

COUNCIL WORK SESSION AGENDA

AFTON CITY COUNCIL CHAMBERS

3033 St. Croix Trail South

Tuesday, December 8, 2015

At 12:35 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – December 8, 2015 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
 - A. Park Committee Applicant – Lynn Danz Kaye
 - B. Downtown Improvement Projects (including but not limited to the following items)
 1. Cooperative Agreement with Washington County
 - a. Construction Management/Business Liaison
 2. 33rd Street Design
 3. Final Lighting Plan
 - C. Proposed 2016 Budget and Tax Levy
 - D. Historical Museum Agreement
 - E. Comprehensive Plan Update Process Planning
 - F. Office Assistant Position Hiring Process Update
- 5. ADJOURN**

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

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

Meeting Date Dec. 8, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: December 2, 2015
Re: Lynn Danz Kaye Application to Serve on the Park Committee

Lynn Danz Kaye has applied to serve on the Park Committee. Her application is attached. Lynn will attend the work session to provide an opportunity for the Council to meet her and obtain more information regarding her interest in serving on the Park Committee. The Council could then take action regarding her application at the December 15 Council meeting.

RECEIVED

OCT 28 2015

CITY OF AFTON
APPLICATION FOR APPOINTMENT TO A CITY
COMMITTEE OR COMMISSION

CITY OF AFTON

DATE 10/26/2015 PLEASE CHECK ONE: New Application Reappointment

NAME Lynn J. Danz Kaye

ADDRESS 1754 Neal Ave. South AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE _____ CELL 651-428-2644 WORK 651-998-0327

EMAIL ADDRESS lkaye71@misn.com

YEARS AS AFTON RESIDENT 1998 to present/17 years WARD # 2

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Parks

2. CURRENT OR PREVIOUS PARTICIPATION ON AFTON CITY OR CIVIC COMMITTEES, COMMISSIONS, PROJECTS: Former member of the Afton Area Business Association/Art In the Park and Holiday Planning Committee.

3. OTHER CITIZEN, PROFESSIONAL OR POLITICAL EXPERIENCE YOU FEEL IS RELEVANT TO SERVING ON THIS COMMITTEE/COMMISSION:

Please see attached biography. All is relevant. As a citizen we did the first PAUD In Afton. We owned 100 acres and wanted to protect our area with a planned community. Kaye Hill Farm Estate is the name of the development/Afton Tree Co. Our plan included trails, etc.

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS COMMITTEE/COMMISSION? Complete review and understanding of Afton's plan. Understanding of future plans to expand parks.

Please see attached.

(Please attach additional sheets if more space is needed to comment further regarding your interest or qualifications for this appointment.)

*** Please submit your application to ***

City of Afton
3033 St. Croix Trail South
PO Box 219
Afton, MN 55001
Or email: deputyclerk@ci.afton.mn.us or fax: (651) 436-1453

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

Meeting Date Dec. 8, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: December 2, 2015
Re: Downtown Improvement Projects Cooperative Agreement with Washington County

Attached is a draft cooperative agreement with Washington County regarding the downtown improvement projects. The agreement sets out the responsibilities of the City and the County regarding the projects, the City and County cost participation and estimated costs, and the process and timing of payments from the County to the City during construction. The cost estimates for the right-of-way and easements for storm water ponds and for contract administration will be provided at the work session or in the agenda packet for the December 15 Council meeting - at which the Council will be requested to take action on the cooperative agreement.

County Payments and Cost Shares

At the time the construction contract is awarded, the County will pay to the City 10% of the estimated construction cost to provide initial cash flow for the project. During construction, the City will invoice the County on a monthly basis for the County's share of the construction work completed.

Attached to the cooperative agreement are a map showing the portions of the project that will be 100% funded by the County, those portions that will be 100% funded by the City (including grant funding to be received by the City) and those portions for which the costs will be shared by the City and the County.

Business Liaison

The County has reduced the scope and cost of the business liaison to reflect reduced hours based on the timing of construction related to CR 21, and will fund 100% of the business liaison costs. Because the business liaison costs will be 100% funded by the County, it is not included in the cooperative agreement. Issues that arise from the City's improvements will be addressed by the construction supervision staff that is planned by WSB for the City's projects.

Legal Review

The City Attorney has reviewed the cooperative agreement and does not have any concerns. He particularly approves of the indemnification language in the agreement.

**COOPERATIVE AGREEMENT BETWEEN
THE CITY OF AFTON AND WASHINGTON COUNTY
FOR CONSTRUCTION OF COUNTY STATE AID HIGHWAY
(CSAH) 21, CSAH 18, SANITARY SEWER, LEVEE AND
LOCAL STREETS**

WASHINGTON COUNTY	
CONTRACT NO.	_____
DEPT.	PUBLIC WORKS
DIVISION	TRANSPORTATION
TERM	Signature to Completion

THIS AGREEMENT, by and between the City of Afton, a municipal corporation, hereinafter referred to as the "City", and Washington County, a political subdivision of the State of Minnesota, hereinafter referred to as the "County":

WITNESSETH:

WHEREAS, the City and the County desire to improve the safety and operations of the county roads and local streets, install sanitary sewer, reconstruct the flood levee along the St. Croix River and install aesthetic amenities in downtown Afton; and

WHEREAS, a collaborative effort between the City and the County to study and evaluate a range of alternatives for these improvements resulted in the development of a preferred alternative as shown and attached as Exhibit A "Downtown Afton Improvement Project"; and

WHEREAS, a preliminary cost estimate for construction has been prepared cooperatively by the City and County and it is attached as Exhibit B "Preliminary Construction Cost Estimate"; and

WHEREAS, the City and County will share in the cost of construction in accordance with the Washington County Cost Participation Policy #8001 for Cooperative Highway Improvement Projects as shown on Exhibit B and as outlined in Section VI of this Agreement; and

WHEREAS, the City desires to use federal, state and local funds for these improvements; and

WHEREAS, the County desires to use County Bond and State Aid to fund this transportation improvement; and

WHEREAS, this Agreement is made pursuant to statutory authority contained in Minnesota Statute 162.17 sub.1.

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

I. PURPOSE

The purpose of this agreement is set forth in the above whereas clauses which are all incorporated by reference as if fully set forth herein and shall consist of this agreement and Exhibit A (Downtown Afton Improvement Project) and Exhibit B (Preliminary Construction Cost Estimate).

II. PLANS, SPECIFICATIONS AND BID PROPOSAL PREPARATION

A. The City will enter into a contract with an engineering firm for the preparation of the construction plans and specifications for all City related project elements as shown in Exhibit A. The City will ensure the inclusion of all provisions relating to contractor or subcontractor conformance with City funding and permit requirements. The city will compile all project related plans, specifications, provisions, obtain all necessary approvals and prepare the bid proposal package.

