City of Afton

CITY COUNCIL AGENDA
AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South
TUESDAY, February 21, 2017
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 February 21, 2017 -

5. APPROVAL OF MINUTES

A. Minutes of the January 12, 2017 Special City Council Meeting -
B. Minutes of the January 17, 2017 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. Bartlett (Bake) Baker, Applicant for Natural Resources and Groundwater Committee
C. Maureen Acosta, Applicant for Grants Committee
D. Matt Moore, South Washington Watershed District Report
E. Tom Niedzwiecki, Budget Report -
F. 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 – None
C. Afton Historical Museum Application for Temporary Liquor Licenses for 2017 Community Events and Request to Waive Fees

9. CITY COUNCIL BUSINESS

A. Planning Commission Report – (PC Chair Report & Draft PC Minutes)
(There is no Planning Commission report, as the Planning Commission meeting was cancelled due to lack of a quorum.)

B. Engineering Report – (Engineer Staff Report & Council Update)

1. 2016 Bridge Inspection Report
2. 2017 Pavement Management Project
3. St. Croix Trail Agreement with Washington County
   a. Cost Reimbursement Agreement with the LSCVCF
4. Engineering Fees for the 2017 Street Improvements Project
5. 30th Street Culvert
6. 2017 Fee Schedule for Engineering Services

C. Administration –

1. Sale of General Obligation Temporary Improvement Bonds Series 2017A – **Resolution 2017-13**
2. Finalize the Amount of the Bond Issue for the 2017 Street Improvements Project
3. Annual Appointments Revised – **Resolution 2017-14**
4. Volunteer Commission Reappointments
5. Appointment of Bartlett (Bake) Baker to the Natural Resources and Groundwater Committee
6. Appointment of Maureen Acosta to the Grants Committee
7. Pay Adjustment for Office Assistant Interim Assignment
8. Valley Access Cable Contract
9. Replacement of I.T. Consultant
10. Audio/Visual Improvements for Council Chambers
11. Policy to Clarify the Roles of Council Members on the City's Volunteer Committees
12. Schedule Joint Work Session with the Planning Commission
13. Schedule Council Work Session
14. Schedule Special Council meeting to interview finalists for the City Clerk position
15. Schedule Public Hearing Regarding Planned Improvement Project for Highway 95/Manning Avenue South of County Road 18.
16. Schedule Joint Work Session with the Natural Resources and Groundwater Committee
17. 2016 General Fund Surplus - Transfers – **Resolution 2017-15**

D. Committee Reports -

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

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

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

11. ADJOURN

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

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

DRAFT City Council Special Meeting Minutes
JANUARY 12, 2017
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
1:00 P.M.

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

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

ALSO PRESENT: Doug Green - Bond Consultant, City Engineer Diane Hankee, and City Administrator Ron Moorse.

1. **OATHS OF OFFICE (A-C)** – City Administrator Moorse administered oaths of office to Mayor Bend, Council Member Nelson, and Council Member Palmquist.

APPROVAL OF AGENDA –
Agenda for the Special City Council Meeting of January 12, 2017
Motion/Second: Palmquist/Ross. To approve the agenda of the January 12, 2017 Special City Council Meeting as presented. Motion carried 4-0-0.

2. **ANNUAL APPOINTMENTS - RESOLUTION 2017-01** – Mayor Bend opened the annual appointments for discussion.

Motion/Second: Nelson/Ross. To appoint Council member Palmquist as Mayor Pro Tem.
Council Member Ross suggested he was also interested in serving as Mayor Pro Tem. Council Member Palmquist indicated that, if Ross was interested in serving, he would be supportive of his appointment. Council Member Nelson withdrew his motion.

Motion/Second: Palmquist/Nelson. To appoint Council Member Ross as Mayor Pro Tem. Motion carried 4-0-0.

Mayor Bend suggested a process of rotating liaison positions among Council members.

Council Member Ross indicated his support of the Mayor's suggestion, and that he is interested in learning more about other committees and commissions.

Council Member Palmquist indicated the Park Committee was created with Council Members Nelson and Palmquist as members rather than liaisons; the same is true of the Public Works Committee.

Mayor Bend suggested the two levels or types of Council member roles on committees: (1) Serve as member and have voting ability, or (2) Convey information between the committee and the Council with no voting ability; directed this be placed on the February 21, 2017 City Council meeting agenda for the adoption of a policy regarding the role of council members on committees.

Council Member Nelson suggested the Council encourage more residents to serve on the Public Works Committee.

Council Member Palmquist indicated Ken Johnson's role on the Public Works Committee has been as a voting member, and his role should be remain as is.

Mayor Bend suggested that, because there are a number of other agenda items for which the city's consultants are present, the discussion of the annual appointments be tabled to a later point in the meeting.

3. REFINANCING OF THE DOWNTOWN VILLAGE IMPROVEMENTS PROJECT TEMPORARY BONDS SERIES 2015A

Doug Green, the City's Bond Consultant, provided background information regarding the refinancing of the temporary bonds. He indicated there is approximately $2.0 million remaining from the Series 2015A bond proceeds. The City has authorized an additional $100,000 of engineering costs over the next three months. Given the uncertainty of the amount of state funding for the project, he recommended retaining an additional $100,000 for cash flow purposes. This would make the par amount of the Series 2017 temporary bonds approximately $2 million. Mr. Green also recommended a term of three years with the option to pay off the bonds in October of 2018, indicating no action was required at the meeting regarding the bonds but a resolution setting the date of the bond sale would be brought to the Council at its February 21, 2017 meeting.

