area?

Explain: The structure will remain onsite with the variance and the paperwork to make the property legal and in conformance of the city code.

Criteria #12 (Optional), PC - Is the requested variance in harmony with the Afton comprehensive plan?
Explain: _____

Partial History of 14725 Afton Blvd South, Afton, MN

1. 19xx Simonsons purchase property.
2. 4/19/04 permit application, with variance granted, pole shed constructed. (see attachment 1)
3. 5/5/04 Simonsons give letter to City stating they will connect garage and home, provide drawing. (see attachment 2)
4. 2006, per WA county website; Simonsons take down garage and build new structure without permit.
5. 6/9/08 Barretts purchase property after being told by listing realtor the property meets code as arbor connects the 2 structures.
6. 7/17/13 Barretts sell to Wilcox's and provide same information.
7. 1/29/14 Wilcox meets with Ron and Dewayne on plan to remodel old house; both concerned with guest house – needs to be one home not to code...
8. 12/02/14 Wilcox told by two local banks cannot refinance as property is not up to Afton code;
From PenFed bank:
There are two houses on site. It was originally a house and a garage. The owner finished the garage and then converted it into a complete second home.

The appraiser states per the City of Afton this is an illegal structure.

Please advise if you have a work permit for converting the garage into a second home. If so please forward the work permit to Penfed --- DOES NOT EXSIST
9. 1/28/15 Wilcox's approach City re permit to remodel main home and told second structure does not meet code. Reviewed by city attorney stated the property could not be grandfathered; as it was constructed without permit after the city code was adopted.
10. 2/26/15 Wilcox's told by local realtor he would not list property without disclaimer, as property does not comply with city code.

11. 3/15/15 Wilcox's inform Barrett's of code issue seeking compensation to bring property into code as City instructed them to make significant changes to property, connect or remove one structure.

Barrett's relied on information from Simonson's through their realtor, relayed this to the Wilcox's and both now find the property is in violation of code and has been since 2006. Barrett's sold in good faith and Wilcox's purchased in good faith. Wilcox's approached City in good faith to request permit in accordance with code.

Barrett's and Wilcox's request the City to grant a perpetuate variance for two structures and pole shed, be grandfathered in, or make necessary changes in code, such as Section 12-200, to make this situation right, with the property meeting code and the Wilcox property marketable for them and future buyers.

Brad & Kayl Simonsen

14725 Afton Blvd.

Afton, MN 55001

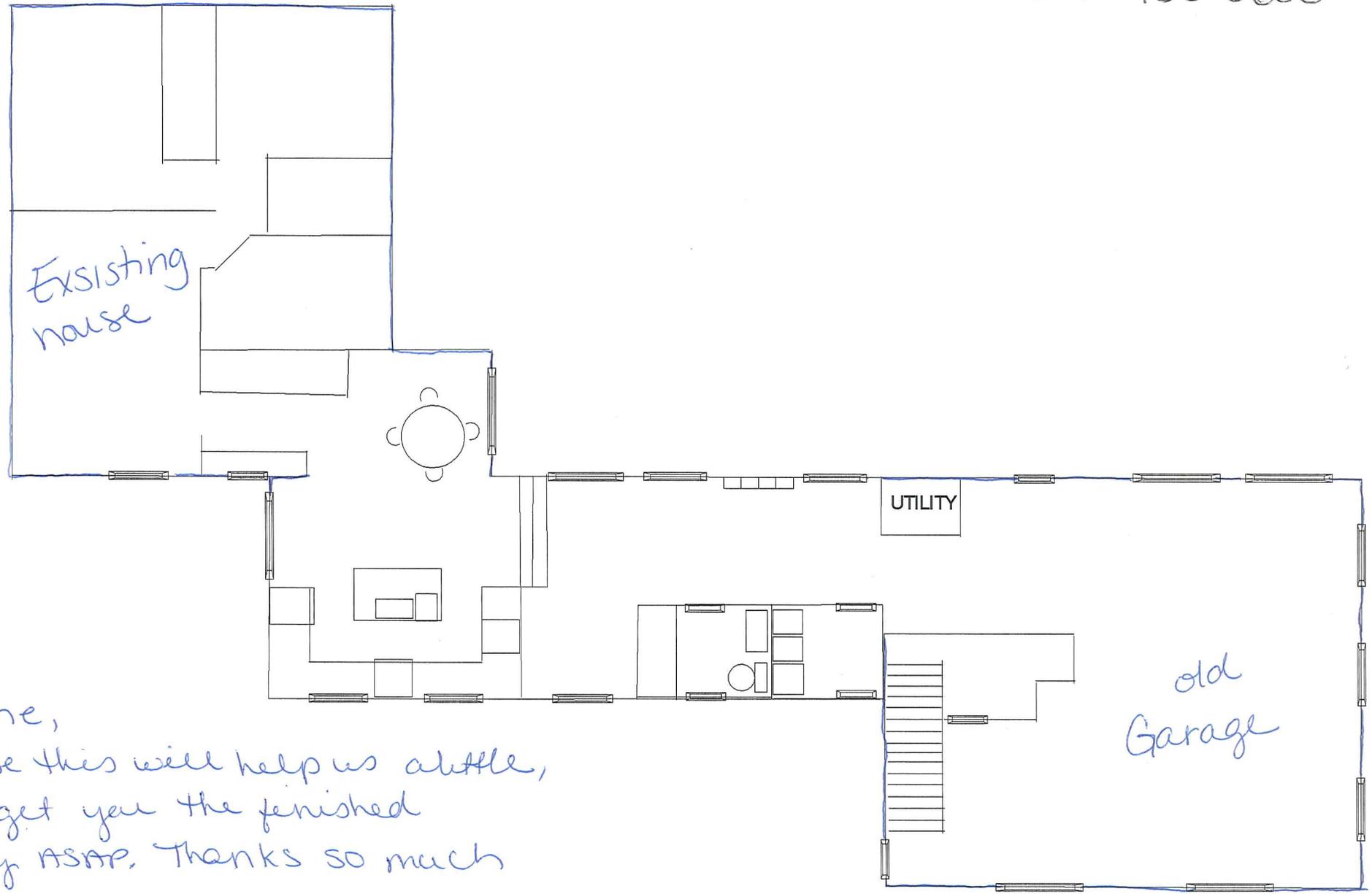
651 436-6600

We will be attaching the existing garage to an existing house making it one liveable residence.

Kayl Simonsen
5-5-04

See
for

Brad + Karyl Simonson
14725 Afton Blvd.
651 436-6600



Duane,
I hope this will help us a little,
I'll get you the finished
copy ASAP. Thanks so much

Karyl

Brad Cell 755-0736

Area 9.67
Address 14725 AFTON BLVD S
Owner WILCOX JESSE L & JENNY C
Class Residential







WASHINGTON COUNTY
or Current Resident
11660 MYERON RD N
STILLWATER MN 55082

LAUDERDALE GREGG E & LISA M DAMON
or Current Resident
PO BOX 323
AFTON MN 55001-0323

PUNG DAVID & RAENETTE MANDERFELD-PUNG
or Current Resident
14801 AFTON BLVD
AFTON MN 55001

WILCOX JESSE L & JENNY C
or Current Resident
14725 AFTON BLVD S
AFTON MN 55001

SCHATT STEVEN M & AMY K
or Current Resident
14851 AFTON BLVD CT
AFTON MN 55001

CLARE GERALD W & SUSAN J
or Current Resident
14640 AFTON BLVD S
AFTON MN 55001

BLISKA CHRISTIAN B
or Current Resident
14698 AFTON BLVD S
AFTON MN 55001

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

PARADOX FARM LLC
or Current Resident
250 S HAMLIN
ST PAUL MN 55105

POLLOCK ALAN A
or Current Resident
14671 AFTON BLVD ST
AFTON MN 55001

FIEDLER ROBERT L & YVONNE K
or Current Resident
4489 SNAIL LAKE BLVD
SHOREVIEW MN 55126

PORUPSKY MARC A & JENNIFER K
or Current Resident
14893 AFTON BLVD CT
AFTON MN 55001

SQUIRES NICHOLAS A & BRITTANY M DARST
or Current Resident
14641 AFTON BLVD S
AFTON MN 55001

YOUNIS HATEM A
or Current Resident
14661 AFTON BLVD S
AFTON MN 55001

WELLNER STEVEN J & SHARON E
or Current Resident
14676 AFTON BLVD S
AFTON MN 55001

BOHACEK PETER HANS & KRISTEN HANSEN
or Current Resident
14675 AFTON BLVD S
AFTON MN 55001

ARENDS DEBORAH A
or Current Resident
14682 AFTON BLVD S
AFTON MN 55001

ARENDS IRENE B
or Current Resident
14788 AFTON BLVD S
AFTON MN 55001

RECEIVED

SEP 22 2015

CITY OF AFTON

Receipt:# 232195

WAR \$46 00
CONV \$5 00
SDT \$1369 50
WELL \$50 00
Transferred Entered
CRV Filed
No Delinquent Taxes

3956845



Certified Filed and/or recorded on:

7/25/2013 1:26 PM

3956845

Office of the County Recorder
Washington County, Minnesota
Jennifer Wagenius, County Recorder
Kevin Corbid, Auditor Treasurer

Return to:
TITLE RECORDING SVCS
79 WESTERN AVE N #C
ST PAUL MN 55102

21.028.20.44.0010

(Top 3 inches reserved for recording data)

WARRANTY DEED Minnesota Uniform Conveyancing Blanks
Individual(s) to Joint Tenants Form 10.1.5 (2006)

Deed Tax Due \$ 1,369.50

Date: July 17, 2013

ECRV# 159016

FOR VALUABLE CONSIDERATION, Donald D. Barrett and Jeanne M. Barrett, husband and wife, ("Grantor"), hereby conveys and warrants to Jesse L. Wilcox and Jenny C. Wilcox, ("Grantee"), as joint tenants, real property in Washington County, Minnesota, legally described as follows:

See Attached Exhibit "A"

OFFICE OF COUNTY RECORDER
WASHINGTON COUNTY, MINN
WELL CERTIFICATE RECEIVED

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

Together will all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Subject to covenants, conditions, restrictions, reservations, and easements of record, if any.

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 or has been electronically filed. (If electronically filed, insert WDC Number: _____)
- I am familiar with the property described in this instrument and I certify that the status of wells on the described real property have not changed since the last previously filed well disclosure certificate.

13-060058

Grantor

Donald D. Barrett

Jeanne M. Barrett

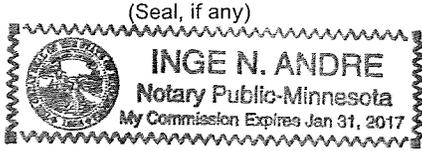
Title Recording Services, Inc. 678230
79 Western Ave N
St. Paul, MN 55102 13060058
WASHINGTON A DCA BASIC



WD

State of Minnesota
County of Dakota

This instrument was acknowledged before me on 7/17/13, by Donald D. Barrett and Jeanne M. Barrett, husband and wife



(signature of notarial officer)

Title (and Rank)

My commission expires:

(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)
Edina Realty Title, Inc.
6800 France Ave S , Suite 410
Edina, MN 55435

TAX STATEMENTS FOR THE REAL PROPERTY
DESCRIBED IN THIS INSTRUMENT SHOULD BE
SENT TO:
Jesse L. Wilcox and Jenny C. Wilcox
14725 Afton Boulevard South,
Afton, MN 55001

EXHIBIT "A"

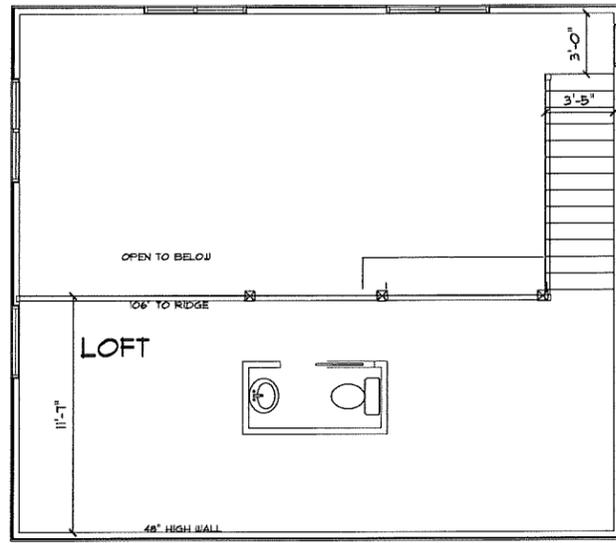
Tract A:

That part of the Southeast Quarter of Section 21, Township 28, Range 20, Washington County, Minnesota, described as follows, to wit: Commencing at the point of intersection of the centerline of State Trunk Highway Number 95 as now laid out and travelled and the East line of the Southeast Quarter of said Section 21, said point being 114.00 feet South of the Northeast corner of said Southeast Quarter; thence South 51 degrees 05 minutes West along the centerline of said State Trunk Highway Number 95 a distance of 1,171.62 feet; thence South 46 degrees 33 minutes 30 seconds West along said centerline a distance of 253.54 feet to the point of beginning of the land to be described; thence Southeast on a deflection angle to the left of 90 degrees 00 minutes a distance of 1000.00 feet, thence Southwest parallel with the centerline of said State Trunk Highway Number 95 a distance of 435.60 feet; thence Northwest on a deflection angle to the right of 90 degrees 00 minutes a distance of 1000.00 feet to the centerline of said State Trunk Highway Number 95; thence Northeast along said center line a distance of 435.60 feet to the point of beginning, except the following described tract:

Commencing at the point of intersection of the centerline of State Trunk Highway Number 95 as now laid out and travelled and the East line of the Southeast Quarter of said Section 21, said point being 114.00 feet South of the Northeast corner of said Southeast Quarter; thence South 51 degrees 05 minutes West along the centerline of said State Trunk Highway Number 95 a distance of 1,171.62 feet; thence South 46 degrees 33 minutes 30 seconds West along said centerline a distance of 330.54 feet to the point of beginning of the land to be described; thence Southeast on a deflection angle to the left of 90 degrees 00 minutes a distance of 500.00 feet; thence Southwest parallel with the centerline of said State Trunk Highway Number 95 a distance of 223.73 feet; thence Northwest on a deflection angle to the right of 90 degrees 00 minutes a distance of 300.00 feet; thence Northeast parallel with the centerline of said State Trunk Highway Number 95 a distance of 123.75 feet; thence Northwest on a deflection angle to the left a distance of 200.00 feet to the centerline of said State Trunk Highway Number 95; thence Northeast along said centerline a distance of 100.00 feet to the point of beginning.