- B. The County will enter into a contract with an engineering firm for the preparation of the construction plans and specifications for all County related project elements as shown in Exhibit A. The County will provide the City with these specifications and provisions as well as those relating to contractor or subcontractor conformance with County funding requirements.

III. PROJECT PERMITS

The City will obtain all necessary permits for the project. The City will be responsible for all costs related to obtaining permits and all permits will be applied for and obtained in the name of the City.

IV. RIGHT OF WAY AND EASEMENTS

- A. The City will acquire all permanent rights-of-way, permanent easements, and temporary slope easements from parcels impacted by the construction of local streets, sanitary sewer and flood levee. The City will be responsible for all land related costs and all rights-of-way and easements will be acquired in the name of the City. Any rights-of-way, permanent easements, and temporary slope easements necessary for construction of local streets, sanitary sewer and flood levee that cannot be obtained through negotiation will be acquired by the City through eminent domain proceedings.
- B. The City will acquire all permanent rights-of-way, permanent easements, and temporary slope easements from parcels impacted by the construction of storm water ponds as identified on Exhibit A. The County will participate in the land value costs as outlined in Section VIII C. Any rights-of-way, permanent easements, and temporary slope easements necessary for construction of the storm water ponds that cannot be obtained through negotiation will be acquired by the City through eminent domain proceedings.
- C. The County will acquire permanent rights-of-way, permanent easements, and temporary slope easements from parcels impacted by construction of CSAH 21 and CSAH 18. The County will be responsible for all land related costs and all rights-of-way and easements will be acquired in the name of the County. Any rights-of-way, permanent easements, and temporary slope easements necessary for construction of CSAH 21 and CSAH 18 that cannot be obtained through negotiation will be acquired by the County through eminent domain proceedings.

V. ADVERTISEMENT AND AWARD OF CONTRACT

- A. After the plans, specifications and provisions have been approved, all necessary rights-of-way and easements have been acquired, and all permits obtained the City will advertise for construction bids.
- B. The City will receive bids and award a construction contract to the lowest responsible bidder. Concurrence of award by the County Engineer shall be a condition precedent to the award of the bid.

VI. LANDSCAPE PLANS

- A. The County will prepare the necessary plans, specifications, provisions, obtain all

necessary approvals and permits, and prepare the bid proposal package for the landscape plans for the Downtown Afton Improvement Project.

- B. The County will advertise for construction bids and award a construction contract to the lowest responsible bidder. Concurrence of award by the City Administrator shall be a condition precedent to the award of the bid.

VII. CONSTRUCTION ENGINEERING

- A. The City will enter into a contract with an engineering firm for Construction Engineering which includes construction inspection, construction surveying and staking, testing of all City related project elements as shown in Exhibit A. In addition Construction Engineering includes overall contract administration for the construction contract.
- B. The County will be responsible for the construction inspection, surveying and staking, testing and construction engineering of all County related project elements as shown in Exhibit A. The County will participate in the cost of the overall contract administration as outlined in Section VII E.

VIII. COST PARTICIPATION ITEMS AND ESTIMATED COSTS

A preliminary cost estimate for construction has been prepared cooperatively by the City and County and it is attached as Exhibit B "Preliminary Construction Cost Estimate". The construction cost estimate is an estimate of the engineer and the cost participation breakdown is in accordance with the Washington County Cost Participation Policy #8001 for Cooperative Highway Improvement Projects.

- A. Construction
The total estimated cost of construction is \$12,194,243. The County will pay to the City an estimated amount of \$3,199,127 for the construction of CSAH 21 and \$901,053 for the construction of CSAH 18 as detailed in Exhibit B and summarized in TABLE 1 of this agreement. Actual construction costs will be based on the contractor's unit prices and the quantities constructed.
- B. In addition to the construction costs set forth in Section VIII A, the County will pay to the City an estimated amount of \$199,303 which is 50% of the estimated cost for the following local streets:
 - a. 30th Street (east of CSAH 21) and Pike Avenue as these roads will provide access to local businesses during the reconstruction of CSAH 21.
 - b. Afton Boulevard (east of CSAH 21) as this road will be excavated for storm sewer to convey county drainage.

These costs are detailed in Exhibit B and summarized in TABLE 1 of this agreement. Actual construction costs will be based on the contractor's unit prices and the quantities constructed.

- C. In addition to the construction costs set forth in Section VIII A and B, the County will pay to the City an estimated amount of \$150,000 for Aesthetic Amenities which is approximately 3% of the estimated County construction cost. Actual construction costs will be based on the contractor's unit prices and the quantities constructed
- D. Right-of-way

In addition to the amounts set forth in Section VIII A, B and C, the County shall pay to the City 55% of the land value costs for storm water ponds required for the project. This percentage is based on the County's State Aid eligible cost share for the project. The County will pay to the City an estimated amount of \$XXXXXX as detailed in Exhibit B and summarized in TABLE 1 of this agreement.

E. Contract Administration

Contract Administration includes conducting and recording the pre-bid, pre-construction and weekly construction meetings, reviewing pay contractor pay requests and payroll compliance and other administrative engineering duties as deemed necessary. The total cost of the Contract Administration is \$XXXX. In addition to the amounts set forth in Section VIII A, B, C and D, the County shall pay to the City 36% of the Contract Administration.

The total estimated amount the **County will pay to the City** is summarized in TABLE 1.

TABLE 1 DOWNTOWN AFTON IMPROVEMENT PROJECT	
ITEMS	ESTIMATED COST
CONSTRUCTION - SAP 82-621-31 (CSAH 21)	\$2,433,102.62
CONSTRUCTION - SAP 82-618-21 (CSAH 18)	\$901,053.10
AESTHETIC AMENITIES (3% OF ESTIMATED COUNTY CONSTRUCTION COST)	\$150,000.00
30 TH STREET, PIKE AVENUE, AFTON-BLVD EAST (LOCAL ROADS WITH 50% COUNTY COST SHARE)	\$199,302.55
RIGHT-OF-WAY AND EASEMENTS FOR STORM WATER PONDS (55% OF LAND VALUE)	\$XXXXX
CONTRACT ADMINISTRATION (X%)	\$XXXX
TOTAL ESTIMATED COST	\$XXXXXX

IX. PAYMENT

- A. The City shall, when a construction contract is awarded, prepare a schedule of prices based on the contract unit prices and submit a copy to the County in Microsoft Excel format. The County shall pay the City an amount equal to 10 percent of the estimated construction cost upon receipt of an invoice based on the contract unit prices.
- B. During construction, the City shall submit to the County an estimated cost of the partial work performed by the Contractor. Upon receipt of the estimated cost and invoice, the County shall pay to the City, its share of the cost of the partial work performed. The County shall pay within fourteen days of receipt of the invoice.
- C. Upon completion of the work, the City shall prepare an updated construction cost based upon the contract unit prices and the actual units of work performed and submit a copy to the County. The City shall add to the County's final construction costs the amount of construction contract changes, if any, make necessary adjustments for liquidated damages, if any, and deduct County funds previously advanced for the project by the County. The County agrees to pay to the City the

amounts due. In the event the calculations show that the County has advanced funds in greater amount than is due the City, the City shall refund without interest the amount to the County.