4. RECONSIDERATION OF THE COUNCIL'S ACTION REGARDING STREET RECONSTRUCTION BONDS

City Administrator Moorse indicated that the Council, at its December 20, 2016 meeting, directed staff to move forward with the process of issuing Street Reconstruction Bonds to finance planned street improvements, and to also be prepared to move forward with the process of issuing Abatement Bonds if the Council's vote on the sale of Street Reconstruction Bonds was not unanimous. Mayor Bend had requested that this action be placed on the January 12, 2017 Special Council meeting agenda for reconsideration with the purpose of simplifying the bond sale process by focusing only on the issuance of Abatement Bonds.

Motion/Second: Bend/Nelson. To reconsider the Council's action of December 20, 2016 directing staff to move forward with the process of issuing Street Reconstruction Bonds. Motion carried 4-0-0.

Motion/Second: Ross/Nelson. To proceed only with the process of issuing Abatement Bonds to finance the 2017 Street Improvements Project. Motion carried 4-0-0.

5. PROPOSAL FOR ENGINEERING SERVICES RELATED TO DEVELOPING BID SPECIFICATIONS FOR THE 2017 STREET IMPROVEMENT PROJECTS (For Discussion Only)

City Engineer Diane Hankee outlined the proposal from WSB for engineering services related to developing plans and specifications and advertising for bids for the 2017 Street Improvements Project, with a cost of $150,995.

Council Member Ross indicated he would like to see cost estimates for each road to be improved. He also asked how the City knows whether the subsurface of each road is adequate.

City Engineer Hankee indicated that, if a soft spot is found when a road is being prepared to be paved, the soft spot would be repaired prior to paving. This cost would be included in the cost estimate.

It was suggested that Pasture Ridge Road from 42nd Street to 45th Street be added to the 2017 Project.

Council Member Nelson suggested the Council consider increasing the amount of the bond issue from $3 million to $3.5 Million.

Because this item was on the agenda for discussion only, there was no action taken.

6. DOWNTOWN VILLAGE IMPROVEMENTS PROJECT UPDATE

City Engineer Todd Hubmer provided an updated spreadsheet regarding sources and uses of funding and provided updated information regarding funding from the Department of Natural Resources (DNR) and the Public Facilities Authority (PFA). He indicated that, while a substantial amount of funding from both the DNR and the PFA is currently locked in for the City, additional funding is needed to enable the project to be fully funded. A bonding bill that is currently moving through the state legislature includes additional funding for both the DNR and the PFA, a portion of which would be available to fund the Downtown Project. It was agreed that a meeting should be arranged with the City's new legislators to obtain their support for the funding in the bonding bill.

7. REPLACEMENT OF COUNCIL CHAMBERS PROJECTOR

Administrator Moorse reported that the projector used in the Council Chambers needs a new bulb, which costs $125. He recommended that, rather than spending the $125 on the old projector, it could be spent on a new projector that would have much higher quality.

Council Member Ross suggested that, rather than replacing the projector, another option would be to eliminate the projector in favor of a large screen TV.

It was agreed that the large screen TV option should be explored.

(See Agenda Item 2 above)
The Council returned to the Annual Appointments item that was tabled earlier in the meeting.
Council Member Ross indicated he would give up his appointment as Planning Commission liaison to move to the Park Committee or other committee.

The Council worked through the list of annual appointments and agreed on a set of appointments to be approved by Resolution 2017-01.

Motion/Second: Palmquist/Nelson. To adopt Resolution 2017-01 approving the annual appointments for 2017. ROLL CALL: All ayes. Resolution 2017-01 adopted 4-0-0.

Council Member Nelson suggested that for the next ten months, due to the 2017 Street improvements Project and other items, that a Public Works Committee meeting should be scheduled on a monthly basis. He also suggested that the Council invite Annie Perkins, the liaison from the City's Natural Resources and Groundwater Committee to the Middle St. Croix Water Management Organization (MSCWMO), to provide a report to the Council regarding the activities of the MSCWMO, and that the dates of all meetings of all organizations on the list of annual appointments be provided to the Council on a monthly basis as well as the minutes of these meetings.

Mayor Bend indicated that minutes need to be kept for all committee meetings. It was agreed that copies of the agendas and minutes of all committee meetings are to be provided to the Council.

ADJOURN –

Motion/Second: Nelson/Palmquist. To adjourn the meeting at 3:30 P.M. Motion carried 4-0-0.

Respectfully submitted by:

_____

Ronald J. Moorse, City Administrator

Approved by Council (on February 21, 2017) as (check one): Presented: _____ Amended: _____

Signed by Mayor Richard Bend_____ Date_____

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

DRAFT City Council Regular Meeting Minutes
January 17, 2017
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 Bend.

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

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

   ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Diane Hankee, Planning Commission Chair Barbara Ronningen, City Administrator Ron Moorse.

