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

APPROVED City Council Regular Meeting Minutes
January 21, 2020
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

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1. **THE MEETING WAS CALLED TO ORDER** at 7:00 P.M. by Mayor Bill Palmquist
2. **THE PLEDGE OF ALLEGIANCE** – was recited.
3. **ROLL CALL:** Mayor Palmquist, Council Members Lucia Wroblewski, Stan Ross, Annie Perkins, Randy Nelson. **A Quorum was Present.**
- ALSO PRESENT:** City Accountant Tom Niedzwiecki, City Administrator Ron Moore, City Engineer Nick Guilliams.
4. **APPROVAL OF AGENDA** –
Add item “non compliance fees”
Motion/Second Ross/Perkins to approve the agenda for the January 21, 2020 Regular City Council meeting with addition. Passed 5-0.
5. **APPROVAL OF MINUTES**
- A. Minutes of the December 4, 2019 City Council Work Session
Motion/Second Palmquist/Nelson to accept the minutes of the December 4, 2019 City Council work session meeting. Passed 5-0.
- B. Minutes of the December 17, 2019 Regular City council meeting.
Motion/Second Ross/Perkins to approve the minutes of the December 17, 2019 City Council meeting. Passed 5-0.
6. **PUBLIC INPUT** –
none
7. **REPORTS/PRESENTATIONS** –
- A. Sheriff’s Monthly Report
New Deputy Sam Mancini introduced herself.
- B. Fitzie Heimdahl – St Croix Utility Box Mural Project
Provided a presentation on the mural project. Project proposals are reviewed prior to work beginning. Would like to do a cost-share with the city. Council will discuss further at a work session.
- B. Tom Niedzwiecki, Budget Report
Provided an overview of the financial reports.
- C. Lower St. Croix Fire District Report
Former mayor Bend reported on the year-end run summary. 189 runs or 45% of total were to Afton. (490 runs total). They are starting budget process for next year. The District would like to do inspections of non-owner occupied properties.

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8. CONSENT AGENDA

- A. Just and Correct Claims
Motion/Second Palmquist/Ross to approve the Just and Correct Claims. Passed 5-0.
- B. 4M Fund Transfer – Resolution 2020-01
Motion/Second Wroblewski/Ross to approve Resolution 2020-01 4M Fund transfers for December. Roll Call: All aye, Passed 5-0.
- C. Renew 4M Joint Powers Agreement – Resolution 2020-02
Motion/Second Ross/Wroblewski to approve Resolution 2020-02 renewing the 4M Joint Powers Agreement. Roll Call: All aye, Passed 5-0.
- D. Designate Official Depository – Resolution 2020-03
Motion/Second Ross/Nelson to approve Resolution 2020-03 designating the Official Depository. Roll Call: All aye, Passed 5-0.
- E. Designate Official Newspaper – Resolution 2020-04
Motion/Second Palmquist/Perkins to approve Resolution 2020-04 designating the Official Newspaper. Roll Call: All aye, Passed 5-0.
- F. Designate the Official Signatories – Resolution 2020-05
Motion/Second Ross/Wroblewski to approve Resolution 2020-05 designating the official signatories for payroll and checks. Roll Call: All aye, Passed 5-0.