X. CONTRACT CHANGES

Any modifications or additions to the final approved plans and/or specifications of the County's portion of the project shall be made part of the construction contract through a written amendment to the construction contract, but only after concurrence by the County Engineer.

IX. CIVIL RIGHTS AND NON-DISCRIMINATION

The provisions of Minn. Stat. 181.59 and of any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set further herein, and shall be part of any Agreement entered into by the parties with any contractor subcontractor, or material suppliers.

X. WORKERS COMPENSATION

It is hereby understood and agreed that any and all employees of the County and all other persons employed by the County in the performance of construction and/or construction engineering work or services required or provided for under this agreement shall not be considered employees of the City and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees while so engaged on any of the construction and/or construction engineering work or services to be rendered herein shall in no way be the obligation or responsibility of the City.

XI. INDEMNIFICATION

- A. The City agrees that it will defend, indemnify and hold harmless the County against any and all liability, loss, damages, costs and expenses which the County may hereafter sustain, incur or be required to pay by reason of any negligent act by the City, its agents, officers or employees during the performance of this agreement.
- B. The County agrees that it will defend, indemnify and hold harmless the City against any and all liability, loss, damages, costs and expenses which the City may hereafter sustain, incur or be required to pay by reason of any negligent act by the County, its agents, officers or employees during the performance of this agreement.
- C. To the fullest extent permitted by law, actions by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(b). The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties as provided for in Section 471.59, subd. 1a.
- D. Each party's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The parties agree that liability under this Agreement is controlled by Minnesota Statute 471.59, subdivision 1a and that the total liability for the parties shall not exceed the limits on governmental liability for a single unit of government as specified in 466.04, subdivision 1(a).

XII. CONDITIONS

The City shall not assess or otherwise recover any portion of its cost for this project through levy on County-owned property.

XIII. DATA PRIVACY

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes 1984, Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy.

XIV. TERM OF AGREEMENT

This agreement shall remain in full force and effect until the County makes final payment to the City of the project.

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

COUNTY OF WASHINGTON

CITY OF AFTON

Gary Kriesel, Chair
County Board of Commissioners

Date

Mayor

Date

City Administrator

Date

Molly O'Rourke
County Administrator

Date

Approved as to form:

Approved as to form:

City Attorney

Date

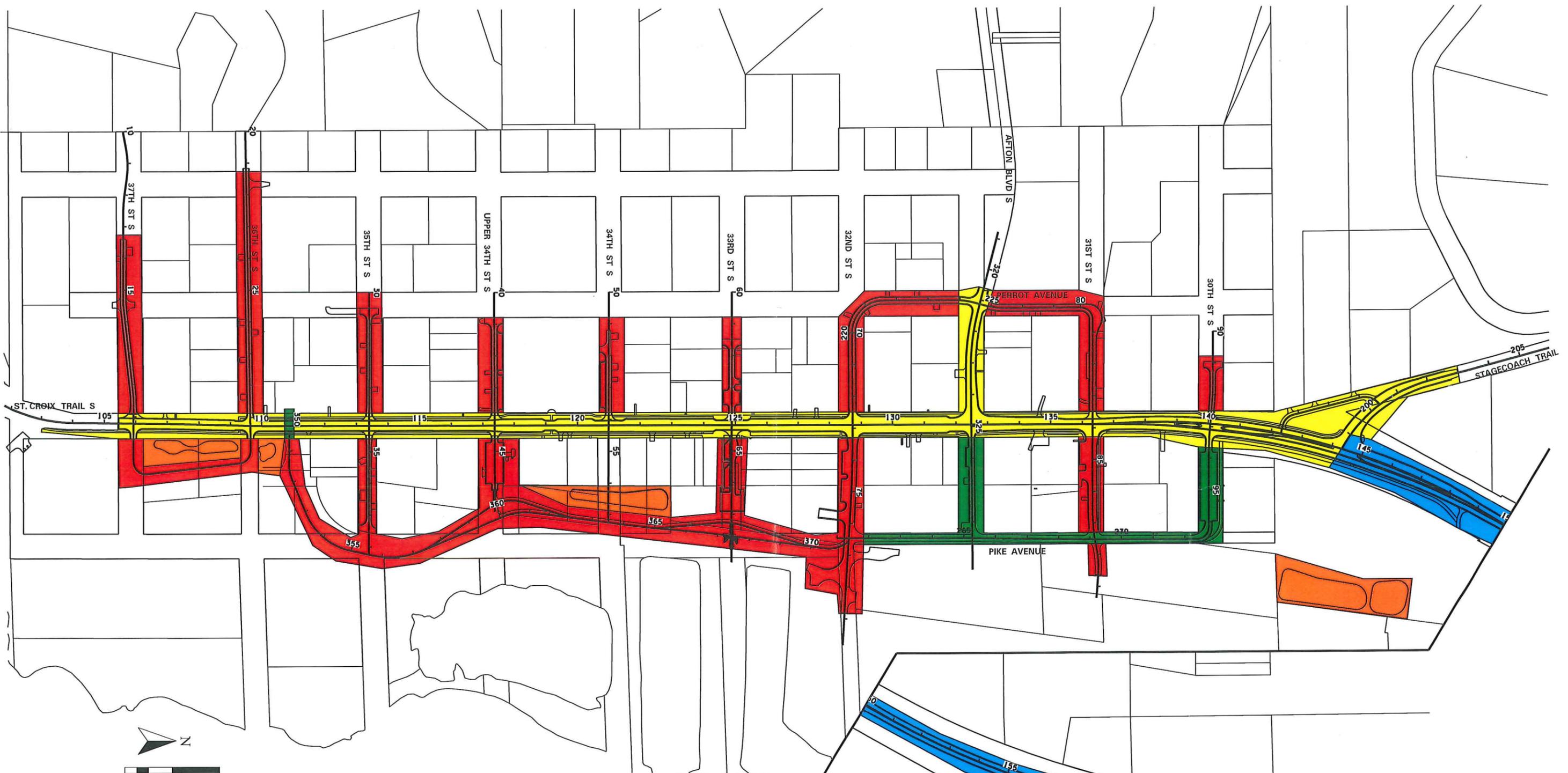
Asst County Attorney

Date

Recommended for approval:

City Engineer

Date



**COOPERATIVE CONSTRUCTION AGREEMENT
WASHINGTON COUNTY /CITY OF AFTON
EXHIBIT A
ST. CROIX TRAIL (CSAH 2118) PROJECT LAYOUT**



DECEMBER 2015

LEGEND

- ST. CROIX TRAIL - S.A.P. 082-621-031
- ST. CROIX TRAIL - S.A.P. 082-618-032
- 50% CITY /50% COUNTY
- 100% CITY
- 45% CITY /55% COUNTY- PONDS AND STORM SEWER

NOTE:
COUNTY IS PROVIDING AN AESTHETIC MATCH OF 3% OF COUNTY'S CONSTRUCTION COST.