Tract B:

All that part of the Southeast Quarter of Section 21, Township 28, Range 20, Washington County, Minnesota, described as follows, to-wit: Commencing at the point of intersection of the centerline of State Trunk Highway Number 95 as now laid out and travelled and the East line of the Southeast Quarter of said Section 21, said point being 114.00 feet South of the Northeast corner of said Southeast Quarter; thence South 51 degrees 05 minutes West along the centerline of said State Trunk Highway Number 95 a distance of 1,171.62 feet; thence South 46 degrees 33 minutes 30 seconds West along said centerline a distance of 330.54 feet to the point of beginning of the land to be described; thence Southeast on a deflection angle to the left of 90 degrees 00 minutes a distance of 500.00 feet; thence Southwest parallel with the centerline of said State Trunk Highway Number 95 a distance of 223.73 feet; thence Northwest on a deflection angle to the right of 90 degrees 00 minutes a distance of 300.00 feet; thence Northeast parallel with the centerline of said State Trunk Highway Number 95 a distance of 123.75 feet; thence Northwest on a deflection angle to the left a distance of 200.00 feet to the centerline of said State Trunk Highway Number 95; thence Northeast along said centerline a distance of 100.00 feet to the point of beginning.

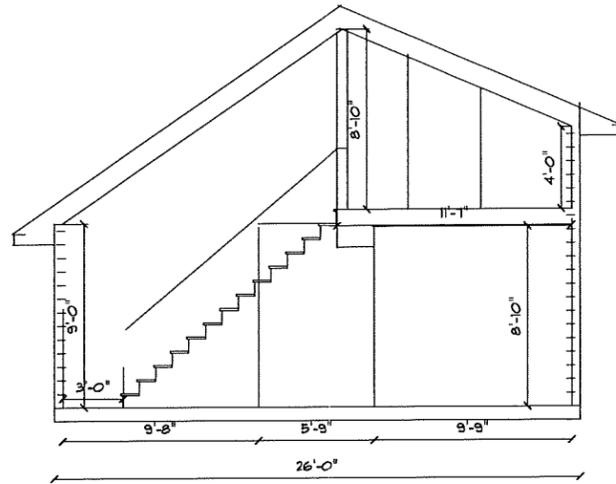


GUEST HOUSE
EXISTING SECOND FLOOR
 SCALE 1/4" = 1'-0"

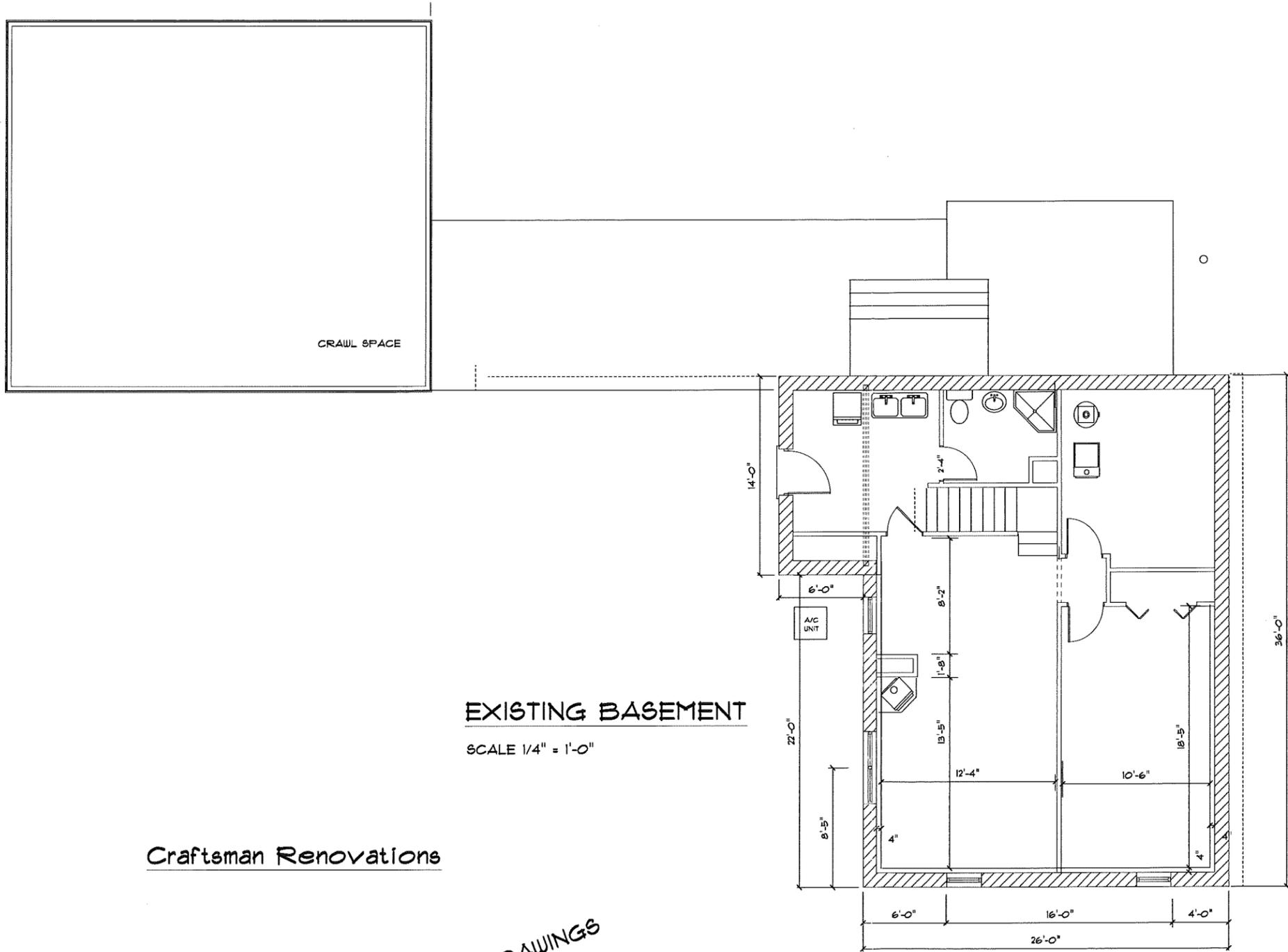
Craftsman Renovations

EXISTING DRAWINGS

Jesse Wilcox
 14725 Aspen Blvd
 Afton, MN 55001



GUEST HOUSE CROSS SECTION
 SCALE 1/4" = 1'-0"



EXISTING BASEMENT

SCALE 1/4" = 1'-0"

Craftsman Renovations

EXISTING DRAWINGS
 Jesse Wilcox
 14725 Aspen Blvd
 Afton, MN 55001

Meeting Date Nov. 17, 2015

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: November 11, 2015
Re: Burning Permit Regulations in the Village Historic Site (VHS) District

Background

At its September 15, 2015 meeting, the City Council discussed the issue of burning permits for brush fires vs. recreational fires in the Village Historic Site (VHS) District. While the City has regulations regarding recreational fires, the City does not have a policy regarding larger brush fires in the VHS District. The City Council referred the issue of burning permit regulations in the VHS District to the Planning Commission for review and a recommendation. The Planning Commission, at its November 2, 2015 meeting, reviewed burning permit regulations from several area cities, as well as a set of recommended regulations from the Lower St. Croix Valley Fire Department.

Planning Commission Recommendation

The Planning Commission is recommending a set of regulations for burning permits in the VHS District that reflect the regulations recommended by the Lower St. Croix Valley Fire Department (LSCVFD), with the addition of additional information related to the ability to require the extinguishment of fires taken from the regulations obtained from the other cities. Other than this additional information, the one difference from the LSCVFD recommendations is that the height of a burn pile is limited to 4 feet vs. the height of 6 feet in the LSCVFD recommendations. The recommended regulations, as well as a compilation of the regulations from the other cities, are attached. If the Council approves the regulations they will be added to Chapter 10 of the City Code.

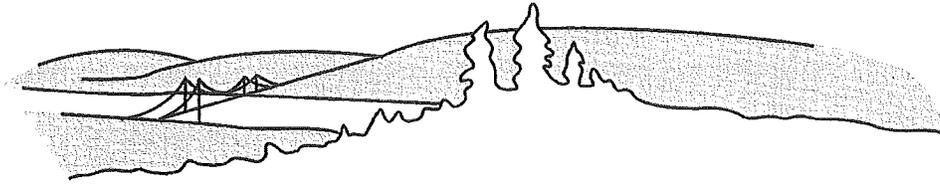
Council Action Requested

Motion regarding regulations for burning permits in the VHS District

Regulations for Burning Permits in the Village Historic Site (VHS) District

The intent of a burning permit is to allow a homeowner to dispose of brush and untreated and unpainted wood

1. Burn site must be 25 feet from property line and 20 feet from a structure.
2. No burning of grass, raked leaves or needles, garden vegetation, or chemically treated products
3. No permit burning will be allowed in the VHS during a City event
4. A form of extinguishment must be available at all times. This can be a hose, fire extinguisher, or a shovel with snow or dirt
5. The burn pile shall be no larger than six feet across and four feet high. The fire Department shall have the authority to reduce the size depending on conditions such as weather, lot size, etc.
6. The fire must be attended at all times by a non-intoxicated person age 18 or older
7. All fires are subject to immediate extinguishment at the direction of law enforcement or Fire Department personnel if the fire is deemed to pose a safety hazard or a nuisance to surrounding properties
8. A nuisance is deemed to exist if the fire generates flying embers that pose a hazard to property or generates smoke or odors that unreasonably interfere with the use or enjoyment of neighboring properties
9. Once a burning is complete, the ash shall be totally extinguished. No fire shall be left to smolder.



LOWER ST. CROIX VALLEY FIRE DEPARTMENT

1560 St. Croix Trail South
Mailing Address: P.O. Box 234 - Lakeland, MN 55043
(651) 436-7033 • FAX (651) 436-1682

Recommendations for Permit Required Burns in Old Village

The intent of a burn permit is to allow a home owner to dispose of brush and any untreated and unpainted wood.

1. Burn site must be 25 feet from property line and 20 feet from a structure.

This keeps the individual from moving burn site to his back property line which is away from his house and to close to neighbors.

2. No burning of grass, raked leaves or needles, garden vegetation, or chemically treated products.

This is always a problem in the fall with yard and garden clean up.

3. No permit burning will be allowed in Old Village during a City event or on a holiday.

This is for obvious reasons. You may even want to restrict burning within a certain distance from any permitted event.

4. Must have a form of extinguishment available at all times. This can be a hose, fire extinguisher, or even a shovel with snow or dirt.

5. The burn pile shall be no bigger than 6 foot high and 6 ft across in the Old Village. The fire dept. has the right to lessen the size depending on other conditions such as weather, lot size, etc.

6. The fire must be attended at all times by a non intoxicate person of the age of 18 or older.

7. The fire shall be completely extinguished if it becomes offensive to others.

8. All fire are subject to extinguishment at the direction of law enforcement or fire.

9. Once burning is complete the ash shall be totally extinguished. No fire shall be left to smolder.

*Providing Fire and Ambulance Service for the Communities of:
Afton – Lakeland – Lakeland Shores – Lake St. Croix Beach – St. Mary's Point*

Compilation of Brush Fire Permit Regulations in Other Cities

1. A burning permit must be obtained prior to having a brush fire.
2. Brush fire permits may only be issued to property owners of single-family homes. Commercial burning is not allowed. A permit may be issued for up to three days at a time.
3. Brush fires are allowed to a maximum of **6 feet in diameter and 4 feet in height** and are limited to daylight hours. The size of a fire may be limited to less than 6 feet in diameter based on the size of the lot and other factors as deemed appropriate by the Fire Chief or designee. **Pieces to be burned shall not exceed 4 inches in diameter.** Fireplace burning or chipping are good alternatives for larger pieces.
4. Only natural wood may be burned. Burning of treated or painted wood, plastic, rubber, leaves, pine needles, garden vegetation or grass is not allowed.
5. A site inspection will be conducted prior to issuance of a brush fire permit. A signed copy of the permit must be retained by the home owner.
6. The location of the burn shall not be within **300** feet of an occupied residence other than those located on the property on which the burn is conducted. The location must be a minimum of **25** feet from property lines and **20** feet from structures on the property. These setbacks may be increased depending on the size of the fire.
7. The burn shall be conducted as far away as practical from any public road and controlled at all times so as not to create any type of traffic hazard.
8. The local fire authority must be notified prior to the burn being conducted.
9. The permit holder or an authorized representative shall be present at the burn for the duration of the burn and have the signed copy of the permit in their possession. The fire must be attended at all times and upon completion must be fully extinguished. No fire shall be left to smolder. The permit holder shall be responsible for any damages resulting from the fire. Unattended fires may result in a citation issued to the permit holder.
10. Upon declaration of "Burning Restrictions" or a "Burning Ban", permits, issued or not, shall be cancelled until the restrictions are lifted. The Department of Natural Resources, its representatives and the local fire authority shall have the authority to cancel permits.
- 11. Permits shall not be issued when other practical means of disposal are available.**
- 12. No brush burning will be allowed in the VHS during a City event or on a holiday**
13. The Fire Chief or designee may order any recreational fire to be immediately extinguished if a fire poses a nuisance to surrounding residences.
14. A nuisance is deemed to exist if the fire generates flying embers that pose a hazard to property or generates smoke or odors that unreasonably interfere with the use or enjoyment of neighboring properties.



Memorandum

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

From: *Diane Hanke, PE, City Engineer*

Date: *November 17, 2015*

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

1. City Hall American with Disabilities Act Improvements

The Americans with Disabilities Act (ADA) requires that facilities suitable for people with physical disabilities be provided with reconstruction projects at public facilities. The parking lot for City Hall is integral with 30th Street which is being reconstructed as part of the Downtown Improvement Project. Due to the grades of the site, multiple options were analyzed. The recommended lowest cost option was the On Street Option. These options were reviewed and presented at the November 12th City Council Work Session.