4. **APPROVAL OF AGENDA** –
   A. Agenda for the Regular City Council Meeting of January 17, 2017 – Council Member Ross requested Agenda Item 9.C.10 placed before 9.C.4; Mayor Bend noted 9.C.1 cancelled adding public hearing on abatement bonds moved to February meeting; Council Member Richter requested adding item regarding possibility of paving of 60th Street in Denmark Twp. – alternatives and opportunities that will replace Item 9.C.1. [Original Agenda items will be maintained and will appear out of sequence]
   Motion/Second: Palmquist/Richter. To approve the agenda of the January 17, 2017 Regular City Council Meeting as amended. Motion carried 4-0-0.

Item 7a. [was moved here]
Sheriff's Monthly Report – As Deputy Sullivan has moved to the Detective Division and Deputy Tanner Van Someren in attendance, report provided prior to approval of minutes; one ICR restraining order resulted in no violation; one traffic complaint last week involving intoxicated driver with child in car – suspect taken to jail and child placed with grandparents; suspicious activity recorded on camera was actually delivery driver.

5. **APPROVAL OF MINUTES -**
   A. Minutes of the December 20, 2016 City Council Meeting
   Motion/Second: Richter/Ross. To approve the minutes of the December 20, 2016 City Council Minutes with the following corrections: (1) line 74/75 to add that between 2017 and 2026 the street improvements funding plan she thought would result… and (2) line 79, to add after comma the word 'asked' where … Motion carried 4-0-0

6. **PUBLIC INPUT** – None

7. **REPORTS/PRESENTATIONS -**
   A. Sheriff's Monthly Report – [see above]

   B. Tom Niedzwiecki, Budget Report – City Treasurer, Tom Niedzwiecki, provided update of financial reports for year ending 12/31/16 focusing on Schedule E that was enhanced to reflect a full year estimate; there are still some revenue and expense items that haven't been received, but an estimate of costs taken into

account; full year estimate on Schedule E6 shows a favorable $240,741; will provide final numbers next month as he hasn't received final bills from sheriff department, snow/ice, engineering, and streets.

C. Lower St. Croix Fire District Report – No additional report; Mayor Bend attended the annual Lower St. Croix Valley Fire District Award Banquet; impressed by duration of public service of Fire Department employees despite all volunteer; they are much appreciated.

8. CONSENT AGENDA –
Motion/Second: Richter/Palmquist. To approve the consent agenda as presented, including Resolution 2017-02, Resolution 2017-03, Resolution 2017-04, Resolution 2017-05, and Resolution 2017-06. ROLL CALL: All Ayes. Motion carried 4-0-0.

9. CITY COUNCIL BUSINESS -
A. Planning Commission Report –
1. Marcus and McLaurin Variance application at 4270 River Road – Discussion reviewed PC opinion this was a substandard lot and variances requested do not make it any more non-conforming and it is a reasonable request for variance. In answer to Council Member Palmquist, typically a photo is required from the River and was provided but omitted from packet. Mayor Bend asked that a condition be added finding setback granted by variance should be actual setback from the existing residence to the OHWL used by the DNR.
Motion/Second: Richter/Palmquist. To approve Resolution 2017-07, a Resolution approving the Marcus and McLaurin Application for Variances required to construct an addition and remodel for the existing home at 4270 River Road with an additional condition that setback granted shall be that actual setback from existing residence to OHWL that is used by the DNR. ROLL CALL: All Ayes. Motion carried 4-0-0.

2. Ordinance Amending Sec. 12-132. B.3. Contiguous Parcels Under Common Ownership – After being brought back to the Planning Commission with responses to questions and concerns and additional language to be added to the end of subparagraph B adding an exception for a lot with an existing house, the additional language is to be added to the end of subparagraph B as follows: 'In the case of two contiguous existing nonconforming lots under common ownership, each containing an existing residence, these lots will have exemption from this subparagraph as long as both residences continue to qualify as existing legally nonconforming uses.'
Motion/Second: Palmquist/Ross. To adopt the change in language of Ordinance 01-2017, an ordinance amending Chapter 12, land use, to clarify section 12-132. B regarding the minimum buildability requirements of contiguous lots under common ownership. ROLL CALL: All Ayes. Motion carried 4-0-0.

3. Ordinance Amendment Eliminating "Storage Enclosed or Screened Principal Use" from the List of Allowed uses in the I1A and I1B Zoning Districts – Planning Commission reviewed allowed uses in the Industrial zones including elimination of storage enclosed or screened principal use as an allowed use in the Industrial zones. PC noted ordinance amendment language included the elimination of both storage enclosed and storage screened when intent was to eliminate storage screened. Public Hearing planned for February Planning Commission to reflect only the elimination of storage screened as a principal use. Legalities considered if making an existing use non-conforming; other uses discussed with possible work session to discuss desired uses in the Industrial zones.

Bend indicated the ordinance should include the elimination of enclosed storage as a principal use, so that mini storage would not be allowed.

Motion/Second: Palmquist/Bend. To schedule a Public Hearing for the February Planning Commission meeting to address Ordinance amendment eliminating storage enclosed or screened as a principal use in the I1A and I1B Zoning Districts. All ayes. Motion carried 4-0-0.