4B2

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

Meeting Date Nov.12, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 6, 2015
Re: 33rd Street Design

At its November 17 regular meeting, the Council directed that the design for 33rd Street be revised to reflect a two-way design. There was also discussion about increased parking needs for the historic bank building on the south side of 33rd Street. In preparing a concept plan for the two-way street with parking on both sides of the street, the City Engineer discovered that the current perpendicular parking adjacent to the bank building is partially on the bank building property. The City Engineer is working to clarify the amount of right-of-way available and will provide additional information regarding the 33rd Street design at the work session.

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

Meeting Date Dec. 8, 2015

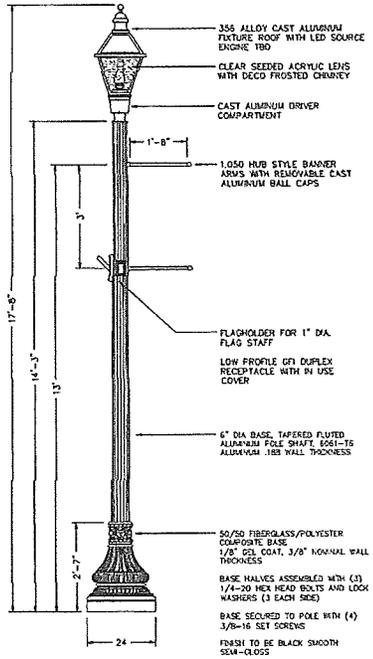
Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: December 1, 2015
Re: Lighting Plan – Height of Light Poles

The Council has approved a lighting plan with 26 decorative street lights. The one remaining unresolved issue is the height of the light poles. At the November 17 Council meeting, there was discussion that the 14 foot light pole height and the related total light fixture height of 17'8" was too high. However, there was a concern about whether a shorter pole would result in a banner hung from the pole being too low. The 14 foot light poles provide for the bottom of a banner on the poles to be at a height of 10 feet. With 12 foot poles, the bottom of a banner on the poles would be at a height of 8 feet. The landscape architect at WSB has indicated there is not a minimum standard for the height of banners hung from light poles. The height of the light poles can be reduced to 12 feet.

Council Direction Requested

Provide direction regarding the height of the light poles.



DATE: 02/20/2025 10:48 AM
FILE: S:\PROJECTS\2025\02\02502025\02502025.dwg

NO.	DATE	BY	CHKD	REVISION

DRAWN BY: TMO CHECKED BY: MVM DATE: 02/20/25 SDD	PROJECT ENGINEER PROJECT NO: 082-618-021 REV: 01 DATE: 02/20/25	WASHINGTON COUNTY 2015 Avenue Court, Suite 200 Washington, MN 55391 (507) 562-1000	 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. 082-621-021	SHEET 233 OF 374 SHEETS
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City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

Meeting Date Dec. 8, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: December 1, 2015
Re: 2016 Proposed Budget and Tax Levy

The Council will adopt a final 2016 budget and tax levy at its December 15 meeting. The proposed 2016 budget and tax levy reflects \$125,000 for internet access expansion, \$28,000 for interest on the temporary bonds to provide cash flow for the downtown improvement projects and \$70,000 for the debt service on the low interest loans from the Public Facilities Authority to fund the sewer project. The levy of \$70,000 for the debt service is substantially offset by the \$50,000 reduction in the levy required for the refinanced road paving bonds.

The proposed budget results in a total levy increase of 13.04%. While the Council has acknowledged that this is a large levy increase, the Council was generally comfortable with the increase because it was funding community wide high speed internet access, and because the levy could provide increased funding for street improvements in future years.

High Speed Internet Access

Since the preliminary levy was approved, the City's joint grant application with CenturyLink to the Minnesota Office of Broadband for community-wide high speed internet access was not successful. Council member Ross and the High Speed Internet Access Committee have been working with CenturyLink to identify other options for expanding high speed internet access. The Committee will meet on Monday, December 7, and Council member Ross will report on the Committee's work at the work session.

Building Permit Revenue Increase

Building permit fee revenue could be increased from the \$73,000 in the preliminary budget to \$86,000 to more closely reflect the actual level of permit revenue in recent years. This \$13,000 fee increase would be offset by a \$2,000 increase in Building Inspection expense, leaving a net revenue increase of \$11,000.

Council Direction Requested

Staff is requesting Council direction regarding any changes to the proposed 2016 budget and tax levy. Based on the Council's direction, staff will prepare a final budget and tax levy for adoption at the December 15 Council meeting.

City of Afton

Proposed 2016 General Fund Budget

	Audited					Year to Date 10/31/2015	Annual Budget 2015	Remaining Budget \$	Annual Budget 2016	Increase (Decrease) 2016 minus	
	2012	2013	2014	2015	2016					2015 Budget	%
#100 GENERAL FUND											
A: Revenue											
1-PROPERTY TAXES:											
4000 General Fund Levy	840,790	870,158	860,094	503,440	931,792	428,352	991,479	59,687	6.4%		
4003 Market Value Credit	0	0	0	0	0	0	0	0			
4005 Fiscal Disparity	51,127	46,685	47,649	37,322	45,758	8,436	43,820	(1,938)	-4.2%		
4015 Delinq Taxes, Penalties & Int	6,421	17,089	17,950	5,001	0	(5,001)	0	0			
4013 Street Improvement Capital Fund	171,000	190,000	200,000	100,000	200,000	100,000	200,000	0	0.0%		
6928 Special Reserve Fund	17,579	0	294	2,500	5,000	2,500	3,000	(2,000)	-40.0%		
6932 Stormwater Fund	3,500	3,500	3,500	1,750	3,500	1,750	3,500	0	0.0%		
6933 Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	1,250	2,500	1,250	2,500	0	0.0%		
6935 Comprehensive Plan/Planning	(7,762)	100	2,000	1,000	2,000	1,000	3,000	1,000	50.0%		
6936 Flood Fund	5,500	5,500	5,500	2,750	5,500	2,750	5,500	0	0.0%		
6937 DNR Levee Project Grant Match	95,000	95,000	95,000	47,500	95,000	47,500	95,000	0	0.0%		
6934 Codification	(12,358)	100	100	100	100	0	100	0	0.0%		
4843 MN Unemployment Claims	10,000	10,000	3,000	1,500	3,000	1,500	3,000	0	0.0%		
6939 Election Fund	4,250	5,500	5,500	2,750	5,500	2,750	5,500	0	0.0%		
6910 City Council Contingency Fund	8,000	0	0	0	0	0	0	0			
4842 Audit and Legal Reserve	20,000	100	100	100	100	0	100	0	0.0%		
4844 Parks Capital Repairs/Trail & Ped Bridge	3,000	3,500	5,500	2,750	5,500	2,750	5,500	0	0.0%		
4022 Afton Septic System - City Bldgs	0	0	15,000	7,500	15,000	0	15,000	0	0.0%		
4897 Public Facilities Authority (PFA) Loan Interest	0	0	0	4,000	8,000	0	0	(8,000)	-100.0%		
4846 Sidewalk	2,000	2,000	2,000	1,000	2,000	1,000	2,000	0	0.0%		
4012 Bldg & Land Capital Fund	2,500	5,000	6,000	3,000	6,000	3,000	6,000	0	0.0%		
4818 City Share High Speed Internet	0	0	0	0	0	0	125,000	125,000			
Subtotal - General Prop Tax Levy	1,223,046	1,256,732	1,271,686	725,213	1,336,250	599,537	1,509,999	173,749	13.0%		
4050 Debt Service Levy, Fire Hall Remodeling	55,546	55,808	57,356	28,967	57,933	28,966	58,468	535	0.9%		
4898 Debt Service Levy, Dwtwn Imp Tmp Bond	0	0	0	0	0	0	28,000	28,000			
4899 Debt Service Levy, Dwtwn Imp Bond	0	0	0	0	0	0	70,000	70,000			
4725 Debt Serv Levy - Road Construction Bonds	282,000	292,000	305,000	155,000	310,000	155,000	260,000	(50,000)	-16.1%		
TOTAL PROPERTY TAXES	1,560,592	1,604,540	1,634,042	909,180	1,704,183	783,503	1,926,467	222,284	13.04%		
Memo: Adjusted Max Levy b/4 Debt Serv										0	
City Council Adjusted Max Levy										1,287,715	
Max Levy not Used										92,770	