Action: Authorize City Hall American Disabilities Act Improvements On Street Option to be included in the Downtown Improvement Project.

2. Downtown Improvement Project Update

The Cultural Resources Report is completed. The Sanitary permit should be issued in the near future. The construction plans have been reviewed by MnDOT and there were only a few minor comments to be addressed. There are still 5 out of 18 permits to obtain; these will be submitted once the data needed is obtained (final plans). Project specifications will be worked on now that the plans are close to final. Continued coordination with Washington County and MPCA regarding the project designs and project construction staging. We are also working on identifying the construction inspection needs.

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

City of Afton

3033 St. Croix Trl, P.O. Box 219

Afton, MN 55001

Meeting Date Nov. 17, 2015

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: November 11, 2015
Re: Tri County Request to Lease Space in the City's Stagecoach Trail Public Works Building

Tri County, with whom the City has a contract for snow removal, has requested to lease two stalls in the City's Public Works Building located on Stagecoach Trail. Tri County would like to store two pieces of snow removal equipment at this location so that they would be closer to locations where they will be used. Public Works Supervisor, Ken Johnson, has indicated two stalls could be made available if there was an alternative location to store a large trailer. Tri County has indicated they have a pole barn for storage of the trailer at no cost. Staff has not had an opportunity to determine a lease rate at this time, but will provide lease rate information at the Council meeting. Staff recommends that, if the Council is supportive of a lease arrangement, the initial lease term be six months, so that an evaluation regarding how the lease worked can be completed before considering a longer term.

Also, if the Council is supportive, the City Attorney would need to draft a lease agreement.

Council Action Requested

Motion regarding the request by Tri County to lease two stalls in the City's Public Works Building on Stagecoach Trail.

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

Meeting Date Nov. 17, 2015

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 12, 2015
Re: Schedule Council Work Session

There are a number of items for Council action at its December 15, 2015 meeting. It would be helpful to discuss these items in a work session in advance of the Council meeting. These items include the adoption of the 2016 budget and tax levy, a cooperative agreement with the County regarding the CR 21 project, and an agreement with the Afton Historical Museum regarding services and funding.

Council Action Requested

Motion regarding the scheduling of a Council work session.

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

Meeting Date Nov. 17, 2015

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 11, 2015
Re: Community Development Block Grant Application for Town Square Park Restroom –
Resolution 2015-75

The Parks Committee has developed and plan and design for a new restroom facility in Town Square Park to replace the current outhouse located in the southwest corner of the park. The new restroom facility is planned to be connected to the new sanitary sewer system and to have running water from a connection to the well in the park. The facility would also meet the accessibility standards of the Americans with Disabilities Act. The design concept for the restroom facility and the construction budget are attached, as well as a map showing the proposed location of the facility in the park. The total cost of the restroom facility, including connection to the sanitary sewer system and to the well, is \$67,300.

An application for grant funding through the Community Development Block Grant (CDBG) Program in the amount of \$39,900, has been submitted. This leaves \$27,400 to be funded by the City. In addition, the City already has a levy in place for the \$12,500 cost of the sewer unit for the Town Square Park. This makes the City's total funding contribution equal to the grant amount, which enables the project to earn more points in the application evaluation process.

During the process of gathering information for the preparation of the grant application, two findings stood out. One is the age and primitiveness of the existing outhouse. The other is that the number of elderly residents in Afton increased by 58% between the years 2000 and 2010. While Town Square Park has a number of amenities to serve the public, it does not have a restroom facility designed to meet the needs of elderly and disabled persons.

Use of Park Dedication Funds

Attached is an excerpt from Minnesota Statutes 462.358, which addresses how park dedication fees can be used. Subdivision 2b(g) provides that "Cash payments received must be used only for acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan. Cash payments must not be used for ongoing maintenance of parks, recreational facilities, playgrounds, trails, wetlands, or open space." In discussing this statutory language with an attorney at the League of Minnesota Cities, and with the City Attorney, they both indicated the improvements funded need to be within the boundaries of a park or trail corridor.

Council Action Requested

Motion regarding the adoption of a resolution in support of the CDBG grant application and committing \$27,400 toward the construction cost of the restroom facility and \$12,500 toward the cost of the sewer unit to serve Town Square Park.

RESOLUTION 2015-75

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

RESOLUTION OF SUPPORT FOR AN APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT TO PROVIDE FUNDING FOR THE CONSTRUCTION OF A RESTROOM MEETING AMERICANS WITH DISABILITIES ACT (ADA) ACCESSIBILITY REQUIREMENTS IN TOWN SQUARE PARK, AND COMMITTING CITY FUNDING FOR THE PROJECT

WHEREAS, Town Square Park is a community gathering place in Afton; and

WHEREAS, the existing restroom in Town Square Park is a primitive outhouse that does not meet ADA accessibility requirements; and

WHEREAS, while Town Square Park has numerous amenities to serve the public, it does not have a restroom facility designed to meet the needs of elderly and disabled persons; and

WHEREAS, the number of elderly persons in Afton increased 58% between the years 2000 and 2010; and

WHEREAS, the City has levied for sufficient funds to pay the \$12,500 cost of the sewer unit to serve Town Square Park; and

WHEREAS, the City has limited funds to pay the cost of an upgraded restroom facility; and

WHEREAS, the City has \$27,400 in the Park Dedication Fund that could be made available to pay a portion of the cost of constructing the restroom facility.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby support the application for a Community Development Block Grant in the amount of \$39,900 to assist in funding the construction of an upgraded restroom facility that meets the ADA requirements for accessibility.

BE IT FURTHER RESOLVED that the City Council of the City of Afton does hereby make the commitment to provide funding of \$12,500 toward the cost of the sewer unit to serve Town Square Park and the planned restroom facility, and to provide \$27,400 from the City's Park Dedication Fund to fund a portion of the cost of constructing the restroom facility.

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

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

VI. Budget (Include a discussion on funding application and award dates) *Please note: if you are submitting an application for a Rental Development Project please contact Angie Shuppert for additional Rental Spreadsheets required for submittal with the application.

Total Project Cost: \$ 79,800
 Total Funds Requested: \$ 39,900

Request of funds as % of Total Cost: 50 %

Source of Funds (Include cash and in-kind)	Amount	Committed	Pending
<u>City of Afton</u>	\$ <u>39,900</u>	<input checked="" type="checkbox"/> Committed	<input type="checkbox"/> Pending
	\$ _____	<input type="checkbox"/> Committed	<input type="checkbox"/> Pending
	\$ _____	<input type="checkbox"/> Committed	<input type="checkbox"/> Pending
	\$ _____	<input type="checkbox"/> Committed	<input type="checkbox"/> Pending
	\$ _____	<input type="checkbox"/> Committed	<input type="checkbox"/> Pending
	\$ _____	<input type="checkbox"/> Committed	<input type="checkbox"/> Pending
Total:	\$ <u>39,900</u>		

Expenses (Please Itemize*)	Requested	Other	TOTAL
<u>New sanitary sewer to serve the restroom</u>	\$ _____	\$ <u>12,500</u>	\$ <u>12,500</u>
<u>Construction Costs</u>	\$ <u>39,900</u>	\$ <u>27,400</u>	\$ <u>67,300</u>
<u>(Please see Attachment F</u>	\$ _____	\$ _____	\$ _____
<u>for itemized construction</u>	\$ _____	\$ _____	\$ _____
<u>expenses)</u>	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Total:	\$ <u>39,900</u>	\$ <u>39,900</u>	\$ <u>79,800</u>

* Itemize project expenses, using the following as applicable to your project (include a separate sheet if necessary):
Acquisition and Improvement Costs - Purchase price, closing costs, site improvements, clearance of toxic contaminants, etc.
Construction/Rehabilitation Costs - Site improvements, construction (labor, materials and supplies), installation, permits, etc.
Professional Fees and Personnel Costs - Architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, etc.
Other Development Costs - Relocation, financing costs, environmental reviews, environmental studies, etc.



Proposed Condition

A2 - EXISTING OUTHOUSE
B2 - PROPOSED NEW RESTROOM

ATTACHMENT AREA

The water feature captures surface water at toe of slope to flow to Kelle's Creek. Aquatic habitat for plants and animals. Educational and play area for children.

DEFINED OPEN SPACE - BASE OF SLOPE

Trees along existing woodland edge thinned to provide openings. New native tree species introduced around openings. Openings in woodland edge offer gathering areas for quiet contemplation, picnicking, play, etc. Openings allow for restoration of greater variety of prairie and woodland plant species, providing quality habitat for insects and birds.

DEFINED STREET EDGE

Street widened to accommodate pedestrians. Row of trees along street defines park space from street.

D. DEFINED PARK EDGE

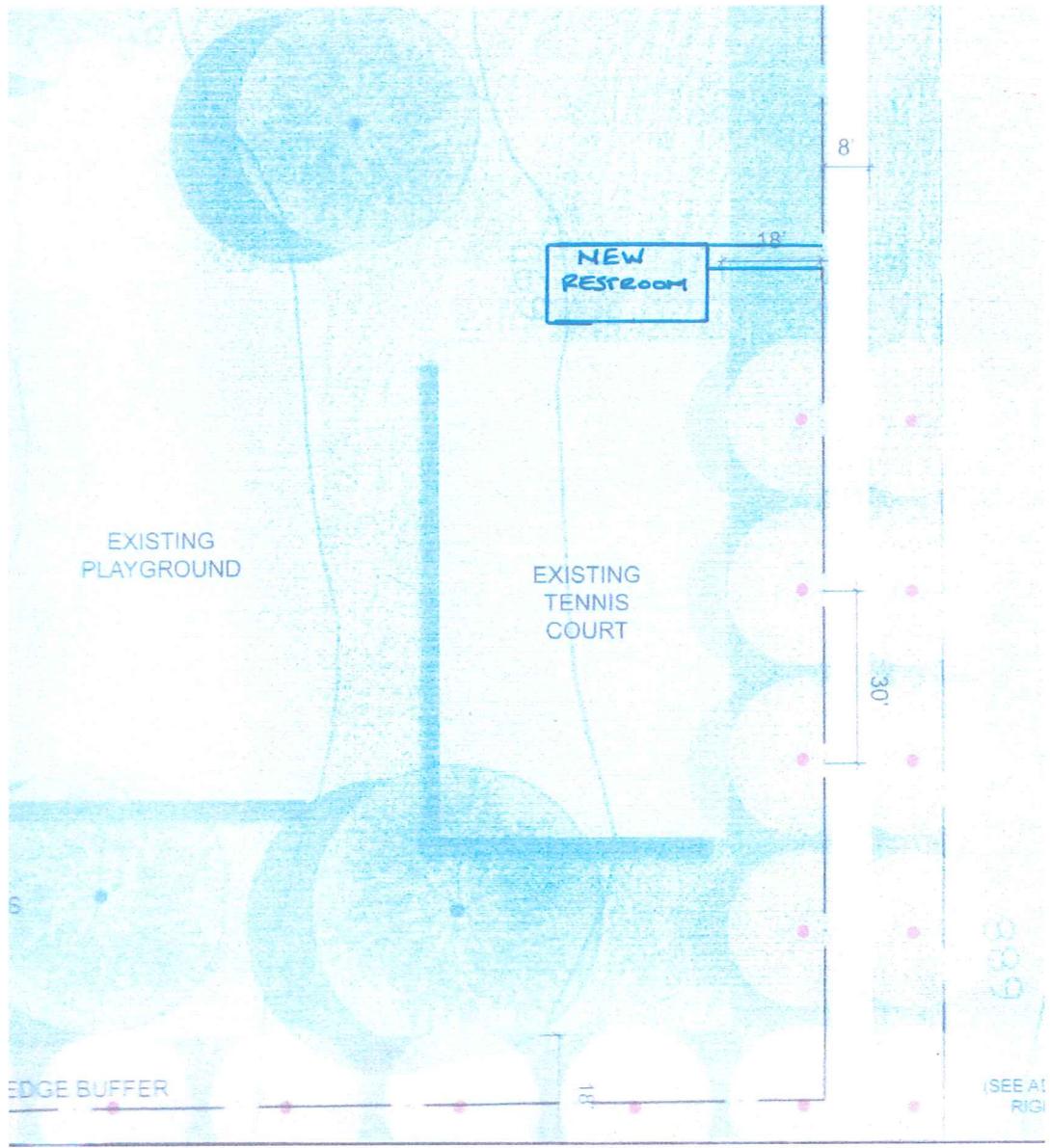
- New row of trees defines park space from parking area.
- Park edge allows room for tents during park events.
- Baseball diamond is moved away from street edges providing more room for spectators and movement along park edge.

E. PLANTING BEDS

- New plantings bring color, texture, and winter interest to the current monoculture landscape of the park.
- Plantings provide natural transition between woodland and park.
- Paths weave in and out of beds, allowing for exploration.