9. CITY COUNCIL BUISINESS

- A. **Planning Commission Report** – (PC report & Draft PC minutes)
 - 1. Sue Biagini Variance Application – Resolution 2020-06
Motion/Second Palmquist/Nelson to adopt Resolution 2020-06 approving the Biagini variance application at 15904 Afton Blvd.
Discussion
Council member Wroblewski stated she originally had concern about height of garage but the house is taller.
Roll Call: All aye, Passed 5-0.
 - 2. PLCD Ordinance amendment – Ordinance 01-2020
Planning Commission chair Kopitzke stated that this is the best version of the ordinance. He also feels there are alternatives that are preferred that don't include HOAs. Only developers can figure out all the regulations.
Mayor Palmquist stated that this doesn't preclude the other options for development.
Motion/Second Wroblewski / Ross to recommend approval of Ordinance 01-2020. Roll Call: All aye, Passed 5-0.
 - 3. Draft Short Term Residential Rental Ordinance
The Planning Commission will review again in February.
Mayor Palmquist stated he is concerned about classification, don't single out zone uses.
Council member Wroblewski stated there there needs to be a violation clause.
Council member Nelson asked how this will be enforced? He is in favor of not allowing.
Council member Wroblewski agreed there has to be a way to enforce.
Council member Nelson stated that we are adding rules that need policing with different levels of licensing. Anyone doing it today will not come in and get a license.
Mayor Palmquist stated the large issue is if property is bought for that purpose.
Discussion was held on the homestead vs non homestead requirement.
Mayor Palmquist asked why the Planning Commission wanted to wait another month?
Kopitzke replied that they would like to discuss more.
Mayor Palmquist stated he would like language on consequences if found operating without a license.
A notice will be put in the newsletter regarding the draft ordinance.

- 106 4. Non-compliance fees and enforcement tools
107 **Motion/Second Palmquist/Perkins to authorize the Planning Commission to develop a proposal**
108 **concerning non-compliance fees and other enforcement tools. Passed 5-0.**
109
- 110 **B. Engineering Report** – (Engineer Staff Report & Council Update)
111 No report
112
- 113 **C. Administration** –
114 1. Afton Creek Preserve Construction Update
115 Not much activity right now. Pond 7 was pumped a few weeks ago when level started to rise.
116 A few utilities have been going in.
117
- 118 2. Request for reduction in Afton Creek Preserve Letter of Credit
119 Council member Wroblewski asked if the amount is enough in a worst case scenario?
120 Engineer Guilliams stated that WSB feels it is enough.
121 **Motion/Second Nelson/Perkins to approve request for a reduction in the Afton Creek Preserve**
122 **Letter of Credit to \$602,477.03.**
123 Mayor Palmquist stated that more screening is needed by the horse farm, wants to be sure it gets
124 done.
125 **Motion Vote: 4-1 (Wroblewski nay)**
126
- 127 3. River Road Sanitary Sewer Project Update
128 **Motion/Second Palmquist/Wroblewski to approve the proposal from Capra utilities in the**
129 **amount of \$80,000 to provide a gravity line from the lift station that would provide sewer**
130 **stubs for both the 4202 and 4102 River Road properties.**
131 Discussion
132 Mayor Palmquist stated that this puts the stub in the street for owners to connect to.
133 Council member Ross asked if there is a plan for road detour? (yes)
134 Council member Nelson asked about the neighbors who have threatened legal action?
135 Attorney Knaak stated that the city has an easement there.
136 Council member Wroblewski asked about the timeline? (end of February)
137 **Motion Vote: 4-0 passed (Perkins abstain)**
138
- 139 4. Replace city hall lights with LED
140 **Motion/Second Palmquist/Nelson to authorize replacing the City Hall fluorescent lights with**
141 **LED lights at cost of \$2,950.**
142 Discussion
143 Council member Ross stated that the ceiling will need painting also, quote is for \$975.
144 **Amend motion to include painting not to exceed \$1000. (Palmquist/Nelson)**
145 **Passed 5-0.**
146
- 147 5. Annual RFP process for contracted city services
148 The Council has agreed to conduct two RFP processes per year for contracted services. The
149 schedule will be discussed at a work session.
150
- 151 6. Designate City Engineer – Resolution 2020-07
152 **Motion/Second Nelson/Palmquist to approve Resolution 2020-07 designating the City**
153 **Engineer. Roll call: All Aye, passed 5-0.**
154
155
- 156 7. Designate City Attorney – Resolution 2020-08