City of Afton

Proposed 2016 General Fund Budget

	Audited 2012	Audited 2013	Audited 2014	Year to Date 10/31/2015	Annual Budget 2015	Remaining Budget \$	Annual Budget 2016	Increase (Decrease) 2016 minus	
								\$	%
2-INTERGOVERNMENTAL REVENUE:									
4100 Gravel Tax/West Lakeland Cent College	0	(2,301)	(2,374)	(2,333)	(2,400)	(67)	(2,400)	0	0.0%
4108 MV Credit - Ag	6,606	2,950	5,797	4,779	0	(4,779)	0	0	0.0%
4112 PERA Rate Increase Aid	634	634	634	317	634	317	634	0	0.0%
4175 Agricultural preserve credit	790	528	659	0	500	500	500	0	0.0%
TOTAL INTERGOVT REVENUES	8,031	1,811	4,715	2,763	(1,266)	(4,029)	(1,266)	0	0.0%
3-CHARGES FOR SERVICES:									
4205 Assessment Search	80	20	50	20	35	15	35	0	0.0%
4210 Sale of Copies	125	52	20	86	100	14	100	0	0.0%
TOTAL CHARGES FOR SERVICES	205	72	70	106	135	29	135	0	0.0%
4-FINES & FORFEITURES:									
4300 County Fines & Fees	19,292	15,901	10,359	13,010	16,000	2,990	14,000	(2,000)	-12.5%
4305 Other Fines & Forfeitures	0	0	0	0	250	250	250	0	0.0%
TOTAL FINES & FORFEITURES	19,292	15,901	10,359	13,010	16,250	3,240	14,250	(2,000)	-12.3%
5-LICENSES, FEES, PERMITS:									
4400 Building Permit Fees - Afton	85,983	181,192	86,885	94,114	65,000	(29,114)	73,000	8,000	12.3%
4401 Building & Eng'g Inspection Fees	965	2,729	800	800	250	(550)	250	0	0.0%
4404 4th of July permits	919	200	250	0	500	500	0	(500)	-100.0%
4405 Pet License & Impound Fees	230	1,825	335	1,025	300	(725)	300	0	0.0%
4410 Liquor Licenses	2,600	3,000	3,000	0	2,600	2,600	2,600	0	0.0%
4415 Other Licenses	156	339	413	172	350	178	350	0	0.0%
4435 R-O-W Permit/Utility Permit Fees	3,250	2,500	750	0	1,750	1,750	1,750	0	0.0%
4437 Utility Franchise Fees	58,409	58,383	59,438	29,642	58,000	28,358	58,000	0	0.0%
4440 Zoning Fees & Permits	3,925	3,185	10,248	6,715	3,000	(3,715)	3,000	0	0.0%
TOTAL LICENSES, FEES, PERMITS	156,437	253,353	162,119	132,468	131,750	(718)	139,250	7,500	5.7%

**City of Afton
Proposed 2016 General Fund Budget**

	Audited 2012	Audited 2013	Audited 2014	Year to Date 10/31/2015	Annual Budget 2015	Remaining Budget \$	Annual Budget 2016	Increase (Decrease) 2016 minus 2015 Budget	
								\$	%
7-MISCELLANEOUS REVENUE:									
4601 Insurance dividend	6,162	4,072	3,208	0	1,125	1,125	1,125	0	0.0%
4604 Park rental & cleaning fees	1,221	550	825	560	500	(60)	500	0	0.0%
4615 Settlements/Other Income/Transfer	163	0	10	20	0	(20)	0	0	0.0%
TOTAL MISCELLANEOUS REVENUE	7,546	4,622	4,043	580	1,625	1,045	1,625	0	0.0%
9-OTHER GRANTS:									
4810 County Grant-recycling grant	7,098	7,098	7,178	7,210	7,090	(120)	7,090	0	0.0%
4815 Cable Commission Distribution	1,200	1,200	1,200	900	1,200	300	1,200	0	0.0%
TOTAL OTHER GRANTS	8,298	8,298	8,378	8,110	8,290	180	8,290	0	0.0%
10-INTEREST REVENUES:									
4901 Interest - 4M Fund General	45	57	54	123	50	(73)	50	0	0.0%
4905 Miscellaneous Income	0	0	0	0	0	0	0	0	0.0%
TOTAL INTEREST REVENUES	45	57	54	123	50	(73)	50	0	0.0%
TOTAL REVENUES	1,760,445	1,888,654	1,823,780	1,066,341	1,861,017	783,176	2,088,801	227,784	12.24%