F. IMPROVED PARKING AREA

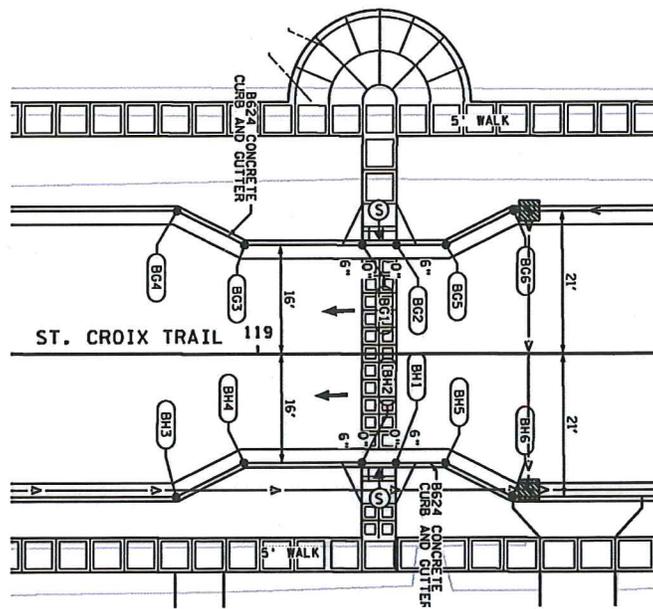
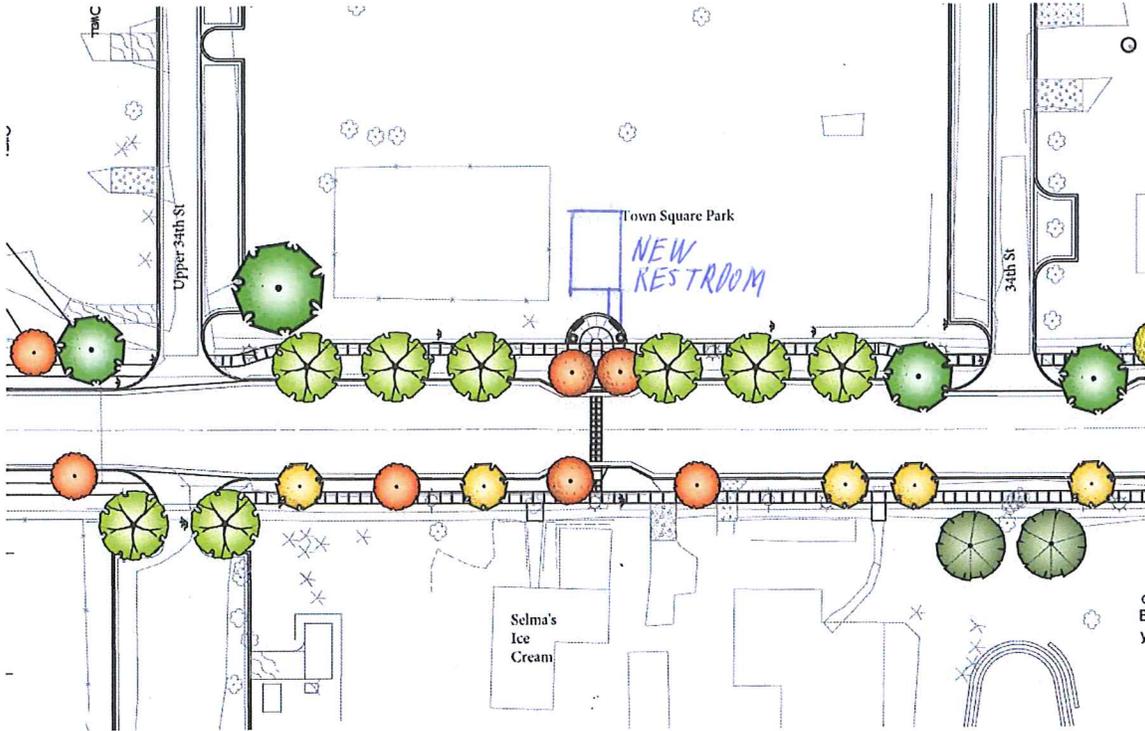
- Pervious pavement manages stormwater through infiltration and prevents erosion.
- Pavement pattern spatially differentiates parking area from park.



SOUTH EAST CORNER OF AFTON TOWN SQUARE PARK

St. Croix Trail

Roadway Improvements in Downtown Afton



2015 Minnesota Statutes

462.358 OFFICIAL CONTROLS: SUBDIVISION REGULATION; DEDICATION.

Subdivision 1. [Repealed, [1980 c 566 s 35](#)]

Subd. 1a. **Authority.** To protect and promote the public health, safety, and general welfare, to provide for the orderly, economic, and safe development of land, to preserve agricultural lands, to promote the availability of housing affordable to persons and families of all income levels, and to facilitate adequate provision for transportation, water, sewage, storm drainage, schools, parks, playgrounds, and other public services and facilities, a municipality may by ordinance adopt subdivision regulations establishing standards, requirements, and procedures for the review and approval or disapproval of subdivisions. The regulations may contain varied provisions respecting, and be made applicable only to, certain classes or kinds of subdivisions. The regulations shall be uniform for each class or kind of subdivision.

A municipality may by resolution extend the application of its subdivision regulations to unincorporated territory located within two miles of its limits in any direction but not in a town which has adopted subdivision regulations; provided that where two or more noncontiguous municipalities have boundaries less than four miles apart, each is authorized to control the subdivision of land equal distance from its boundaries within this area.

Subd. 2. [Repealed, [1980 c 566 s 35](#)]

Subd. 2a. **Terms of regulations.** The standards and requirements in the regulations may address without limitation: the size, location, grading, and improvement of lots, structures, public areas, streets, roads, trails, walkways, curbs and gutters, water supply, storm drainage, lighting, sewers, electricity, gas, and other utilities; the planning and design of sites; access to solar energy; and the protection and conservation of flood plains, shore lands, soils, water, vegetation, energy, air quality, and geologic and ecologic features. The regulations shall require that subdivisions be consistent with the municipality's official map if one exists and its zoning ordinance, and may require consistency with other official controls and the comprehensive plan. The regulations may prohibit certain classes or kinds of subdivisions in areas where prohibition is consistent with the comprehensive plan and the purposes of this section, particularly the preservation of agricultural lands. The regulations may prohibit, restrict or control development for the purpose of protecting and assuring access to direct sunlight for solar energy systems. The regulations may prohibit the issuance of permits or approvals for any tracts, lots, or parcels for which required subdivision approval has not been obtained.

The regulations may permit the municipality to condition its approval on the construction and installation of sewers, streets, electric, gas, drainage, and water facilities, and similar utilities and improvements or, in lieu thereof, on the receipt by the municipality of a cash deposit, certified check, irrevocable letter of credit, bond, or other financial security in an amount and with surety and conditions sufficient to assure the municipality that the utilities and improvements will be constructed or installed according to the specifications of the municipality. Sections [471.345](#) and [574.26](#) do not apply to improvements made by a subdivider or a subdivider's contractor.

A municipality may require that an applicant establish an escrow account or other financial security for the purpose of reimbursing the municipality for direct costs relating to professional services provided during the review, approval and inspection of the project. A municipality may only charge the applicant a rate equal to the value of the service to the municipality. Services provided by municipal staff or contract professionals must be billed at an established rate.

When the applicant vouches, by certified letter to the municipality, that the conditions

required by the municipality for approval under this subdivision have been satisfied, the municipality has 30 days to release and return to the applicant any and all financial securities tied to the requirements. If the municipality fails to release and return the letters of credit within the 30-day period, any interest accrued will be paid to the applicant. If the municipality determines that the conditions required for approval under this subdivision have not been satisfied, the municipality must send written notice within seven business days upon receipt of the certified letter indicating to the applicant which specific conditions have not been met. The municipality shall require a maintenance or performance bond from any subcontractor that has not yet completed all remaining requirements of the municipality.

The regulations may permit the municipality to condition its approval on compliance with other requirements reasonably related to the provisions of the regulations and to execute development contracts embodying the terms and conditions of approval. The municipality may enforce such agreements and conditions by appropriate legal and equitable remedies.

§ Subd. 2b. **Dedication.** (a) The regulations may require that a reasonable portion of the buildable land, as defined by municipal ordinance, of any proposed subdivision be dedicated to the public or preserved for public use as streets, roads, sewers, electric, gas, and water facilities, storm water drainage and holding areas or ponds and similar utilities and improvements, parks, recreational facilities as defined in section 471.191, playgrounds, trails, wetlands, or open space. The requirement must be imposed by ordinance or under the procedures established in section 462.353, subdivision 4a.

(b) If a municipality adopts the ordinance or proceeds under section 462.353, subdivision 4a, as required by paragraph (a), the municipality must adopt a capital improvement budget and have a parks and open space plan or have a parks, trails, and open space component in its comprehensive plan subject to the terms and conditions in this paragraph and paragraphs (c) to (i).

(c) The municipality may choose to accept a cash fee as set by ordinance from the applicant for some or all of the new lots created in the subdivision, based on the average fair market value of the unplatted land for which park fees have not already been paid that is, no later than at the time of final approval or under the city's adopted comprehensive plan, to be served by municipal sanitary sewer and water service or community septic and private well as authorized by state law. For purposes of redevelopment on developed land, the municipality may choose to accept a cash fee based on fair market value of the land no later than the time of final approval. "Fair market value" means the value of the land as determined by the municipality annually based on tax valuation or other relevant data. If the municipality's calculation of valuation is objected to by the applicant, then the value shall be as negotiated between the municipality and the applicant, or based on the market value as determined by the municipality based on an independent appraisal of land in a same or similar land use category.

(d) In establishing the portion to be dedicated or preserved or the cash fee, the regulations shall give due consideration to the open space, recreational, or common areas and facilities open to the public that the applicant proposes to reserve for the subdivision.

(e) The municipality must reasonably determine that it will need to acquire that portion of land for the purposes stated in this subdivision as a result of approval of the subdivision.

(f) Cash payments received must be placed by the municipality in a special fund to be used only for the purposes for which the money was obtained.

(g) Cash payments received must be used only for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan. Cash payments must not be used for ongoing

operation or maintenance of parks, recreational facilities, playgrounds, trails, wetlands, or open space.

(h) The municipality must not deny the approval of a subdivision based solely on an inadequate supply of parks, open spaces, trails, or recreational facilities within the municipality.

(i) Previously subdivided property from which a park dedication has been received, being resubdivided with the same number of lots, is exempt from park dedication requirements. If, as a result of resubdividing the property, the number of lots is increased, then the park dedication or per-lot cash fee must apply only to the net increase of lots.

Subd. 2c. Nexus. (a) There must be an essential nexus between the fees or dedication imposed under subdivision 2b and the municipal purpose sought to be achieved by the fee or dedication. The fee or dedication must bear a rough proportionality to the need created by the proposed subdivision or development.

(b) If a municipality is given written notice of a dispute over a proposed fee in lieu of dedication before the municipality's final decision on an application, a municipality must not condition the approval of any proposed subdivision or development on an agreement to waive the right to challenge the validity of a fee in lieu of dedication.

(c) An application may proceed as if the fee had been paid, pending a decision on the appeal of a dispute over a proposed fee in lieu of dedication, if (1) the person aggrieved by the fee puts the municipality on written notice of a dispute over a proposed fee in lieu of dedication, (2) prior to the municipality's final decision on the application, the fee in lieu of dedication is deposited in escrow, and (3) the person aggrieved by the fee appeals under section [462.361](#), within 60 days of the approval of the application. If such an appeal is not filed by the deadline, or if the person aggrieved by the fee does not prevail on the appeal, then the funds paid into escrow must be transferred to the municipality.

Subd. 3. [Repealed, [1980 c 566 s 35](#)]

Subd. 3a. Platting. The regulations may require that any subdivision creating parcels, tracts, or lots, shall be platted. The regulations shall require that all subdivisions which create five or more lots or parcels which are 2-1/2 acres or less in size shall be platted. The regulations shall not conflict with the provisions of chapter 505 but may address subjects similar and additional to those in that chapter.

Subd. 3b. Review procedures. The regulations shall include provisions regarding the content of applications for proposed subdivisions, the preliminary and final review and approval or disapproval of applications, and the coordination of such reviews with affected political subdivisions and state agencies. Subdivisions including lands abutting upon any existing or proposed trunk highway, county road or highway, or county state-aid highway shall also be subject to review. The regulations may provide for the consolidation of the preliminary and final review and approval or disapproval of subdivisions. Preliminary or final approval may be granted or denied for parts of subdivision applications. The regulations may delegate the authority to review proposals to the planning commission, but final approval or disapproval shall be the decision of the governing body of the municipality unless otherwise provided by law or charter. A municipality must approve a preliminary plat that meets the applicable standards and criteria contained in the municipality's zoning and subdivision regulations unless the municipality adopts written findings based on a record from the public proceedings why the application shall not be approved. The regulations shall require that a public hearing shall be held on all subdivision applications prior to preliminary approval, unless otherwise provided by law or charter. The hearing shall be held following publication of notice of the time and place thereof in the official newspaper at least ten days before the day of the hearing. At the hearing, all persons interested shall be given an opportunity to make presentations. A subdivision application shall be preliminarily approved or disapproved within 120 days following delivery of an application completed in compliance with the municipal

Meeting Date Nov. 17, 2015

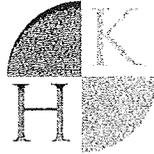
Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 12, 2015
Re: 2012 Park Plan

At its October 20, 2015 meeting, the Council requested drafts of the 2012 Park Plan be made available to Council members for review, including the former mayor's red-inked comments, so that the Council can proceed with finalizing approval. These have been provided to the Council. Staff is requesting direction regarding the next step in the approval process.

Council Action Requested

Motion regarding the approval process for the 2012 Park Plan.



Frederic W. Knaak*
Wayne B. Holstad**

**Also Licensed in
Wisconsin & Colorado
Qualified Neutral under Rule 114

***Also Licensed in Iowa &
Federal Court of Claims*

HOLSTAD & KNAAK PLC
"Local in character, national in reputation, international in reach"

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MEMORANDUM: MONTHLY AFTON PROSECUTION REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: FRITZ KNAAK, AFTON CITY ATTORNEY.
DATE: November 3, 2015

This past month, our office has represented the City in a total of 13 prosecutions that were followed through to conviction or alternative disposition. They break down as follows:

Arraignments & Rule 8 Hearings:	5
Pretrials:	6
Omnibus Hearings:	2
Court Trials:	0
Jury Trials:	0
Revocation/Plea/Sentencing:	0

The report from the court Hearing Officer regarding Afton tickets for the month of October is summarized as follows:

<u>Afton</u>		
Customers	4	
Citations	4	
Charges	4	
Disposed	3	% Resolved
CFD/DUP	1	100.00%
Contest/NG	0	
DNQ	0	
Extension	0	
No Guidelines	0	
Parking	0	
Petty Misdemeanor	3	
Misdemeanor	1	

SUPPLEMENTAL
PACKET

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

DRAFT City Council Work Session Minutes
November 12, 2015
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
2:00 p.m.

- 1. THE MEETING WAS CALLED TO ORDER at 2:00 p.m. by Mayor Bend.
- 2. ROLL CALL: Nelson, Ross, Richter, Palmquist, Bend. Quorum present.