4. Proposed Ordinance to Add Minimum Impact Design Standards (MIDS) to the Zoning Code

Planning Commission Chair Ronningen expressed PC opinion regarding MIDS ordinance and recommended the Council disregard adding the MIDS ordinance to the existing zoning code due to the following concerns:

- The City does not need to add MIDS regulations because the Valley Branch Watershed District, which includes most of Afton, already uses the MIDS standards.
- There is a fear that the MIDS requirements will overshadow Afton's land use regulations
- Currently, the City relies on its City Engineer and the Valley Branch Watershed district to apply current standards and requirements to the review of stormwater management plans, rather than having those regulations detailed in its zoning code. If the detailed regulations are added to the zoning code, the City would need to ensure the regulations were regularly updated.
- There may be numerous inconsistencies between the MIDS regulations and the zoning code.
- Some of the definitions include incorrect or unclear language.
- The Planning Commission did not identify any downside to not adopting the MIDS ordinance.
- The ordinance was sloppily prepared in terms of its accuracy

Council Member Palmquist made the motion, seconded by Council Member Ross, to schedule a Public Hearing for the February CC, and if additional information forthcoming in the interim, to address any concerns at that time. Mayor Bend asked for a friendly amendment that in adopting MIDS recommendation, they do not adopt any changes to the existing language in the ordinance, and that in the future they consider hiring a planner to reconcile the current zoning ordinances with MIDS; in the event of a conflict between a current or future Afton ordinance, the more restrictive provision will apply. Mayor Bend called the question.
Motion/Seconded/Amended: Palmquist/Ross. To schedule a Public Hearing on the Proposed Ordinance to Add Minimum Impact Design Standards (MIDS) to the Zoning Code for the February City Council Meeting, and if adopting MIDS recommendation conflicts with a current or future ordinance that the more restrictive language applies. Motion carried 4-0-0.

B. Engineering Report –

1. January Engineer's Report

A. St. Croix Trail Agreement with Washington County
City Engineer Diane Hankee would like to have the City Attorney review agreement for Afton-Lakeland Trail and proposed improvements; provided additional information regarding the trail project and a cost agreement related to the Lower St. Croix Valley Foundation's funding of the pedestrian bridge work in Afton; no action taken as premature for City to act on issue until after reimbursement verified.

B. Engineering Services Proposal for 2017 Street Reclamation Project Professional Services Proposal for preparation of plans, specifications, and bidding services for 2018 Pavement Management Project in Afton that includes 8-10 miles of reclamation and a couple miles of overlay of streets, along with addressing erosion problem due to drainage on 30th St. S. and 42nd Street S. Discussion continued on expected engineering costs.
Motion/Second: Palmquist/Ross. Motion to approve proposed fee of $150,995 that includes plans, specifications, and bidding services for the 2018 Pavement Management Project in the City of Afton. Motion carried 4-0-0.

C. 2017 Fee Schedule for Engineering Services. [Moved to 9 C. 5.]

C. **Administration –**

1. **Paving of 60th Street in Denmark Twp.** (Carlson Development)
Item added to agenda by Council Member Richter; need manner to handle funding and would like Public Works Committee to start working on exploring options and funding, i.e. deferred assessments;

he will reach out to Denmark Twp.; area involved is about one mile from Trading Post to Neal Avenue South

2. **Brown Trout LLC Application for Variance and Minor Subdivision – Resolution 2017-08**
Properties at 15311 Putnam Boulevard and 2573 Stagecoach Trail are both owned by Brown Trout LLC; properties are zoned Rural Residential; property on Putnam Boulevard had driveway access from Putnam Boulevard; during period 2006-2008, City closed Putnam to traffic due to unsafe conditions and at the time of the road closure, owner of Putnam Boulevard also owned property on Stagecoach Trail and used driveway from Stagecoach Trail to access Putnam Boulevard; since that time, properties purchased by Brown Trout LLC and both houses removed. Brown Trout began house project that was expanded beyond required setback area that caused application for a lot line rearrangement through a minor subdivision to enable the house to meet required setback; CC denied lot line rearrangement and on further discussion indicated the City would consider an application for a minor subdivision/lot line rearrangement and variance to allow access to the Putnam Boulevard parcel through the Stagecoach Trail parcel via a shared driveway.

<u>Public Hearing on Application for Variance and Minor Subdivision for Brown Trout LLC</u>

Motion/Second: Bend/Richter to open Public Hearing at 8:40 p.m.
No Comments Received, either verbal or written
Motion/Second: Palmquist/Richter to close Public Hearing at 8:41 p.m.

Motion/Second: Bend/Richter. To Approve Resolution 2017-08 approving the Brown Trout LLC application for a minor subdivision for a lot line re-arrangement and a variance for a shared driveway at 15311 Putnam Boulevard and 2573 Stagecoach Trail. ROLL CALL: All Aye. Motion passed 4-0-0.

3. Refinancing of Temporary Improvement Bonds – Resolution 2017-09
On March 25, 2015, the City issued $3,755,000 of temporary bonds to provide interim cash flow for the Downtown Village Improvements Project until construction began and other funding sources became available; temporary bonds are due in full on April 1, 2017; because construction delayed grant funding and low interest loan funding not available to pay off the bonds. Council, at its January 12, 2017 Special Meeting reviewed information from Doug Green, Bond Consultant, regarding options for refinancing the bonds; resolution pertains to tonight's meeting. Mayor Bend called question.
Motion/Second: Palmquist/Bend. To approve Resolution 2017-09, a resolution approving the refinancing of Temporary Improvement Bonds through a Competitive Negotiated Sale of $2 million General Obligation Temporary Improvements Bonds, Series 2017A. ROLL CALL: All Aye. Motion passed 4-0-0.