City of Afton Proposed 2016 General Fund Budget

	Audited 2012	Audited 2013	Audited 2014	Year to Date 10/31/2015	Annual Budget 2015	Remaining Budget \$	Annual Budget 2016	Increase (Decrease) 2016 minus	
								\$	%
B: EXPENDITURES									
1-WAGES & BENEFITS:									
5002 Mayor & Council	13,200	13,200	13,200	11,200	13,200	2,000	13,200	0	0.0%
5004 City Administrator	68,235	75,000	81,575	73,458	89,025	15,567	94,912	5,887	6.6%
5005 Intern(s)	0	0	0	0	4,500	4,500	4,500	0	0.0%
5007 Office Assistant	15,168	15,676	17,717	14,861	15,606	745	16,074	468	3.0%
5008 Office Manager/Deputy Clerk	34,975	36,436	38,593	32,087	41,616	9,529	42,864	1,248	3.0%
5020 Maintenance Personnel (incl Mileage)	18,464	19,055	17,849	14,851	23,253	8,402	23,951	698	3.0%
5014 FICA & Medicare	10,782	11,754	13,425	14,472	14,321	(151)	14,956	635	4.4%
5018/3: Ins Benefits (Disability)and Other Finl (CA)	1,979	6,728	16,842	22,538	27,120	4,582	27,120	0	0.0%
5053 PERA	10,106	10,772	11,416	10,238	14,040	3,802	14,663	623	4.4%
5024 Workers Comp Insurance	2,183	2,185	2,530	3,689	2,600	(1,089)	2,600	0	0.0%
TOTAL WAGES & BENEFITS	175,091	190,806	213,147	197,394	245,281	47,887	254,840	9,559	3.9%
2-PROFESSIONAL SERVICES:									
5120 Contract - Videographer	556	523	606	362	1,000	638	1,000	0	0.0%
5302 Assessor Fees	18,683	18,977	20,191	20,716	21,200	484	21,200	0	0.0%
5304 Accounting fees	12,705	13,020	13,365	11,175	14,150	2,975	14,150	0	0.0%
5305 Auditing fees	5,810	4,665	5,350	5,450	5,700	250	5,700	0	0.0%
5310 Engineering Fees	15,896	16,852	12,722	14,572	30,000	15,428	30,000	0	0.0%
5315 Recording fees	92	0	151	138	300	162	300	0	0.0%
5320 Legal fees - Prosecution	26,824	28,273	29,698	21,070	28,000	6,930	28,000	0	0.0%
5321 Legal fees - General/Civil	21,176	24,383	13,772	17,364	22,000	4,636	22,000	0	0.0%
5323 Legal fees - Special/Co-Pays	0	0	0	0	0	0	0	0	0.0%
5330 Planning Fees	(12,134)	0	0	0	0	0	0	0	0.0%
5335 Other Fees for Service/YSB/4H	0	0	0	0	1,500	1,500	1,500	0	0.0%
5350 Building Inspection Fees - Stenstand	35,805	68,952	36,910	43,548	22,750	(20,798)	28,000	5,250	23.1%
5360 Misc Dev Fees	0	91	(200)	(345)	0	345	0	0	0.0%
5370 Well Monitoring Program	72	0	144	0	1,000	1,000	1,000	0	0.0%
5380 Watershed Management	459	488	488	488	500	12	500	0	0.0%
TOTAL PROFESSIONAL SERVICES	125,944	176,224	133,198	134,538	148,100	13,562	153,350	5,250	3.5%

City of Afton Proposed 2016 General Fund Budget

	Audited		Audited		Audited		Year to Date		Annual Budget		Annual Budget		Increase (Decrease) 2016 minus	
	2012	2013	2014	10/31/2015	2015	2016	2015	2016	2015	2016	2015 Budget	2016 Budget	\$	%
4-OTHER EXPENDITURES:														
5500 Office Equipment	0	527	176	1,612	600	600	(1,012)	600	0	0.0%				
5505 Bank/IRS Fees/Penalties/Interest	496	664	135	313	400	400	87	400	0	0.0%				
5510 Comp Svc (All HW/SW, GIS, Web, Email)	7,645	7,476	4,825	4,746	9,500	9,500	4,754	9,500	0	0.0%				
5516 Copier Lease	6,186	7,148	6,424	5,477	7,500	7,500	2,023	7,500	0	0.0%				
5520 Equipment Maintenance	0	0	62	0	1,000	1,000	1,000	1,000	0	0.0%				
5525 Insurance-General Liability	19,564	20,824	18,377	17,886	20,000	21,000	2,114	21,000	1,000	5.0%				
5535 Misc. Expense	708	357	230	580	3,000	2,000	2,420	2,000	(1,000)	-33.3%				
5540 Office Supplies	3,533	3,281	2,673	2,348	4,500	4,000	2,152	4,000	(500)	-11.1%				
5545 Other Administration	139	100	475	713	500	500	(213)	500	0	0.0%				
5550 Postage	3,164	3,720	4,816	2,887	3,500	3,500	613	3,500	0	0.0%				
5555 Publishing & Printing	2,068	1,777	2,336	3,047	2,800	2,800	(247)	2,800	0	0.0%				
5560 Newsletter	6,250	4,833	5,281	4,810	6,600	6,000	1,790	6,000	(600)	-9.1%				
5565 Telephone	2,707	2,901	2,759	2,357	3,500	3,500	1,143	3,500	0	0.0%				
5575 Travel & Mileage	47	30	180	0	500	500	500	500	0	0.0%				
5580 Membership & Dues	2,916	2,987	2,987	3,158	3,000	3,000	(158)	3,000	0	0.0%				
5585 Seminars & Education incl ICMA	1,025	1,455	1,932	2,179	2,000	2,500	(179)	2,500	500	25.0%				
TOTAL OTHER EXPENDITURES	56,448	58,082	53,668	52,113	68,900	68,300	16,787	68,300	(600)	-0.9%				
SUBTOTAL GENERAL & ADMINISTRATIVE	357,484	425,111	400,012	384,046	462,281	476,490	78,235	476,490	14,209	3.1%				
5-PUBLIC SAFETY:														
5605 Animal Control	3,834	1,969	1,899	2,253	4,000	4,000	1,747	4,000	0	0.0%				
5625 Fire & Ambulance Service	189,316	199,472	213,705	219,953	219,953	232,893	0	232,893	12,940	5.9%				
5626 Fire Relief Association	6,782	2,470	0	0	0	0	0	0	0	0.0%				
5635 Police Service - County	163,521	165,033	168,494	84,064	169,150	171,250	85,086	171,250	2,100	1.2%				
TOTAL PUBLIC SAFETY	363,453	368,944	384,098	306,270	393,103	408,143	86,833	408,143	15,040	3.8%				
6-PUBLIC HEALTH:														
5705 Recycling - Afton	0	0	150	143	500	500	357	500	0	0.0%				
5720 Refuse Hauling - City Hall	1,294	887	1,630	819	1,500	1,500	681	1,500	0	0.0%				
TOTAL PUBLIC HEALTH	1,294	887	1,780	962	2,000	2,000	1,038	2,000	0	0.0%				