- 157 **Motion/Second Nelson/Ross to approve Resolution 2020-08 designating the City Attorney. Roll**
158 **call: All Aye, passed 5-0.**
159
- 160 8. Annual Appointments - Resolution 2020-09
161 **Motion/Second Nelson/Ross to approve Resolution 2020-09 establishing annual appointments**
162 **and keeping the same positions as last year. Roll call: All aye, passed 5-0.**
163
- 164 9. 2020 Regular meeting schedule Resolution 2020-10
165 **Motion/Second Wroblewski /Nelson to approve Resolution 2020-10 establishing the regular**
166 **meeting schedule for 2020. Roll Call: all aye, passed 5-0.**
167
- 168 10. Appointment of Election Judges Resolution 2020-11
169 **Motion/Second Ross/Nelson to approve Resolution 2020-11 appointing election judges. Roll**
170 **call: all aye, passed 5-0.**
171
- 172 11. Additional Signage on Regional Trail and City entrances
173 Mayor Palmquist requested the Council consider adding signage on the Afton portion of the
174 regional trail that runs along St. Croix Trail and through the downtown area regarding the
175 prohibition of motorized vehicles on the trail. He has requested the Council consider revising the
176 signs at the roadway entrances to Afton to indicate “No Hunting or Trapping without written
177 permission”.
178 **Motion/Second Ross/Palmquist to approve additional signage on the regional trail and at the**
179 **City entrances. Passed 5-0.**
180
- 181 12. Vimeo storage proposal from Afton Historical Museum
182 **Motion/Second Ross/Wroblewski to approve proposal from Afton Historical Museum to**
183 **archive meeting videos.**
184 Discussion
185 Council member Wroblewski stated she agrees they should be saved. What does money cover?
186 Council member Ross replied it covers saving onto two kinds of memory media, staff time, and
187 increased band width of phone line. Would do one year at a time going forward, fee is to archive
188 back.
189 Funding would come from cable commission franchise fees.
190 Council member Perkins asked if the county co library would do anything similar to this? Could get
191 to point of too much data. How long do we keep?
192 Council member Nelson agreed that video’s capture the mood of the meeting better than minutes.
193 Council member Ross stated they would keep the technology relevant.
194 **Motion vote: 3-2, Passed. (Perkins, Wroblewski nay)**
195
- 196 13. Electronic payments and Laserfiche public portal
197 **Motion/Second Nelson/Palmquist to table item. Passed 5-0.**
198
- 199 14. Elected leaders training workshops
200 **Motion/Second Ross/Perkins to approve training and cover costs of members who want to**
201 **attend including mileage. Passed 4-0-1 (Wroblewski abstain)**
202
- 203 15. Schedule work session
204 Date to be determined
205
- 206 16. Preparations for goal setting
207 To be discussed at work session
208

209 17. 3M settlement update
210 Administrator Moorse provided an update on the process. An article will be published in the
211 February Newsletter article.
212

213 18. Signs for pollinator plantings at city hall
214 **Motion/Second Palmquist/Wroblewski to authorize signs as per parks committee**
215 **recommendations. Passed 5-0.**
216

217 **D. Committee Reports**

- 218 1. Public Works – working on spreadsheet
219 2. Personnel – no report
220 3. Parks – no report
221 4. Heritage Preservation Commission / Design Review – met last week
222 5. Natural Resources and Groundwater – April 30 wastewater treatment tour (newsletter)
223

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

- 225 A. Ward 1 Council Member Perkins – no report
226 B. Ward 2 Council Member Wroblewski – attended Water Consortium meeting
227 C. Ward 3 Council Member Ross – no report
228 D. Ward 4 Council Member Nelson – no report
229 E. Mayor Palmquist – no report
230 F. City Attorney Knaak – no report
231 G. City Administrator Moorse – no report
232

233 **11. ADJOURN**

234 **Motion/Second Nelson/Perkins to adjourn. Passed 5-0 .**

235
236 Meeting adjourned at 9:55 PM
237

238
239 Respectfully submitted by:

240
241 JY
242 Julie Yoho, City Clerk

243
244 Approved by Council February 18, 2020 as (check one): Presented: X Amended: _____
245

246
247 Mayor Bill Palmquist _____ Date _____