4. Designate City Attorney and Prosecution Attorney – Resolution 2017-10
Motion/Seconded: Bend/Palmquist. To approve Resolution 2017-10, a Resolution designating the firm of Holstad and Knaak, PLC the City Attorney and Prosecution Attorney for a term expiring January 31, 2018. ROLL CALL: All Aye. Motion carried 4-0-0.

5. Designate City Engineer – Resolution 2017-11
Fee schedule for engineering services 3% increase for 2017; year before 2%; consistent – no problem.
Motion/Second: Palmquist/Ross. To approve Resolution 2017-11 designating the firm of WSB as the City Engineer. ROLL CALL: All Aye. Motion carried 4-0-0.

6. Designate Official 2017 City Signatories for Payroll and Checks – Resolution 2017-12
Motion/Second: Palmquist/Richter. To approve adoption of Resolution 2017-12, a resolution authorizing the mayor a designated member of the City Council, the City Administrator, and the

Office Assistant, to act as official signatories for City of Afton Checks and Payroll. ROLL CALL: All Aye. Motion carried 4-0-0.

7. Grants Committee Formation

Administrator Moorse referred to Supplemental Packet that noted details of formation of Grant Committee. Mayor Bend had prepared draft with proposed duties.
Motion/Second: Palmquist/Bend. To establish a working document for formation of Grants Committee as provided. Motion passed 4-0.

8. Kim Swanson Linner Resignation

Administrator Moorse informed Swanson Linner resignation effective 1/03/17 with 1/05/17 the last day of work; Linner requested accrued sick leave [account presently doesn't have cash value]. Administrator Moorse advised 8 hours of sick leave per month policy; Linner hired prior to 2014 when new policy established adopting 50% of all accrued sick leave paid. **Motion/Second: Bend/Richter. To approve payment to Kim Swanson Linner sick leave pay of 16 hours, 50% of accrued hours. Motion passed 4-0-0.**

9. Temporary Staffing During City Clerk Position Vacancy

In regard to newsletter, Council Member Ross will help where he can. Administrator Moorse requested approval for temporary staffing; Swanson Linner has offered to process newsletter and minutes on a contract basis. Administrator Moorse has checked with temporary staffing agency that goes for $25/hour; he has secured temporary help for $18/hour. **Motion/Second: Bend/Ross. To authorize Administrator Moorse to procure temporary help up to $20/hour for 20 hours/week until clerk position filled. Motion passed 4-0-0.** Council Member Richter asked that a letter of appreciation be sent to Kim Swanson Linner for her time with the City with inclusion of accomplishments for reference.

10. Periodic Review and Requests for Proposals for Contracted Services

City Administrator Moorse reviewed consideration of a periodic review of contracted services provision as an opportunity to evaluate and compare service quality and cost; recommended (1) on an annual basis to review contract services based on service levels, quality, expectations, areas for improvement; and (2) review significant contract services on a timing basis either considering a contract or doing an RFP process such as for solid waste, engineering, IT, building inspection, animal control, etc. After much discussion, it was decided to go forward with a process to create a general policy to begin review for services provided on a cyclical reoccurring 3-5 year plan as a means to solidify relationships and follow good business practice, not necessarily accepting lowest bid received, but competency providing task and awareness the process is applicable and will be ongoing.
Motion/Second: Bend/Palmquist. To adopt a policy of going out for proposals for contracted services on (8) vendor categories identified, with initial year involving I.T. services and services for audit. Motion carried 3-1-0, Richter Nay.

11. Authorize Updating of the Downtown Village Improvements Project Cash Flow Spreadsheet

No action taken.

D. **Committee Reports**

1. Public Works - No additional report
2. Personnel - Mayor Bend asked consideration of authorizing Council Stan Ross attendance at Personnel Committee Meetings as he has laser fiche knowledge and could smooth the work flow; no separate committee has been set up to address, so has been on Personnel Committee agenda.
3. Parks - Council Member Palmquist reported exploring general contracting on restroom in park.
4. Heritage Preservation Commission / Design Review - Conversation was initiated with owner of historic home and they have decided to remodel instead of tearing down.

5. Natural Resources and Groundwater - None

10. Council, Consultant and Staff Reports, Announcements, and Updates

A. Ward 1 Council Member Palmquist – No additional report
B. Ward 2 Council Member Richter – Will be meeting with some residents at City Hall on Saturday.
C. Ward 3 Council Member Ross – No additional report
D. Ward 4 Council Member Nelson – No additional report
E. Mayor Bend – No additional report
F. City Attorney Knaak – No additional report
G. City Administrator Moorse – No additional report

11. ADJOURN –

Motion/Second: Bend/Ross. To adjourn the meeting at 10:45 p.m. Motion carried 4-0-0.