City of Afton Proposed 2016 General Fund Budget

	Audited 2012	Audited 2013	Audited 2014	Year to Date 10/31/2015	Annual Budget 2015	Remaining Budget \$	Annual Budget 2016	Increase (Decrease) 2016 minus 2015 Budget	
								\$	%
7-STREETS:									
5820 Gravel Road Maintenance	3,114	2,517	1,755	3,260	4,000	740	4,000	0	0.0%
5825 Crackseal/Seal Coat/Gravel Shouldering	6,009	720	90,685	51,421	71,000	19,579	75,000	4,000	5.6%
5830 Snow & Ice Control	95,457	162,076	115,692	37,058	110,000	72,942	110,000	0	0.0%
5835 Surf maint/Sweeping/Pothole Repair	21,432	25,054	29,844	49,873	30,000	(19,873)	46,000	16,000	53.3%
5845 Brush/Tree/Mow/Bridge/Culvert/Guardrail	33,893	65,736	25,502	37,337	25,000	(12,337)	39,000	14,000	56.0%
5850 Street Lights	4,480	4,682	3,982	3,443	5,000	1,557	5,000	0	0.0%
5855 Gas Lamps - Operating Costs	2,870	2,688	2,851	1,749	2,700	951	2,700	0	0.0%
5856 Gas Lamps - Capital	2,841	2,468	0	0	0	0	0	0	0.0%
5860 Signs & Signals	2,123	1,691	2,977	3,247	4,000	753	4,000	0	0.0%
5870 Other - Road Maint.	1,791	575	758	567	2,000	1,433	2,000	0	0.0%
TOTAL STREETS	174,009	268,207	274,047	187,955	253,700	65,745	287,700	34,000	13.4%
9-OTHER PUBLIC WORKS EXPENDITURES:									
5910 Flood Control: Oper Pump/Dike Annual Maint	658	264	803	0	4,000	4,000	4,000	0	0.0%
5920 Repair & Maint - Equipment	1,740	518	1,312	884	1,500	616	1,500	0	0.0%
5925 Fuel & Lubricants	696	694	478	544	1,000	456	1,000	0	0.0%
5930 Tools & Minor Equipment	487	217	243	267	950	683	950	0	0.0%
5940 Sidewalk improvements	0	0	0	0	0	0	0	0	0.0%
TOTAL OTHER PUBLIC WORKS	3,581	1,692	2,836	1,695	7,450	5,755	7,450	0	0.0%
SUBTOTAL STREETS, REHAB & PUBLIC WORKS	177,590	269,899	276,883	189,650	261,150	71,500	295,150	34,000	13.0%
9-BUILDINGS & LAND:									
6010 Gas Heat	1,186	1,721	2,060	1,530	2,500	970	2,500	0	0.0%
6020 Electricity	1,707	2,030	1,822	1,408	1,750	342	1,750	0	0.0%
6030 Miscellaneous Expense	1,044	1,565	777	960	500	(460)	500	0	0.0%
6035 Cleaning	150	957	1,031	858	1,000	142	1,000	0	0.0%
6040 Repair & Maintenance	1,175	1,404	898	1,211	2,000	789	2,000	0	0.0%
6045 City Garage Expense	2,017	3,266	3,264	2,153	2,500	347	2,500	0	0.0%
6050 Supplies	231	260	594	265	500	235	500	0	0.0%
TOTAL BUILDINGS & LAND	7,511	11,203	10,446	8,385	10,750	2,365	10,750	0	0.0%

City of Afton
Proposed 2016 General Fund Budget

	Audited 2012	Audited 2013	Audited 2014	Year to Date 10/31/2015	Annual Budget 2015	Remaining Budget \$	Annual Budget 2016	Increase (Decrease) 2016 minus 2015 Budget	
								\$	%
12-PARKS & RECREATION:									
6105 4th of July Celebration	4,265	2,985	3,691	3,500	3,500	0	3,500	0	0.0%
6135 Park Maintenance	783	713	1,275	167	1,200	1,033	1,200	0	0.0%
6140 Miscellaneous expense	0	107	52	62	300	238	300	0	0.0%
6205 Cemetery Maintenance	0	0	0	0	100	100	100	0	0.0%
TOTAL PARKS & RECREATION	5,049	3,805	5,018	3,729	5,100	1,371	5,100	0	0.0%
OVERALL TOTAL EXPENDITURES	912,381	1,079,849	1,078,237	893,041	1,134,384	241,343	1,197,633	63,249	5.6%

City of Afton

Proposed 2016 General Fund Budget

	Audited		Audited		Year to Date		Annual Budget		Annual Budget		Increase (Decrease) 2016 minus	
	2012	2013	2014	10/31/2015	2015	2016	2015	2016	2015	2016	\$	%
C: OTHER FINANCING SOURCES (USES)												
4050 Tax Levy to Fire Hall Debt Service Fund	(55,546)	(55,808)	(57,356)	(28,967)	(57,933)	(58,468)	(28,966)	(58,468)	(535)	(535)		0.9%
4898 Tax Levy re Dwntrwn Imp Tmp Bonds	0	0	0	0	0	(28,000)	0	(28,000)	(28,000)	(28,000)		
4899 Tax Levy re Dwntrwn Imp Tmp Bonds	0	0	0	0	0	(70,000)	0	(70,000)	(70,000)	(70,000)		
4725 Tax Levy to Road Construction Debt Service Fund	(282,000)	(292,000)	(305,000)	(155,000)	(310,000)	(260,000)	(155,000)	(260,000)	50,000	50,000		-16.1%
6920 Oper trf to Bldg & Land Fund - Budgeted	(2,500)	(5,000)	(6,000)	(3,000)	(6,000)	(6,000)	(3,000)	(6,000)	0	0		0.0%
4818 City Share High Speed Internet	0	0	0	0	0	(125,000)	0	(125,000)	(125,000)	(125,000)		
6920 Oper trf to Bldg & Land Fund - Unbudgeted	0	(25,000)	0	0	0	0	0	0	0	0		
6921 Oper Trf to Street Imp - UnBudgeted	(175,000)	(25,000)	0	0	0	0	0	0	0	0		
6925 Oper trf to Street Imp- Budgeted	(171,000)	(190,000)	(200,000)	(100,000)	(200,000)	(200,000)	(100,000)	(200,000)	0	0		0.0%
6928 Oper Trf from (to) Special Reserve Fund	(17,579)	(85,000)	(294)	(2,500)	(5,000)	(3,000)	(2,500)	(3,000)	2,000	2,000		-40.0%
6932 Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	(1,750)	(3,500)	(3,500)	(1,750)	(3,500)	0	0		0.0%
6933 Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	(1,250)	(2,500)	(2,500)	(1,250)	(2,500)	0	0		0.0%
6935 Oper Trf to Comprehensive Plan	7,762	(100)	(2,000)	(1,000)	(2,000)	(3,000)	(1,000)	(3,000)	(1,000)	(1,000)		50.0%
6936 Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	(2,750)	(5,500)	(5,500)	(2,750)	(5,500)	0	0		0.0%
6937 Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	(47,500)	(95,000)	(95,000)	(47,500)	(95,000)	0	0		0.0%
6934 Oper trf to Codification (Spec Act Fd)	12,358	(100)	(100)	(100)	(100)	(100)	0	(100)	0	0		0.0%
4843 Oper Trf to MN Unemployment Claims	(10,000)	(10,000)	(3,000)	(1,500)	(3,000)	(3,000)	(1,500)	(3,000)	0	0		0.0%
6939 Oper Trf to Election Fund	(12,250)	(5,500)	(5,500)	(2,750)	(5,500)	(5,500)	(2,750)	(5,500)	0	0		0.0%
6910 City Council Contingency Fund	(8,000)	0	0	0	0	0	0	0	0	0		
4842 Audit Legal Reserve	(20,000)	(100)	(100)	(100)	(100)	(100)	0	(100)	0	0		0.0%
6944 Oper Trf Parks Capital (Incl Trail & Ped Bridge)	(3,000)	(3,500)	(5,500)	(2,750)	(5,500)	(5,500)	(2,750)	(5,500)	0	0		0.0%
4022 Oper Trf to Afton Septic System - City Bldgs	0	0	(15,000)	(7,500)	(15,000)	(15,000)	(7,500)	(15,000)	0	0		0.0%
xxxx Oper Trf to PFA Loan Interest (Spec Act Fd)	0	0	0	(4,000)	(8,000)	0	(4,000)	(4,000)	8,000	8,000		-100.0%
6944 Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	(1,000)	(2,000)	(2,000)	(1,000)	(2,000)	0	0		0.0%
6929 Trf (to) from Special Activities Fund (Various)	0	0	0	0	0	0	0	0	0	0		
TOTAL OTH FINANCING/TRANSFERS	(845,255)	(805,608)	(708,350)	(363,417)	(726,633)	(891,168)	(363,216)	(891,168)	(164,535)	(164,535)		22.6%