OTHERS PRESENT: City Engineer Todd Hubmer, City Administrator Ron Moose and Deputy Clerk Kim Swanson Linner. City Engineer Diane Hankee arrived at 2:18 p.m.

- 3. APPROVAL OF AGENDA -
Motion/Second: Richter/Palmquist. To approve the November 12, 2015 City Council Work Session agenda as presented. Motion carried 5-0-0.

4. CITY COUNCIL BUSINESS –

1. Downtown Improvement Projects –

a. City Hall Parking Lot ADA Compliance – Engineer Hubmer explained that WSB previously provided the City with three options for bringing the City Hall parking lot into compliance with ADA requirements for access from the lot to the building, which is required because of the improvement project to 30th Street in 2016. Todd Hubmer reviewed the ADA requirements and summarized the options. The engineer option preferred was to maintain the parking lot in its current configuration with handicapped parking where it is now. They showed a separate bike trail on the north side of City Hall property, which would cost approximately \$13,000.

The Council thought the Bike Trail would be a good idea to be separated from 30th Street, but money may be an issue. The proposed City Garage to the east of the City Hall needs access to the street and bike traffic may be a problem. If City Hall needed to be expanded, a separate bike path should be the farthest north on City property as possible. The option for keeping the bike path as a shared route on the road may be the feasible option.

b. 33rd Street Design – Administrator Moose explained that the approved design for 33rd Street east of St. Croix Trail is a one-way street that enables a more open view and pedestrian access to the river. A key requirement of this design is a public roadway easement through the rear parking lot of the Afton House to provide a route for traffic to exit 33rd Street to the north. Negotiations with the Afton House regarding the sewer and levee easements and the roadway easement through the parking lot were suspended when agreement could not be reached regarding the sewer and levee easement. We are now awaiting the condemnation hearing to determine the value of the sewer and levee easement. The roadway easement was not included in the condemnation process. Upon completion of the condemnation process, the City and the Afton House would need to resolve the roadway easement to make the one-way roadway feasible. At this point, without the roadway easement, the one-way street design is not feasible.

Council felt shifting the focus to status quo and what improvements could be done with a two-way street. The City was not prepared to deal with any re-design options today. Council wanted the design plans made available to the City to consider what could be done for parking for Afton House and the Bank Building.

The Bank Building business owner spoke about maintaining the current amount of parking for both businesses. Dave Jarvis, from Afton House Inn, added that winter snow is also an issue. They want to make sure that customers don't have to trek through snow drifts. They have been taking their own parking studies and were asked to submit those to the city.

Engineers will look at a re-design of a two-way 33rd Street and present it to the City.

54 c. Lighting Plan-Final Layout – Administrator Moose reported that in the approval of the aesthetic
55 elements of the CR 21 project, the Council approved 26 decorative street lights rather than a plan with 30 lights.
56 A lighting plan with 26 decorative street lights (and two overhead lights - at the Afton Boulevard and
57 Stagecoach Trail intersections) was provided for Council’s review. The two overhead lights are to be funded by
58 the County. She explained that if the plan is acceptable, no action is required, as the plan reflects the 26 street
59 lights that were approved by the Council.

60 The drawings were provided without the specifications; Council would like to see the specs. Would like all
61 lights tied together on one photo controller, so they all come on at once, and not rely on photo cells for each
62 bank of lights, so that a consistent wash of light is made rather than spot lighting, for safety. A 12’ pole is being
63 considered instead of the 14’ originally proposed. The 3’ banner height would be 10’ off the street, which
64 seemed appropriate, Council questioned whether a shorter pole would make the banners too low.

65
66 c. Transplant Trees in Town Square Park – Administrator Moose explained that there are three trees
67 in the right-of-way of CR 21 adjacent to Town Square Park that need to be removed for the CR 21 project. The
68 trees have been determined to be in a good condition to be transplanted. They are maple trees and not large. The
69 cost of transplanting the trees is \$150 per tree. While the trees do not need to be transplanted until the fall of
70 2016, they would need to be identified and protected prior to the clearing of trees that will occur in spring of
71 2016. Engineer Hankee indicated if Council is supportive of the transplanting, staff will make arrangements to
72 install temporary fencing or other protection for the trees.

73 Council thought transplanting the trees would be a cost savings that could be taken off the contract for
74 purchasing new trees.

75
76 d. CR-21 Project Management Team Meeting Update – Engineer Hankee reviewed the following:

77
78 i. Project Schedule and Upcoming Council Actions: Administrator Moose pointed out the
79 schedule of activities related to the Downtown Improvement Projects. She indicated many of the activities have
80 been completed. Cost sharing meetings with the County will be held in December 2015. Key items highlighted
81 are the City’s anticipated approval of the final plan at its January, 2016 meeting; the advertisement for bids
82 from January 27, 2016 to February 23, 2016; City concurrence regarding the low bid at a special meeting in
83 early March; and, construction beginning on April 15, 2016. She pointed out that this schedule does not include
84 the Wastewater Treatment System project, which is a separate project to be advertised for bid in December of
85 2015, with construction to begin in April of 2016.

86
87 ii. Construction Management/Business Liaison: Engineer Todd Hubmer explained that at the
88 recent CR 21 Project Management Team meeting, that the business liaison position would be pared back,
89 narrowing the scope of that position for minor time in 2016; in 2017, the level of construction management
90 coordination for businesses and business owners and the impact of County road construction will be increased.
91 This business liaison would be about half the cost as originally proposed.

92 Council asked what the qualifications of the person would need to be. Hubmer stated the person needs to
93 have a knowledge of projects and construction. Council was concerned about the extra cost to have an additional
94 person as a construction liaison. WSB will provide a work chart to the City for personnel assigned to the project.
95 Council was not in favor of having an additional person for construction manager.

96
97 2. Fire Department Financial Review with City Accountant – Administrator Moose explained that the
98 Council requested that Tom Niedzwiecki, Afton’s City Accountant, who also serves as the accountant for the
99 Lower St. Croix Valley Fire Department, to provide information to assist the Council in understanding the Fire
100 Department’s Finances, including how the Fire Department plans for capital expenditures and what the sources
101 of funding are for the Department’s operations.

102 Tom Niedzwiecki reviewed the 2016 Fire Department Operating and Debt Service Budgets and Tax Levies
103 provided for Council. He described the items included in the Annuity Funding [Reserve Fund]: Medical, Tires
104 & Batteries, Equipment replacement and supplies, Vehicle (including gas/fuel and maintenance) and Facility &
105 Annual Audit. These are not predictable expenses or consistent year-to-year. Ambulance is separated from these

106 funds because it is a stand-alone that pays for itself through the services it provides, drugs administered, EMT
107 training, and rent for the space in the station where the ambulance is parked. It is a net neutral or a money
108 maker; there is no levy funding for the ambulance. At LSCV Fire Department the ambulance and EMT are
109 “retention” tools, because LSCV on-call fire fighters prefer the medical aspect. He described that fire trucks are
110 funded through debt service: say the truck life-cycle is 15 years, they finance it for 10 years, then the 5 years are
111 spent putting money back into the fund, which keeps the levy more stable year to year.

112 Council wants the best emergency and safety services to residents, but they maintain concern about the
113 costs for Fire service going up and appreciated the opportunity to discuss the FD budget and expenses. They
114 discussed the tax capacity that Afton pays, and have asked if the services are “better” in Afton. To be sure, the
115 distances are longer to serve Afton, as compared to the other LSCV communities. Afton feels the Joint Powers
116 Agreement with the LSCV cities should be discussed. Afton has had comparable data in the past, but does not
117 have current data to be useful to the LSCV Fire District. Afton would like to continue to talk with the Fire
118 District within the next 4 months.

119

120 3. **Allowed Exterior Building Materials in the I.1.c. Zone** – Administrator Moore explained that in
121 2009, the attached ordinance amendment that reduced the range of allowed exterior building materials in the
122 I.1.c zone was adopted. Specifically, the amendment eliminated wood, steel and aluminum siding as allowed
123 exterior materials. Moore indicated it is staff’s understanding that the purpose of the amendment was to
124 establish a higher standard of quality for buildings in the I.1.c zone, which is envisioned as the western
125 commercial gateway to Afton. A significant effect of this ordinance was to prohibit steel curtain wall buildings
126 in favor of brick and block buildings.

127 Moore explained that while the ordinance amendment was adopted in 2009, the amendment was not
128 codified into the zoning code. The ordinance amendment was found when reviewing the code in relation to a
129 building proposal by SavATree for the five acre parcel in the northeast corner of the I.1.c zone. SavATree has
130 proposed a steel curtain wall building. Staff advised SavATree that the ordinance amendment does not allow
131 steel curtain wall buildings. They are considering whether to request a variance from the building materials
132 language to allow their proposed building.

133 Nelson and Palmquist remembered the rezoning of the Industrial areas and that the materials were to be a
134 higher standard, not only because the area is a commercial gateway to Afton, but that residential is right across
135 Hudson Road and they worked hard to have the city pass the higher building standard.

136 The representative of SavATree spoke that they would like to have a building that matches the service they
137 give and be economic. They would like a glassed office component and the portion that is the working/shop side
138 of the building. The company has used this building in other areas of the country.

139 Richter felt the SavATree building is going to remain for some time, and he would like to see the higher
140 standards for exterior finishes.

141 Bend felt personally in favor of Afton’s higher industrial building standards. He would not like to lower the
142 standard, or have the industrial zone have a “front face” and the other three faces are sub-standard.

143 Richter indicated, should the building be built, that the particular building type would limit who might be
144 interested in buying it. It would be harder to be developed into another use.

145 Palmquist stated that the rezoning and ordinance were litigated and the city needs to look at the Industrial
146 zone settlement agreement.

147 Council directed staff to verify the settlement agreement and whether it matches the current ordinance
148 language.

149

150 4. **Allowed Uses in the Industrial Zones** – Administrator Moore reported that Staff recently met with the
151 owners of Brockman Trucking regarding their proposal to purchase the property directly east of the Chandler,
152 Inc. property on the north side of Hudson Road to create a trailer parking lot, similar to the ones they currently
153 have at the corner of Hudson Road and Manning Avenue and the corner of Hudson Road and Neal Avenue. The
154 goal of their proposal is to have an additional trailer parking location to which the trailers on Manning Avenue
155 could be moved if the land on Manning Avenue was to be redeveloped in the future. In the past, the City has
156 questioned whether to allow more trailer parking in the Industrial zones. However, the City recently [January

157 21, 2014] approved a Conditional Use Permit for a trailer parking lot at the corner of Hudson Road and Neal
158 Avenue.

159 Representative of SavATree spoke that the truck lots and lower use lots could be considered an “interim”
160 use of the Industrial zone, until the market demands for commercial property increases.

161 Bend asked what the current uses are. He felt that greater economic use, contribution to the tax base, and as
162 a portal to Afton should be considered at this time. The zoning in that area does not match what he would like to
163 see.

164 The issue was moved to another Work Session to explore other uses and standards for the area.

165

166 [Council Member Nelson had to leave the meeting at 4:55 p.m.]

167

168 5. **Office Assistant Position Hiring Process** - Administrator Moorse reviewed that Pat Joyce is retiring
169 and the Personnel Committee has worked on a job description and the skills needed. Staff would to move
170 forward with a hiring process.

171

172 **5. ADJOURN –**

173

174 **Motion/Second: Richter/Palmquist. To adjourn the meeting at 5:24 p.m. Motion carried 4-0-0.**

175

176

177 Respectfully submitted by:

178

179

180

181 _____
Kim Swanson Linner, Deputy Clerk

182

183

184 **Approved by City Council on November 17, 2015 as: Presented: _____ or Amended: _____**

185

186

187 **Signed by Mayor Richard Bend _____ Date _____**

City of Afton – Financial Reports

October, 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 F6
G.	Street Improvement Fund: YTD Detail by Account	G1 to G2
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 J5
K.	Customer Receipts and Other Deposits – MTD Sorted by Account	K1 to K2
L.	Claims Paid during October: \$243,114.37	L1 to L16
M.	Permit Escrow and Fee Detail	M1 to M14
N.	Building Insp Fees by Acct: YTD Detail for Afton	N1 to N4
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 Q13
R.	Bank Transfers	R1

Significant October 2015 Revenue:

\$4,779 #100 General Fd Acct 4108 Market Value Credit Ag.
\$7,210 #100 General Fd Acct 4810 Wash Cty Recycling Grant.

Significant October 2015 Expense:

\$54,988 #100 General Fd Acct 5625 4th Qtr Fire & Amb Services.

\$17,447 #120 Street Imp Fd Acct 7941 Primarily Engineering for Village Local Road & CR 21 Improvement Projects

\$20,930 #800 City Infra-Structure Imp Fd Acct 8890 DNR Flood/Downtown Imp Project expenses. (See Schedule Q10 for YTD detail of this project).

New Accounts being set up for City Infrastructure Improvements:

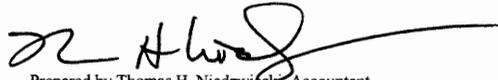
I'm in the process of setting up new accounts for the City Infrastructure Improvements and reclassifying prior transactions. For example, Acct 8896 was set up for Sanitary Sewer Improvements, Acct 7981 for Village Local Road Improvements and Acct 7982 for CR21 Improvement Project.



Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton
Balance Sheet
October 31, 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
Assets													
100	4M Fund: General Fund	214,937											214,937
100.8	Petty Cash	185											185
115	4M Fund: Bldg & Land Capital Fund		53,787										53,787
120	4M Fund: Street Imp Capital Fund			368,119									368,119
200	4M Fund: Park Reserve Fund				95,723								95,723
250	4M Fund: Special Reserve Fund					431,430							431,430
400	4M Fund: 201 Project Fund						(282)						(282)
500	4M Fund: Fire Station Debt Serv Fund							31,126					31,126
550	4M Fund: Special Activities Fund								182,236				182,236
600	4M Fund: MN Investment Fund								104,400				104,400
700	4M Fund: Road Construction Fund												0
725	4M Fund: Road Debt Service Fund										255,485		255,485
800/805	4M Fund: City Infrastructure Fund									2,322,074			2,322,074
810	4M Fund: City Dock Fund											56,253	56,253
	Total Cash and Investments	215,122	53,787	368,119	95,723	431,430	(282)	31,126	286,635	2,322,074	255,485	56,253	4,115,471
1170	Taxes Receivable from County	0											0
11xx	Fees & Other Receivables	(311)											(311)
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	214,811	53,787	368,119	95,723	431,430	(282)	31,126	286,635	2,322,074	255,485	56,253	4,115,160
Liabilities and Fund Balances													
2001	Permit Escrow & Fees (net payable)	31,861											31,861
2002	Accounts Payable	66,242											66,242
2022	Accrued Expenses	0											0
2035	Accrued Interest - Road Bond	0									27,255		27,255
2037	Accrued Interest - Downtown Tmp Imp Bd	0								2,347			2,347
2120	Building Surcharges Payable	262											262
2200	Payroll Tax Liabilities/Withholding	5,257											5,257
	Total Accounts and Other Payables	103,622	0	0	0	0	0	0	0	2,347	27,255	0	133,223
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)	(190,118)	10,513	(106,761)	44,481	2,563	(3,656)	28,967	27,252	(1,038,186)	54,349	3,870	(1,166,726)
Various	Fund Balance - End of Period	111,189	53,787	368,119	95,723	431,430	(282)	31,126	286,635	(1,435,273)	(2,955,810)	56,253	(2,957,104)
	Total Liabilities and Fund Balances	214,811	53,787	368,119	95,723	431,430	(282)	31,126	286,635	2,322,074	255,485	56,253	4,115,160



Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton - Statement of Changes in Fund Balances
for Month of October 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
A	Beginning Fund Balances	191,679	53,785	385,553	95,999	431,413	200	31,125	288,025	(1,420,184)	(2,946,731)	56,251	(2,832,884.28)
Section I. Revenues													
1	Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0
	Intergovernmental Revenues	4,779	0	0	0	0	0	0	0	0	0	0	4,779
19	Charges for Services	10	0	0	0	0	320	0	1,316	0	0	0	1,646
21	Fines and Forfeitures	607	0	0	0	0	0	0	0	0	0	0	607
	Licenses, Fees and Permits	10,143	0	0	0	0	0	0	0	0	0	0	10,143
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	10	0	0	0	0	0	0	0	0	0	0	10
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	5,800	0	0	5,800
36	Other Grants/State Fire Aid	7,210	0	0	0	0	0	1,405	0	0	0	0	8,615
	Interest Income	4	2	12	3	17	0	0	10	41	6	2	98
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	Total Revenue	22,762	2	12	3	17	320	0	2,730	5,841	6	2	31,696
C	Other Financing Sources/Transfers	0	0	0	0	0	0	0	(1,200)	0	0	0	(1,200)
Section II. Expenditures													
General and Administrative													
1	Wages and Benefits	19,255	0	0	0	0	0	0	0	0	0	0	19,255
2	Professional Services	13,601	0	0	0	0	0	0	1,316	0	0	0	14,917
3	Other Expenditures	2,820	0	0	0	0	0	0	1,405	0	0	0	4,225
	Total General and Administrative	35,677	0	0	0	0	0	0	2,720	0	0	0	38,397
5	Public Safety/State Fire Aid	55,236	0	0	0	0	0	0	0	0	0	0	55,236
9	Public Health/Cons of Natural Resources	100	0	0	0	0	0	0	0	0	0	0	100
11	Streets	10,696	0	0	0	0	0	0	0	0	0	0	10,696
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	20,930	0	0	20,930
13	Other Street Imp/Road Paving Project	290	0	17,447	0	0	802	0	200	0	0	0	18,739
14	Buildings and Land/City Dock	1,213	0	0	0	0	0	0	0	0	0	0	1,213
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	40	0	0	280	0	0	0	0	0	0	0	320
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
D	Total Expenditures	103,252	0	17,447	280	0	802	0	2,920	20,930	9,085	0	154,716
E	Other Financing Uses/Transfers	0	0	0	0	0	0	0	0	0	0	0	0
E	Revenues Over (Under) Expenditures	(80,489)	2	(17,434)	(277)	17	(482)	0	(1,390)	(15,089)	(9,079)	2	(124,220)
F	Ending Fund Balances	111,189	53,787	368,119	95,723	431,430	(282)	31,126	286,635	(1,435,273)	(2,955,810)	56,253	(2,957,104)


Prepared by Thomas H. Niedzwiedzki, Accountant

**City of Afton - Statement of Changes in Fund Balances
for Year to Date October 31, 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
A	Beginning Fund Balances	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)
Section I. Revenues													
1	Property Taxes	725,214	0	0	0	0	0	28,967	0	0	155,000	0	909,180
	Intergovernmental Revenues	2,763	0	30,257	0	0	0	0	0	0	0	0	33,019
19	Charges for Services	106	0	0	0	0	3,787	0	21,277	0	0	3,850	29,020
21	Fines and Forfeitures	13,010	0	0	0	0	0	0	0	0	0	0	13,010
	Licenses, Fees and Permits	132,468	0	0	0	0	0	0	0	0	0	0	132,468
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	580	0	0	0	0	0	0	0	0	0	0	580
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	92,437	0	0	92,437
36	Other Grants/State Fire Aid	8,110	0	0	0	0	0	0	64,463	0	0	0	72,573
	Interest Income	123	13	100	18	63	0	1	82	200	83	20	702
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	Total Revenue	882,373	13	30,356	44,761	63	3,787	28,967	85,822	92,637	155,083	3,870	1,327,732
C	Other Financing Sources/Transfers	0	10,500	100,000	0	2,500	0	0	13,750	0	0	0	126,750
Section II. Expenditures													
	General and Administrative												
1	Wages and Benefits	197,395	0	0	0	0	0	0	0	0	0	0	197,395
2	Professional Services	134,538	0	0	0	0	0	0	28,687	0	0	0	163,225
3	Other Expenditures	52,113	0	0	0	0	0	0	2,725	0	0	0	54,838
	Total General and Administrative	384,045	0	0	0	0	0	0	31,412	0	0	0	415,458
5	Public Safety/State Fire Aid	306,271	0	0	0	0	0	0	47,348	0	0	0	353,618
9	Public Health/Cons of Natural Resources	962	0	0	0	0	0	0	0	0	0	0	962
11	Streets	187,955	0	0	0	0	0	0	0	0	0	0	187,955
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	1,130,823	0	0	1,130,823
13	Other Street Imp/Road Paving Project	1,694	0	237,117	0	0	7,443	0	(6,440)	0	0	0	239,814
14	Buildings and Land/City Dock	8,385	0	0	0	0	0	0	0	0	0	0	8,385
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	3,729	0	0	280	0	0	0	0	0	0	0	4,009
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	0	100,734	0	100,734
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
D	Total Expenditures	893,041	0	237,117	280	0	7,443	0	72,320	1,130,823	100,734	0	2,441,758
E	Other Financing Uses/Transfers	179,450	0	0	0	0	0	0	0	0	0	0	179,450
E	Revenues Over (Under) Expenditures	(190,118)	10,513	(106,761)	44,481	2,563	(3,656)	28,967	27,252	(1,038,186)	54,349	3,870	(1,166,726)
F	Ending Fund Balances	111,189	53,787	368,119	95,723	431,430	(282)	31,126	286,635	(1,435,273)	(2,955,810)	56,253	(2,957,104)


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 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
#100 GENERAL FUND									
A: REVENUES									
1-PROPERTY TAXES	1,556,120	1,560,592	1,604,540	1,634,042	0	909,180	1,704,183	795,003	53.3%
2-INTERGOVERNMENTAL REVENUES	1,227	8,031	1,811	4,715	4,779	2,763	(1,266)	(4,029)	
3-CHARGES FOR SERVICES	51	205	72	70	10	106	135	29	78.3%
4-FINES AND FORFEITURES	17,856	19,292	15,901	10,359	607	13,010	16,250	3,240	80.1%
5-LICENSES, FEES, PERMITS	147,715	156,437	253,353	162,119	10,143	132,468	131,750	(718)	100.5%
7-MISCELLANEOUS REVENUE	4,951	7,546	4,622	4,043	10	580	1,625	1,045	35.7%
9-OTHER GRANTS	8,298	8,298	8,298	8,378	7,210	8,110	8,290	180	97.8%
10-INTEREST INCOME	38	45	57	54	4	123	50	(73)	245.3%
11-TIF DISTRICT	0	0	0	0	0	0	0	0	
TOTAL REVENUES	1,736,256	1,760,445	1,888,654	1,823,780	22,762	1,066,340	1,861,017	794,677	57.3%
B: EXPENDITURES									
GENERAL AND ADMINISTRATIVE									
1-WAGES & BENEFITS	163,249	175,091	190,806	213,147	19,255	197,395	245,281	47,886	80.5%
2-PROFESSIONAL SERVICES	179,195	125,944	176,224	133,198	13,601	134,538	148,100	13,562	90.8%
4-OTHER EXPENDITURES	75,608	56,448	58,082	53,668	2,820	52,113	68,900	16,787	75.6%
TOTAL GENERAL & ADMINISTRATIVE	418,051	357,484	425,111	400,012	35,677	384,045	462,281	78,236	83.1%
5-PUBLIC SAFETY	363,897	363,453	368,944	384,098	55,236	306,271	393,103	86,832	77.9%
6-PUBLIC HEALTH	1,458	1,294	887	1,780	100	962	2,000	1,038	48.1%
7-STREETS	218,899	174,009	268,207	274,047	10,696	187,955	253,700	65,745	74.1%
9-OTHER PUBLIC WORKS	4,504	3,581	1,692	2,836	290	1,694	7,450	5,756	22.7%
10-BUILDINGS & LAND	7,792	7,511	11,203	10,446	1,213	8,385	10,750	2,365	78.0%
11-TIF DISTRICT	0	0	0	0	0	0	0	0	
12-PARKS & RECREATION	6,036	5,049	3,805	5,018	40	3,729	5,100	1,371	73.1%
TOTAL EXPENDITURES	1,020,638	912,381	1,079,849	1,078,237	103,252	893,041	1,134,384	241,343	78.7%
C: OTHER FINANCING SOURCES (USES)									
	(714,524)	(845,255)	(805,608)	(708,350)	0	(363,417)	(726,633)	(363,217)	
Net GENERAL FUND	1,094	2,810	3,197	37,193	(80,489)	(190,118)	0	190,118	

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
#115 BUILDINGS AND LAND CAPITAL FUND									
A: Revenues									
4012 Current Tax Levy - Bldg & Land	2,500	2,500	5,000	6,000	0	3,000	6,000	3,000	50.0%
4022 Levy: Afton Septic System - City Bldgs	0	0	0	15,000	0	7,500	15,000	7,500	50.0%
4600 Grant/Insurance: City Hall	5,038	0	27,654	(64)	0	0	0	0	
4831 Trf in re. Park Structures	0	0	0	0	0	0	0	0	
6910 Trf in fr General Fund (Non Budgeted)			25,000	0	0	0	0	0	
4906 Interest - Bldg & Land Fund	4	4	2	3	2	13	0	(13)	
TOTAL REVENUE	7,542	2,504	57,656	20,939	2	10,513	21,000	10,487	50.1%
B: Expenditures									
6003 City Hall Improvements	1,603	3,801	8,437	4,114	0	0	0	0	
6004 Bldg Repair & Maintenance	8,352	485	31,248	0	0	0	0	0	
6005 City Garage Improvements	900	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	10,855	4,286	39,685	4,114	0	0	0	0	
Net BLDG & LAND CAPITAL FUND	(3,313)	(1,783)	17,971	16,825	2	10,513	21,000	10,487	50.1%
#120 STREET IMP CAPITAL FUND									
A: Revenues									
4013 Current Tax Levy - Street Improvements	114,649	171,000	190,000	200,000	0	100,000	200,000	100,000	50.0%
4907 Interest - Street Imp Fund	64	27	38	66	12	100	0	(100)	
4016 MN Small City Assistance for Streets	0	0	0	0	0	30,257	0	(30,257)	
TOTAL REVENUE	114,713	171,027	190,038	200,066	12	130,356	200,000	69,644	65.2%
B: Expenditures									
7935 Pennington Av Improvements	293,422	5,980	3,550	2,227	0	0	0	0	
7936 2012 Street Projects (Various)	0	179,704	0	0	0	0	0	0	
7937 Bridge Repair & Replacement	0	4,444	4,655	2,469	0	0	0	0	
7938 Culvert Repair & Replacement	0	5,089	135	0	0	0	0	0	
7939 2013 Street Projects (Various)	0	0	113,816	0	0	0	0	0	
7940 2014 Street Projects (Various)	0	0	0	115,839	0	0	0	0	
7941 2015 Street Projects (Various)	0	0	0	0	17,447	237,117	0	(237,117)	
TOTAL EXPENDITURES	293,422	195,217	122,156	120,535	17,447	237,117	0	(237,117)	
C: Oth Fin Sources (Uses)/Transfers									
6910 Oper Trf fr General Fd (Non Budgeted)	55,000	175,000	25,000	0	0	0	0	0	
69xx Oper Trf from Road Construction Fund	0	0	0	0	0	0	0	0	
TOTAL OTH FIN SOURCES (USES)	55,000	175,000	25,000	0	0	0	0	0	
Net STREET IMP CAPITAL FUND	(123,709)	150,810	92,882	79,531	(17,434)	(106,761)	200,000	306,761	-53.4%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
#200 PARK RESERVE FUND									
A: Revenues									
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	3	18	0	(18)	
	0	0	0	0	0	0	0	0	
TOTAL REVENUE	60	8,870	10,029	11,207	3	44,761	0	(44,761)	
B: Expenditures									
6115 Park & Open Space Public Works	3,526	1,418	0	10,803	280	280	0	(280)	
6117 Grant - Lucy Winton Bell Athletic Fields	0	0	0	0	0	0	0	0	
6125 Bike Trail Improvements	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	3,526	1,418	0	10,803	280	280	0	(280)	
C: Oth Fin Sources (Uses)/Transfers									
Transfer to City Infrastructure Imp Fund	0	0	(100,000)	0	0	0	0	0	
TOTAL OTH FIN SOURCES (USES)	0	0	(100,000)	0	0	0	0	0	
Net PARK RESERVE FUND	(3,466)	7,452	(89,971)	404	(277)	44,481	0	(44,481)	
#250 SPECIAL RESERVE FUND									
A: Revenues									
6936 Trf from General Fund - Special Reserve	0	17,579	85,000	294	0	2,500	0	(2,500)	
4912 Interest - Spec Reserve 4M Fund	424	427	37	34	17	63	0	(63)	
TOTAL REVENUE	424	18,006	85,037	328	17	2,563	0	(2,563)	
B: Expenditures									
6918 Trf to General Fund	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	
Net SPECIAL RESERVE FUND	424	18,006	85,037	328	17	2,563	0	(2,563)	
#400 201 PROJECT FUND									
A: Revenues									
4625 201 Project Revenue	4,048	1,488	9,538	1,347	320	3,787	0	(3,787)	
4904 Interest - 201 Project	0	0	0	(1)	0	0	0	0	
TOTAL REVENUE	4,048	1,488	9,538	1,346	320	3,787	0	(3,787)	
B: Expenditures									
5915 201 Project maintenance	894	461	10,811	696	802	7,443	0	(7,443)	
5918 201 Project Mgmt	1,051	1,155	805	10	0	0	0	0	
TOTAL EXPENDITURES	1,944	1,616	11,616	706	802	7,443	0	(7,443)	
Net 201 PROJECT FUND	2,104	(128)	(2,078)	641	(482)	(3,656)	0	3,656	