Respectfully submitted by:

_____
Ronald J. Moorse, City Administrator

Approved by Council (on December 20, 2016) as (check one): Presented: _____ Amended: _____

Signed by Mayor Richard Bend_____ Date_____

Citations for: Afton

1/1/2017 To 1/31/2017

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	1/2/2017	820024700201	122	C. Cilley	Written Warning	0	SAINT CROIX TRAIL LN S	s	4000 block		Afton	MOV-Speed-Exceed 30 mph-Urban District	169.14.2(a)(1)
WCSO	1/3/2017	820036700301	174	L. Jackson	Citation	4700	SAINT CROIX TRL S				Afton	MOV-NO INSURANCE-OWNER MAKES FALSE CLAIM THAT VEHICLE IS INSURED	169.797.3a
WCSO	1/7/2017	820025700701	130	D. Bump	Citation	4200	SAINT CROIX TRL S				Afton	MOV-Speed-Exceed Limit	169.14.2(a)
WCSO	1/8/2017	820022700801	192	Breana Fry	Citation	0	St Croix Tr. So.		45th St. So.		Afton		169.79.1
WCSO	1/12/2017	820025701804	160	K. Manis	Citation	0	HUDSON RD S		NEAL AVE S		Afton		169.13.2
WCSO	1/12/2017	820025701804	160	K. Manis	Citation	0	HUDSON RD S		NEAL AVE S		Afton		169.686.1(a)
WCSO	1/13/2017	820012701301	1280	T. VanSomeren	Citation	0	40TH ST S		MANNING AVE S		Afton	REG-DISPLAY PLATES OF ANOTHER	168.10.3(3)
WCSO	1/16/2017	820007701601	138	J. Stoffel	Citation	0	HUDSON BLVD S		INDIAN TRL S		Afton	DL-Driving w/o Valid MN Drivers License/More than one DL/Wrong Class	171.02.1
WCSO	1/17/2017	820032701701	122	C. Cilley	Written Warning	4200	SAINT CROIX TRAIL LN S	s			Afton	MOV-Speed-Exceed 30 mph-Urban District	169.14.2(a)(1)
WCSO	1/20/2017	820005702001	170	S. Wittl	Citation	0	MANNING AVE S		HUDSON BLVD S		Afton	MOV-Speed-Exceed 55 mph	169.14.2(a)(3)
WCSO	1/26/2017	820012702601	1280	T. VanSomeren	Citation	500	STAGECOACH TRL S				Afton	MOV-Fail to Drive with Due Care MOV-No Insurance-Driver Violation DL-Driving without a Valid License Endorsement for Vehicle Driven	169.14.1
WCSO	1/26/2017	820012702601	1280	T. VanSomeren	Citation	500	STAGECOACH TRL S				Afton	MOV-Fail to Drive with Due Care MOV-No Insurance-Driver Violation DL-Driving without a Valid License Endorsement for Vehicle Driven	169.797.3

7A

Citations for: Afton

1/1/2017 To 1/31/2017

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	1/26/2017	820012702601	1280	T. VanSomeren	Citation	500	STAGECOACH TRL S				Afton	MOV-Fail to Drive with Due Care MOV-No Insurance-Driver Violation DL-Driving without a Valid License Endorsement for Vehicle Driven	171.02.2
WCSO	1/27/2017	820012702701	1280	T. VanSomeren	Citation	4200	SAINT CROIX TRL S				Afton	MOV-Speed-Exceed 30 mph-Urban District	169.14.2(a)(1)
WCSO	1/27/2017	820012702702	1280	T. VanSomeren	Citation	4200	SAINT CROIX TRL S				Afton	MOV-Speed-Exceed 30 mph-Urban District REG-Expired Registration/# of Plates Reqd	169.14.2(a)(1)
WCSO	1/27/2017	820012702702	1280	T. VanSomeren	Citation	4200	SAINT CROIX TRL S				Afton	MOV-Speed-Exceed 30 mph-Urban District REG-Expired Registration/# of Plates Reqd	169.79.1
WCSO	1/29/2017	820012702901	1280	T. VanSomeren	Citation	0	I94		manning ave s		Afton	DL-Driving w/o Valid MN Drivers License/More than one DL/Wrong Class	171.02.1

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for AFTON
For the Period 1/01/17 To 1/31/17