REVENUES OVER (UNDER) EXPENDITURES

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
Check Total (Actual) - Rev Over (Under) Exp	2,809.82	3,196.60	37,192.93	(190,118.00)
Check Total (Actual) - Fund Balance	260,917.55	264,114.15	301,307.08	111,189.00

Total General Fund Expenses
Less Fiscal Disparity Levy

1,134,384
(45,758)

This is the
balancing
formula for the
1,197,633
(43,820)

City of Afton

Proposed 2016 General Fund Budget

Audited	Audited	Audited	Year to Date	Annual Budget	Remaining	Annual Budget	Increase (Decrease) 2016 minus 2015 Budget
2012	2013	2014	10/31/2015	2015	Budget \$	2016	\$ %
				(156,834)		(162,334)	\$ (6,500) %
				931,792		991,479	\$ 59,687 6.4%
				0		0	

Less Non-Levy Revenue - General Fund
General Fund Levy

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

Meeting Date Dec. 8, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: December 1, 2015
Re: Afton Historical Museum Agreement

The Council, at its October 19, 2015 meeting, generally supported the Afton Historical Museum request for funding, but directed that an agreement be prepared to outline the services that would be provided to the City by the Museum in exchange for the funding. Staff has discussed with the Museum the types of services that could be provided. These are outlined below.

Afton Historical Museum Services

The request for funding from the Afton Historical Museum included a proposal to provide a number of services. These included serving as the City's official history agent for collection, preservation and care taker of Afton's history; and storing and caring for the City's historical government records. In discussing these services with Stan Ross, President of the Afton Historical Museum, he clarified that this would not involve the Museum providing bulk storage of all of the City's records. Rather, it would involve storing and preserving records and documents that could have historical significance, such as maps, surveys, deeds, ownership records, etc. It could also involve storing and preserving records related to events, projects, etc. that have a significant effect on the character of the City and will be considered historically significant 50 years from now. Providing this service could include training City staff to build their awareness about historical significance, i.e. has an event/project significantly altered the look or character of Afton? Also, as the City digitizes its existing records for electronic storage and access, the Museum could preserve any historic documents that are found in the City's files.

At its October 19 meeting, the Council also discussed the Museum taking on the responsibility for the management/protection/preservation of Mount Hope Cemetery. Stan Ross indicated the Museum is currently involved with the Cemetery in a number of ways and has a census of those buried in the Cemetery, and would welcome serving as the custodian of the Cemetery. If the Museum was to have the authority to serve as custodian or manager of the Cemetery, it would be eligible to obtain grants to preserve, renovate and protect the Cemetery. The Museum could also coordinate an annual clean-up of the Cemetery.

Council Direction Requested

Staff is requesting the Council provide direction regarding whether the services outlined above are what the Council had envisioned the Afton Historical Museum would provide, or if the Council had envisioned other services to be provided by the Museum. Staff will then prepare an agreement with the Museum that reflects the desired services.

Meeting Date Dec. 8, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: December 1, 2015
Re: Initiating the Process of Updating the Comprehensive Plan

The process of updating the City's Comprehensive Plan needs to be completed by December 31, 2018. While this seems a long way off, the update process can require a substantial amount of time, particularly if there are significant land use issues that need to be addressed. Some examples of issues the Council may want to address as part of the Comprehensive Plan update process are as follows:

- Uses in the Industrial Zones. The Comprehensive Plan update process could involve discussions regarding the types of uses the Council envisions for the Industrial zones, both in the short term and in the long term. From a broad perspective, the Industrial zones are the main area of the City in which development could provide tax base growth and quality jobs. At this time, the market may not be able to provide the types of development and jobs the Council ultimately envisions for this area. If this is the case, the Council may want to consider "interim" uses that would be easy to redevelop at the time the land is ready for its ultimate development.

The zoning code currently allows a limited number of uses in the industrial zones. Several of these are related to warehousing, trucking and storage. These uses may more closely reflect the current market demand than the future market demand. As part of the Comprehensive Plan update process, the Council may want to include a focus on future development in the industrial zones.

- Recognizing the speed and volume of traffic on Manning Avenue in the City's land use planning, i.e. limiting the number of access points along Manning Avenue
- Identifying long term roadway and stormwater management impacts of new residential subdivisions, and determining whether or how the new subdivisions should provide funding for infrastructure improvements related to these impacts over the long term
- Planning related to the provision of high speed internet access to meet current and future needs
- Planning to protect and preserve Afton's unique natural features and natural resources as land is subdivided and developed

The Council may have other thoughts about topics to be addressed through the Comprehensive Plan update process. Also, the Council may want to consider whether to obtain assistance from a planning consultant regarding determining both the scope of the update process and the process itself.

Council Direction Requested

Provide direction regarding topics to be addressed in the Comprehensive Plan update process and the initial steps to prepare for the update process.

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

Meeting Date Dec. 8, 2015

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: December 2, 2015
Re: Office Assistant Hiring Process Update

To date, ten applications have been received for the Office Assistant position. Two additional applications may be received. The applications are being reviewed, and interviews will be scheduled the week of December 7. The Personnel Committee and the Deputy Clerk will conduct the interviews. The goal is to select a top candidate for approval by the Council at the December 15 Council meeting.