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
#500 FIRE STATION DEBT SERV FUND									
A: Revenues									
4050 Fire Station Curr Tax Levy	54,875	55,546	55,808	57,356	0	28,967	57,933	28,967	50.0%
4904 Interest - Fire Station 4M Fund	1	2	2	2	0	1	0	(1)	
TOTAL REVENUE	54,876	55,548	55,810	57,358	0	28,967	57,933	28,966	50.0%
B: Expenditures									
6850 Fire Station Debt Service Expense	54,875	55,546	55,808	57,356	0	0	57,933	57,933	0.0%
	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	54,875	55,546	55,808	57,356	0	0	57,933	57,933	0.0%
Net FIRE STATION DEBT SERV FUND	1	2	2	2	0	28,967	0	(28,967)	
#550 SPECIAL ACTIVITIES FUND									
A.									
4914 Interest - Spec Activity Fd (Unallocated)	59	23	22	23	6	43	0	(43)	
B. Cable Comm/4th of July Reserve/CC Contingency/Comm Garden									
4815 Cable Distributions Received	9,073	5,177	0	0	1,405	9,115	0	(9,115)	
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	8,000	0	(8,000)	
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	(1,200)	(1,200)	0	1,200	
6366 City Council Contingency Expenses	(500)	(750)	(300)	0	0	0	0	0	
5561 Communications Expenses	(200)	(532)	0	(10,867)	(1,405)	(2,605)	0	2,605	
Total B. Cable Comm/4th of July Reserve	8,373	18,495	(7,903)	(8,078)	(1,200)	13,311	0	(13,311)	
C. Codification/Comp Plan/Moratoria									
6934 Oper Trf fr Gen'l Fd - Codification + Oth Rev	6,000	(12,358)	100	100	0	100	100	0	100.0%
6935 Oper Trf fr Gen'l Fund - Comprehensive Plan	5,000	(7,762)	100	2,000	0	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)	0	(7,410)	0	7,410	
6358 Community Growth Options: Expense	0	0	0	0	0	0	0	0	
Total C. Codification of Ordinances	11,000	(20,120)	200	582	0	(6,310)	2,100	8,410	-300.5%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
D. Flood & Storm Water Control and Mitigation									
6931 Oper Trf fr Gen'l Fund (Flood Control)	5,500	5,500	5,500	5,500	0	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	0	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	(200)	6,440	0	(6,440)	
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	
Total D. Flood Control & Mitigation	7,933	(7,112)	(3,164)	119	(200)	10,940	9,000	(1,940)	121.6%
F. Developer/Applicant Pass-Thru Expenses									
4341 Engineering Services Reimbursed	16,313	2,727	3,159	4,696	1,316	18,177	0	(18,177)	
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)	(1,316)	(18,177)	0	18,177	
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	
Total F. Developer/Applicant Pass-Thru Expenses	0	0	0	0	0	0	0	0	
G. TIF District No. 1 (Afton Market Square)									
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	
Total G. TIF District No. 1 (Afton Market Square)	(374)	1,223	0	0	0	0	0	0	
H. State Fire Aid									
4940 State Fire Aid Received	32,226	30,968	45,218	44,687	0	47,348	40,000	(7,348)	118.4%
5440 State Fire Aid Distributed	(32,226)	(30,968)	(45,218)	(44,687)	0	(47,348)	(40,000)	7,348	
Total H. State Fire Aid	0	0	0	0	0	0	0	0	
I. City Vehicles/Equipment									
69xx Oper Trf fr Gen'l - City Vehicles	2,500	2,500	2,500	2,500	0	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	
Total I. City Vehicles	2,500	(8,151)	2,299	2,500	0	1,250	2,500	1,250	50.0%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
J. Public Health Community Outreach									
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	
Total J. Public Health Community Outreach	0	0	0	0	0	0	0	0	
K. Audit/Legal Reserve									
4842 Oper Trf fr Gen'l - Audit/Legal	150,000	20,000	100	100	0	100	100	0	100.0%
6342 Legal Exp - Deductible/CoPays	(302,629)	0	0	0	0	0	0	0	
Total K. Audit/Legal Reserve	(152,629)	20,000	100	100	0	100	100	0	100.0%
L. MN Unemployment Claims									
4843 Oper Trf fr Gen'l - MN Unemployment	20,000	10,000	10,000	3,000	0	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	
Total L. MN Unemployment Claims	27,051	(20,125)	6,363	3,000	0	1,500	3,000	1,500	50.0%
M. Parks Capital Repairs/Trail & Ped Bridge & Sidewalk									
4844 Oper Trf fr Gen'l - Parks Capital Repairs/Trail & Ped Brid	6,000	3,000	3,500	5,500	0	2,750	5,500	2,750	50.0%
4846 Oper Trf fr Gen'l - Sidewalk	2,000	2,000	2,000	2,000	0	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	
Total M. Parks Capital Repairs/Trail & Ped Bridge & Sidewalk	8,000	5,000	(8,040)	7,500	0	3,750	7,500	3,750	50.0%
N. Election Expense Reserve									
4847 Oper Trf fr Gen'l - Election Levy	0	12,250	5,500	5,500	0	2,750	5,500	2,750	50.0%
6347 Election Expenses	0	(10,580)	(768)	(6,122)	0	(121)	0	121	
Total N. Election Expense Reserve	0	1,670	4,732	(622)	0	2,629	5,500	2,871	47.8%
Net SPECIAL ACTIVITIES FUND	(115,138)	9,359	(5,390)	5,125	(1,394)	27,214	21,200	(1,885)	128.4%
#600 MN INVESTMENT FUND									
A: Revenues									
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	38	0	(38)	
TOTAL REVENUE	27,642	27,650	27,650	9,247	4	38	0	(38)	
B: Expenditures									
8986 Chandler Exhibits Repay MN Invest Fd	17,612	17,612	17,612	5,871	0	0	0	0	
TOTAL EXPENDITURES	17,612	17,612	17,612	5,871	0	0	0	0	
Net MN INVESTMENT FUND	10,031	10,039	10,038	3,376	4	38	0	(38)	

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
#700 ROAD PAVING CONSTRUCTION FUND									
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	
Net ROAD PAVING CONSTRUCTION FUND	0	0	0	0	0	0	0	0	
#725 ROAD PAVING DEBT SERVICE FUND									
A: Revenues									
4725 Road Paving Debt Levy Proceeds	267,000	282,000	292,000	305,000	0	155,000	310,000	155,000	50.0%
4916 Interest - Road Debt Service 4M Fund	41	44	47	63	6	83	0	(83)	
TOTAL REVENUE	267,041	282,044	292,047	305,063	6	155,083	310,000	154,917	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	89,881	120,000	30,119	74.9%
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	100,734	120,000	19,266	83.9%
Net ROAD PAVING DEBT SERV FUND	123,157	142,031	156,265	135,161	(9,079)	54,349	190,000	135,651	28.6%
#800/805 CITY INFRASTRUCTURE IMP FD									
A: Revenues									
4917 Interest Income (Expense) (Incl Debt Serv on Temp Bd)	0	2	3	3	41	200	0	(200)	
4871 Rental Income - Flood Levee Property	0	850	1,700	0	0	0	0	0	
4895 DNR Flood Imp Grant/PFA Int Levy	0	360,921	756,544	0	5,800	44,937	0	(44,937)	
4896 DNR Flood Imp Grant Match - Tax Levy	0	95,000	95,000	95,000	0	47,500	95,000	47,500	50.0%
TOTAL REVENUE	0	456,773	853,247	95,003	5,841	92,637	95,000	2,363	97.5%
B: Expenditures									
8890 DNR Flood Improvement Expense	6,673	436,755	935,490	523,191	20,930	1,130,823	0	(1,130,823)	
TOTAL EXPENDITURES	6,673	436,755	935,490	523,191	20,930	1,130,823	0	(1,130,823)	
C: Oth Fin Sources (Uses)/Transfers									
4848 Oper Trf from Park Reserve Fund	0	0	100,000	0	0	0	0	0	
TOTAL OTH FIN SOURCES (USES)	0	0	100,000	0	0	0	0	0	
Net 800 CITY INFRASTRUCTURE IMPROVEMENT	(6,673)	20,018	17,756	(428,188)	(15,089)	(1,038,186)	95,000	1,133,186	-1092.8%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 10/31/15

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
#810 CITY DOCK FUND									
A: Revenues									
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	20	0	(20)	
TOTAL REVENUE	3,869	3,868	3,870	3,872	2	3,870	3,850	(20)	100.5%
B: Expenditures									
8930 Dock Improvements	0	0	0	1,115	0	0	0	0	
TOTAL EXPENDITURES	0	0	0	1,115	0	0	0	0	
Net 810 CITY DOCK FUND	3,869	3,868	3,870	2,757	2	3,870	3,850	(20)	100.5%

TOTAL ALL FUNDS COMBINED

TOTAL REVENUE	2,512,711	2,864,822	3,454,401	2,605,178	31,696	1,631,549
TOTAL EXPENDITURES	1,957,756	1,864,998	2,478,415	2,055,069	154,716	2,441,758
OTH FINANCING SOURCES (USES)	(639,524)	(655,796)	(686,408)	(696,956)	(1,200)	(356,517)
Net ALL FUNDS COMBINED	(84,569.53)	344,027.89	289,578.57	(146,846.90)	(124,219.51)	(1,166,725.73)

City of Afton
Detail Statement of Revenue and Expenditures - General Fund Only
Year to Date 10/31/15

	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
#100 GENERAL FUND								
1-PROPERTY TAXES:								
4000 Current Tax Levy	840,790	870,158	860,094	0	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	0	37,322	45,758	8,436	81.6%
4015 Delinq Taxes, Penalties, Int & Adj	6,421	17,089	17,950	0	5,001	0	(5,001)	
4013 Street Improvement Capital Fund	171,000	190,000	200,000	0	100,000	200,000	100,000	50.0%
6928 Special Reserve Fund	17,579	0	294	0	2,500	5,000	2,500	50.0%
6932 Stormwater Fund	3,500	3,500	3,500	0	1,750	3,500	1,750	50.0%
6933 Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	0	1,250	2,500	1,250	50.0%
6935 Comprehensive Plan	(7,762)	100	2,000	0	1,000	2,000	1,000	50.0%
6936 Flood Fund	5,500	5,500	5,500	0	2,750	5,500	2,750	50.0%
6937 DNR Grant Match	95,000	95,000	95,000	0	47,500	95,000	47,500	50.0%
6934 Codification	(12,358)	100	100	0	100	100	0	100.0%
4843 MN Unemployment Claims	10,000	10,000	3,000	0	1,500	3,000	1,500	50.0%
4847 Election Fund	4,250	5,500	5,500	0	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	0	100	100	0	100.0%
4844 Parks Capital Repairs/Trail & Ped Bridge	3,000	3,500	5,500	0	2,750	5,500	2,750	50.0%
4022 Afton Septic System - City Bldgs	0	0	15,000	0	7,500	15,000	7,500	50.0%
xxxx Public Facilities Authority (PFA) Loan Interest	0	0	0	0	4,000	8,000	4,000	50.0%
4846 Sidewalk	2,000	2,000	2,000	0	1,000	2,000	1,000	50.0%
4012 Bldg & Land Capital Fund	2,500	5,000	6,000	0	3,000	6,000	3,000	50.0%
4050 Debt Service Levy, Fire Hall Remodeling	55,546	55,808	57,356	0	28,967	57,933	28,967	50.0%
4725 Debt Serv Levy - Road Construction Bonds	282,000	292,000	305,000	0	155,000	310,000	155,000	50.0%
TOTAL PROPERTY TAXES	1,560,592	1,604,540	1,634,042	0	909,180	1,704,183	795,003	53.3%
2-INTERGOVERNMENTAL REVENUE:								
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	4,779	4,779	0	(4,779)	
4112 PERA Rate Increase Aid	634	634	634	0	317	634	317	50.0%
4175 Agricultural perserve credit	790	528	659	0	0	500	500	0.0%
TOTAL INTERGOVT REVENUES	8,031	1,811	4,715	4,779	2,763	(1,266)	(4,029)	
3-CHARGES FOR SERVICES:								
4205 Assessment Search	80	20	50	10	20	35	15	57.1%
4210 Sale of City Data (Various Media)	125	52	20	0	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	10	106	135	29	78.3%

City of Afton
Detail Statement of Revenue and Expenditures - General Fund Only
Year to Date 10/31/15