Date	Time	ICR #	ID#	Street Name	Complaint
1/01/17	5:04:00	117000025	1264	HUDSON RD	BURGLAR ALARM
1/01/17	23:21:22	117000064	1209	UPPER 34TH ST	MEDICAL LEVEL 1
1/02/17	10:48:53	117000089	0169	SAINT CROIX TR	TRAFFIC
1/02/17	13:02:58	117000100	0122	SAINT CROIX TR	W/W SPEED
1/02/17	13:54:54	117000109	0169	MANNING AV	ALARM
1/02/17	17:10:36	117000123	1280	I94	ERRATIC DRIVER
1/03/17	16:13:31	117000252	0100	STAGECOACH TR	ACCIDENT *STATE ACCID
1/03/17	19:47:09	117000289	0079	MANNING AV	DRIVING COMPLAINT
1/04/17	6:32:57	117000311	0159	MANNING AV	DEBRIS IN ROADWAY
1/04/17	12:00:54	117000341	0760	10TH ST	**HOMEOWNER REQUEST**
1/04/17	18:26:19	117000409	1280	STAGECOACH TR	ALARM
1/06/17	12:31:53	117000624	0100	NEAL AV	OFFICER INFO
1/06/17	16:34:15	117000686	0074	OAKGREEN AV	FOUND MAIL
1/06/17	16:34:15	117600398	0100	OAKGREEN AV	ASSIST OTHER AGENCY-FOUND MAIL
1/06/17	22:11:08	117000711	0192	NEAL AV	IMPAIRED DRIVER ***RESTACK D
1/07/17	12:40:46	117000746	0130	SAINT CROIX TR	TRAFFIC SPEED
1/07/17	12:56:11	117000749	0168	HUDSON RD	OPEN DOOR - LOCATED
1/08/17	15:58:16	117000816	0192	SAINT CROIX TR	TRAFFIC
1/09/17	1:56:16	117000844	0189	QUANT AV	MEDICAL LEVEL 3
1/09/17	7:08:00	117000853	0160	AFTON BLVD	CAR VS DEER ACCIDENT *STATE
1/09/17	14:53:30	117000916	0095	I94 EB/NEAL AV	ACCIDENT - NO INJ'S - NOT BLOC
1/09/17	15:51:12	117000923	0076	NEAL AV	PARKING INFORMATION **RESTAC
1/10/17	9:17:51	117001021	0760	50TH ST	*HOMEOWNER REQUEST*
1/10/17	10:04:48	117001029	0088	OAKGREEN AV	911 ABANDONED
1/10/17	10:18:10	117001032	0088	I94 EB	VEH OFF ROAD
1/10/17	14:43:52	117001087	0088	MANNING AV	PANIC ALARM
1/11/17	10:15:29	117001175	0081	AFTON HILLS DR	ROAD CONCERN CALL RP
1/12/17	7:56:16	117001285	0160	HUDSON RD	ACCIDENT UNK INJURIES LEVEL
1/12/17	14:09:12	117001333	0160	SAINT CROIX TR	CAR VS DEER
1/12/17	14:53:49	117001339	0068	MANNING AV	DRIVING COMPLAINT
1/12/17	15:29:26	117001344		50TH ST	RECEIPT# 170000139
1/12/17	16:26:49	117001351	0100	WEST OAKGREEN C	OFFICER INFO
1/12/17	18:41:25	117001366	1280	AFTON BLVD	BURG ALARM
1/12/17	21:51:46	117001376	0074	I94	DRIVING COMPLAINT
1/13/17	15:08:40	117001461	1280	AFTON BLVD	AUDIBLE ALARM
1/13/17	17:31:37	117001486	1280	40TH ST	TRAFFIC - DISPLAY PLATES OF AN
1/13/17	18:13:27	117001490	0074	STAGECOACH TR	CAR VS DEER
1/14/17	7:00:18	117001531	0095	STAGECOACH TR	AUD ALARM
1/14/17	9:37:40	117001536	0095	44TH ST	INFORMATION
1/14/17	18:21:14	117001570	0090	UPPER 34TH ST	WELFARE CONCERN
1/15/17	13:29:11	117001617	0088	PENFIELD AV	RESTRAINING ORDER VIOLATION
1/15/17	14:27:51	117001620	0088	15TH ST	THREATS
1/15/17	18:56:46	117001640	0074	50TH ST	SUSPICIOUS VEHICLES *RSTK:
1/15/17	20:49:27	117001644	0151	50TH ST	DIRECTED PATROL REQUEST FOR SP
1/16/17	7:48:14	117001660	0138	HUDSON BLVD	NO MN DL
1/16/17	9:18:33	117001671	0096	TRADING POST TR	INJURED DEER
1/16/17	19:51:21	117001712	0076	AFTON HILLS DR	PUBLIC WORKS
1/16/17	20:51:00	117001718	0079	NEAL AV	ASSIST **RESTACK / REQ F
1/16/17	22:43:26	117001725	1209	OAKGREEN AV	PUBLIC ASSIST
1/17/17	13:24:33	117001815	0122	SAINT CROIX TR	W/W SPEED
1/17/17	13:27:58	117001817	0091	42ND ST	STRUCK GAS LINE
1/17/17	14:28:52	117001831	0091	MEADOW VISTA WA	JUVENILE COMPLAINT

CJBWPFR$
Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for AFTON
For the Period 1/01/17 To 1/31/17