	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
4-FINES & FORFEITURES:								
4300 County Fines & Fees	19,292	15,901	10,359	607	13,010	16,000	2,990	81.3%
4305 Other Fines & Forfeitures	0	0	0	0	0	250	250	0.0%
TOTAL FINES & FORFEITURES	19,292	15,901	10,359	607	13,010	16,250	3,240	80.1%
5-LICENSES, FEES, PERMITS:								
4400 Building Permit Fees - Afton	85,983	181,192	86,885	9,723	94,114	65,000	(29,114)	144.8%
4401 Building & Eng'g Inspection Fees	965	2,729	800	0	800	250	(550)	320.0%
4404 4th of July permits	919	200	250	0	0	500	500	0.0%
4405 Pet License & Impound Fees	230	1,825	335	0	1,025	300	(725)	341.7%
4410 Liquor Licenses	2,600	3,000	3,000	0	0	2,600	2,600	0.0%
4415 Other Licenses	156	339	413	0	172	350	178	49.2%
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	29,642	58,000	28,358	51.1%
4440 Zoning Fees & Permits	3,925	3,185	10,248	420	6,715	3,000	(3,715)	223.8%
TOTAL LICENSES, FEES, PERMITS	156,437	253,353	162,119	10,143	132,468	131,750	(718)	100.5%
7-MISCELLANEOUS REVENUE:								
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	10	560	500	(60)	112.0%
4615 Settlements/Other Income/Transfer	163	0	10	0	20	0	(20)	
TOTAL MISCELLANEOUS REVENUE	7,546	4,622	4,043	10	580	1,625	1,045	35.7%
9-OTHER GRANTS:								
4810 County Grant-recycling grant	7,098	7,098	7,178	7,210	7,210	7,090	(120)	101.7%
4815 Cable Commission Grant	1,200	1,200	1,200	0	900	1,200	300	75.0%
TOTAL OTHER GRANTS	8,298	8,298	8,378	7,210	8,110	8,290	180	97.8%
10-INTEREST REVENUES:								
4901 Interest - 4M Fund General	45	57	54	4	123	50	(73)	245.3%
TOTAL INTEREST REVENUES	45	57	54	4	123	50	(73)	245.3%
TOTAL REVENUES	1,760,445	1,888,654	1,823,780	22,762	1,066,340	1,861,017	794,677	57.3%

City of Afton
Detail Statement of Revenue and Expenditures - General Fund Only
Year to Date 10/31/15

	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
B: EXPENDITURES								
1-WAGES & BENEFITS:								
5002 Mayor & Council	13,200	13,200	13,200	1,100	11,200	13,200	2,000	84.8%
5004 Administrator	68,235	75,000	81,575	7,346	73,458	89,025	15,567	82.5%
5005 Intern (s)	0	0	0	0	0	4,500	4,500	0.0%
5007 Office Assistant	15,168	15,676	17,717	1,771	14,861	15,606	745	95.2%
5008 Office Manager/Deputy Clerk	34,975	36,436	38,593	2,450	32,087	41,616	9,529	77.1%
5020 Maintenance Personnel incl Vehicle Allowance	18,464	19,055	17,849	2,148	14,851	23,253	8,402	63.9%
5014 FICA & Medicare	10,782	11,754	13,425	1,194	14,472	14,321	(151)	101.1%
5018 Insurance Benefits (Disability)	362	728	642	54	538	720	182	74.7%
5037 Other Financial Benefits	1,617	6,000	16,200	2,200	22,000	26,400	4,400	83.3%
5053 PERA	10,106	10,772	11,416	993	10,238	14,040	3,802	72.9%
5024 Workers Comp Insurance	2,183	2,185	2,530	0	3,689	2,600	(1,089)	141.9%
TOTAL WAGES & BENEFITS	175,091	190,806	213,147	19,255	197,395	245,281	47,886	80.5%
2-PROFESSIONAL SERVICES:								
5120 Contract - Videographer	556	523	606	0	362	1,000	638	36.2%
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	1,275	11,175	14,150	2,975	79.0%
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	450	14,572	30,000	15,428	48.6%
5315 Recording fees	92	0	151	92	138	300	162	46.0%
5320 Legal fees - Prosecution	26,824	28,273	29,698	1,463	21,070	28,000	6,930	75.3%
5321 Legal fees - General/Civil	21,176	24,383	13,772	2,537	17,364	22,000	4,636	78.9%
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	7,784	43,548	22,750	(20,798)	191.4%
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%
TOTAL PROFESSIONAL SERVICES	125,944	176,224	133,198	13,601	134,538	148,100	13,562	90.8%

City of Afton
Detail Statement of Revenue and Expenditures - General Fund Only
Year to Date 10/31/15

	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
4-OTHER EXPENDITURES:								
5500 Office Equipment	0	527	176	0	1,612	600	(1,012)	268.7%
5505 Bank/IRS Fees/Penalties/Sales Tax	496	664	135	44	313	400	87	78.3%
5510 Comp Svc (All Hard/Software, GIS, Web, Email)	7,645	7,476	4,825	702	4,746	9,500	4,754	50.0%
5516 Copier Lease	6,186	7,148	6,424	410	5,477	7,500	2,023	73.0%
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	17,886	20,000	2,114	89.4%
5535 Misc. Expense	708	357	230	113	580	3,000	2,420	19.3%
5540 Office Supplies	3,533	3,281	2,673	177	2,348	4,500	2,152	52.2%
5545 Other Administration	139	100	475	120	713	500	(213)	142.6%
5550 Postage	3,164	3,720	4,816	388	2,887	3,500	613	82.5%
5555 Publishing & Printing	2,068	1,777	2,336	0	3,047	2,800	(247)	108.8%
5560 Newsletter	6,250	4,833	5,281	704	4,810	6,600	1,790	72.9%
5565 Telephone	2,707	2,901	2,759	163	2,357	3,500	1,143	67.3%
5575 Travel & Mileage	47	30	180	0	0	500	500	0.0%
5580 Membership & Dues	2,916	2,987	2,987	0	3,158	3,000	(158)	105.3%
5585 Seminars & Education	1,025	1,455	1,932	0	2,179	2,000	(179)	108.9%
TOTAL OTHER EXPENDITURES	56,448	58,082	53,668	2,820	52,113	68,900	16,787	75.6%
SUBTOTAL GENERAL & ADMINISTRATIVE	357,484	425,111	400,012	35,677	384,045	462,281	78,236	83.1%
5-PUBLIC SAFETY:								
5605 Animal Control	3,834	1,969	1,899	248	2,253	4,000	1,747	56.3%
5625 Fire & Ambulance Service	189,316	199,472	213,705	54,988	219,953	219,953	0	100.0%
5626 Fire Relief Association	6,782	2,470	0	0	0	0	0	
5635 Police Service - County	163,521	165,033	168,494	0	84,064	169,150	85,086	49.7%
TOTAL PUBLIC SAFETY	363,453	368,944	384,098	55,236	306,271	393,103	86,832	77.9%
6-PUBLIC HEALTH:								
5705 Recycling - Afton	0	0	150	100	143	500	357	28.6%
5720 Refuse Hauling - City Hall	1,294	887	1,630	0	819	1,500	681	54.6%
TOTAL PUBLIC HEALTH	1,294	887	1,780	100	962	2,000	1,038	48.1%

City of Afton
Detail Statement of Revenue and Expenditures - General Fund Only
Year to Date 10/31/15

	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
7-STREETS:								
5820 Gravel Road Maintenance	3,114	2,517	1,755	90	3,260	4,000	740	81.5%
5825 Crackseal/Seal Coat/Gravel Shouldering	6,009	720	90,685	0	51,421	71,000	19,579	72.4%
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	6,941	49,873	30,000	(19,873)	166.2%
5845 Brush,Tree,Mow,Bridge,Culvert,Guardrail	33,893	65,736	25,502	1,650	37,337	25,000	(12,337)	149.3%
5850 Street Lighting	4,480	4,682	3,982	315	3,443	5,000	1,557	68.9%
5855 Gas Lamps - Operating Costs	2,870	2,688	2,851	88	1,749	2,700	951	64.8%
5856 Gas Lamps - Capital	2,841	2,468	0	0	0	0	0	
5860 Signs & Signals	2,123	1,691	2,977	1,553	3,247	4,000	753	81.2%
5870 Other - Road Maint.	1,791	575	758	58	567	2,000	1,433	28.4%
TOTAL STREETS	174,009	268,207	274,047	10,696	187,955	253,700	65,745	74.1%
9-OTHER PUBLIC WORKS EXPENDITURES:								
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	263	884	1,500	616	58.9%
5925 Fuel & Lubricants	696	694	478	19	544	1,000	456	54.4%
5930 Tools & Minor Equipment	487	217	243	8	267	950	683	28.1%
5940 Sidewalk improvements	0	0	0	0	0	0	0	
TOTAL OTHER PUBLIC WORKS	3,581	1,692	2,836	290	1,694	7,450	5,756	22.7%
SUBTOTAL STREETS, REHAB & PUBLIC WORKS	177,590	269,899	276,883	10,986	189,649	261,150	71,501	72.6%
9-BUILDINGS & LAND:								
6010 Gas Heat	1,186	1,721	2,060	87	1,530	2,500	970	61.2%
6020 Electricity	1,707	2,030	1,822	116	1,408	1,750	342	80.5%
6030 Miscellaneous Expense	1,044	1,565	777	45	960	500	(460)	192.0%
6035 Cleaning	150	957	1,031	22	858	1,000	142	85.8%
6040 Repair & Maintenance	1,175	1,404	898	749	1,211	2,000	789	60.6%
6045 City Garage Expense	2,017	3,266	3,264	196	2,153	2,500	347	
6050 Supplies	231	260	594	0	265	500	235	52.9%
TOTAL BUILDINGS & LAND	7,511	11,203	10,446	1,213	8,385	10,750	2,365	78.0%

City of Afton
Detail Statement of Revenue and Expenditures - General Fund Only
Year to Date 10/31/15

	Audited 2012	Audited 2013	Audited 2014	Month of Oct-15	YTD Actual 10/31/15	Annual Budget 2015	Remaining Budget \$	YTD Act as % of Annual Budget
12-PARKS & RECREATION:								
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	32	167	1,200	1,033	13.9%
6140 Miscellaneous expense	0	107	52	8	62	300	238	20.8%
6205 Cemetery maintenance	0	0	0	0	0	100	100	0.0%
TOTAL PARKS & RECREATION	5,049	3,805	5,018	40	3,729	5,100	1,371	73.1%
OVERALL TOTAL EXPENDITURES	912,381	1,079,849	1,078,237	103,252	893,041	1,134,384	241,343	78.7%
C: OTHER FINANCING SOURCES (USES)								
4725 Tax Levy to Road Debt Service Fund	(282,000)	(292,000)	(305,000)	0	(155,000)	(310,000)	(155,000)	
4050 Tax Levy to Fire Hall Debt Service Fund	(55,546)	(55,808)	(57,356)	0	(28,967)	(57,933)	(28,967)	
6920 Oper trf to Bldg & Land Fund - Budgeted	(2,500)	(5,000)	(6,000)	0	(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)	0	(100,000)	(200,000)	(100,000)	
6928 Oper Trf from(to) Special Reserve Fund	(17,579)	(85,000)	(294)	0	(2,500)	(5,000)	(2,500)	
6932 Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	0	(1,750)	(3,500)	(1,750)	
6933 Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	0	(1,250)	(2,500)	(1,250)	
6935 Oper Trf to Comprehensive Plan	7,762	(100)	(2,000)	0	(1,000)	(2,000)	(1,000)	
6936 Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	0	(2,750)	(5,500)	(2,750)	
6937 Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	0	(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)	0	(100)	(100)	0	
4843 Oper Trf to MN Unemployment Claims	(10,000)	(10,000)	(3,000)	0	(1,500)	(3,000)	(1,500)	
4847 Oper Trf to Election Expense Fund	(12,250)	(5,500)	(5,500)	0	(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)	0	(100)	(100)	0	
4844 Oper Trf to Parks Capital Repairs/Trail & Ped Bridge	(3,000)	(3,500)	(5,500)	0	(2,750)	(5,500)	(2,750)	
xxxx Oper Trf to Afton Septic System - City Bldgs			(15,000)	0	(7,500)	(15,000)		
xxxx Oper Trf to PFA Loan Interest (Spec Act Fd)			0	0	(4,000)	(8,000)		
4846 Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	0	(1,000)	(2,000)	(1,000)	
6929 Trf (to)/from Special Activities Fund (Various)	0	0	0	0	0	0	0	
TOTAL OTH FINANCING/TRANSFERS	(845,255)	(805,608)	(708,350)	0	(363,417)	(726,633)	(351,717)	
REVENUES OVER (UNDER) EXPENDITURES	\$2,810	3,197	37,193	(80,489)	(190,118)	\$0	190,118	
Fund Balance - Beginning of Period	\$258,108	260,918	264,114		\$301,307			
Fund Balance - End of Period	\$260,918	264,114	301,307		\$111,189			

City of Afton
Summary of Special Activities and MN Investment Funds
YTD 10/31/15

	Balance 12/31/2012	Balance 12/31/2013	Balance 12/31/2014	Receipts	Disbursements	Transfers	Balance 10/31/2015
#550 Special Activities Fund							
A. Interest (unallocated)	3,826.56	3,848.46	3,871.67	43.45			3,915.12
B1. Cable Commission	23,978.90	23,978.90	18,378.87	9,115.37	2,604.51		24,889.73
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		1,200.00		9,775.00
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	2,000.00		8,000.00
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	7,410.00		1,745.36
D1. Flood Control (Acct 7836)	2,945.20	8,445.20	5,063.99	9,390.28	200.00		14,254.27
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	15,226.00	15,226.00		0.00
G. TIF Dist No. 1 (Afton Market Square)	849.01	849.01	849.01				849.01
H. State Fire Aid (Pass-Thru)	0.00	0.00	0.00	47,347.72	47,347.72		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
Total #550 Special Activities Fund	155,287.78	149,897.33	155,021.85	103,322.82	76,109.17	0.00	182,235.50
#600 MN Investment Fund							
4886/8986 Chandler Exhibits	90,946.70	100,985.08	104,361.13	38.43		0.00	104,399.56
Total #600 MN Investment Fund	90,946.70	100,985.08	104,361.13	38.43	0.00	0.00	104,399.56