Date	Time	ICR #	ID#	Street Name	Complaint
1/17/17	19:27:51	117001857	1280	ST CROIX TR	AFTON CITY COUNCIL MEETING
1/17/17	21:55:29	117001870	0091	40TH ST	INFORMATION
1/18/17	4:07:41	117001879	0066	40TH ST	MOTORIST ASSIST **RSTK REQ AM
1/18/17	11:23:37	117001928	0068	OSGOOD AV	BURG ALARM
1/19/17	7:31:50	117002040	0064	MANNING AV	ACCIDENT - NO INJ'S - NOT BLOC
1/19/17	8:28:30	117002043	0141	MANNING AV	ACCIDENT W/ INJURY
1/19/17	11:38:51	117002068	0096	TRADING POST TR	SUSPICOUS PERSON
1/19/17	12:23:50	117002075	0122	HUDSON RD	VEH LOCKOUT
1/19/17	13:51:55	117002085	0122	STAGECOACH TR	ALARM
1/19/17	15:16:57	117002098	0079	AFTON	CIVIL ASSIST
1/20/17	1:23:28	117002148	0075	50TH ST	UNKN SIT
1/20/17	11:39:01	117002224	0063	50TH ST	SPIN OUT
1/20/17	20:54:52	117002281	0170	MANNING AV	TRAFFIC SPEED 70/55 RSK/(OFC
1/21/17	10:49:08	117002325	0130	STAGECOACH TR	INFORMATION/LOST DOGS
1/21/17	19:12:26	117002364	1280	TRADING POST TR	AUDIBLE ALARM
1/22/17	15:13:06	117002415	0192	PHEASANT CT	RESD ALARM
1/24/17	15:27:14	117002658		8TH ST	RECEIPT# 170000315
1/24/17	15:50:53	117002664	0076	MEADOW BLUFF TR	SUSPICIOUS VEHICLE - PH CALL R
1/24/17	18:20:14	117002687	0076	MANNING AV	POSSIBLE THREATS **RSTK 192 C
1/25/17	7:59:16	117002737	0096	NYBECK AV	ALARM
1/25/17	16:17:46	117002822	0093	WEST OAKGREEN C	FRAUD REPORT **RESTACK 21**
1/26/17	15:27:26	117002901	0082	STAGECOACH TR	DRIVING COMPLAINT
1/26/17	21:51:04	117002941	1280	30TH ST	ALARM
1/27/17	16:22:43	117003052	0082	AFTON BLVD	BURG ALARM
1/27/17	16:22:57	117003053	1280	SAINT CROIX TR	TRAFFIC - SPEED (45/30)
1/27/17	18:50:21	117003069	1280	SAINT CROIX TR	TRAFFIC - SPEED (48/30)/EXP RE
1/28/17	5:46:34	117003096	0077	40TH ST	PROPERTY DAMG ACC **CALL CO
1/28/17	7:28:20	117003097	0095	40TH ST	TRAFFIC ASSIST
1/28/17	19:02:46	117003139	1280	NEAL AV	CO ALARM
1/28/17	20:51:47	117003144	1280	NEAL AV	SUSPICIOUS ACTIVITY
1/29/17	7:51:57	117003171	0160	50TH ST	FIRE ALARM
1/29/17	15:35:58	117003198	1280	I94	ACCIDENT
1/29/17	23:15:50	117003212	1280	I94	TRAFFIC - NO MN DL
1/30/17	9:17:29	117003254	0088	MANNING AV	VEH OFF THE ROAD **LEVEL 1**
1/30/17	9:50:59	117003264	0088	I94	ACCIDENT
1/30/17	12:03:23	117003285	0130	NEAL AV	PROPERTY DAMAGE REPORT
1/30/17	15:20:09	117003316	0076	50TH ST	LOOSE DOGS **CALL RP FOR F
1/31/17	10:20:03	117003385	0130	I94	SUSPICOUS PERSON
1/31/17	14:10:36	117003440	0093	HUDSON RD	VEHICLE LOCKOUT
1/31/17	16:32:47	117003471	0187	HUDSON RD	MEDICAL LEVEL 1

Total ICRs Processed: 92

** END OF REPORT **

City of Afton – Financial Reports
Full Year 2016 (final except for Y/E transfers)

Description	Pages
Balance Sheet	A1
Statement of Changes in Fund Balance: Current Month	B1
Statement of Changes in Fund Balance: Year to Date	C1
Statement of Revenue and Expenditures: General Fund Summary plus Detail for All Other Funds	D1 to D8
Detail Statement of Revenue and Expenditures: General Fund Only	E1 to E6
Summary of Special Activities Fund	F1 to F5
LTD Summary and YTD Detail of City Infrastructure Fund	G1 to G7

Accountant's Discussion:

The 2016 Annual Financials are considered final except for year end transfers. The General Fund ends the year at a favorable variance to budget of $265,895. Some key contributors to the favorable variance were:

Revenue:

- Strong property tax collections – 100.1% of budget (including prior yrs). The total amount of delinquent taxes outstanding is $15,690, of which $12,974 are from 2016. This is in the ***excellent*** category as it represents .7% of the 2016 $1,858,692 levy.
- Better than budgeted building permits (Net favorable of $78,362)

Expenses:

- Better than budgeted Staff Wages/Benefits and Other Admin Expenses ($38,000)
- Better than budgeted Street Maintenance & Oth Public Works ($127,848). $31,090 is due to favorable variance for Snow & Ice and the balance of $96,758 for deferring or reduced street maintenance (cracksealing, sealcoating, etc).

Accountant's Recommendation:

I believe the greatest need is Street Improvements and Maintenance and to continue funding the Snow & Ice Reserve but as discussed there are a couple less significant categories that the City Administrator and Council may want to consider as well as leaving a modest amount in the General Fund to assist with cash flow.

Prepared by Thomas H. Niedzwiecki, Accountant

City of Afton
Balance Sheet
December 31, 2016

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	804,892											**804,892**
100.8	Petty Cash	264											**264**
115	4M Fund: Bldg & Land Capital Fund		86,545										**86,545**
120	4M Fund: Street Imp Capital Fund			580,218									**580,218**
200	4M Fund: Park Reserve Fund				160,870								**160,870**
250	4M Fund: Special Reserve Fund					512,924							**512,924**
400	4M Fund: 201 Project Fund						(1,266)						**(1,266)**
500	4M Fund: Fire Station Debt Serv Fund							2,185					**2,185**
550	4M Fund: Special Activities Fund								224,594				**224,594**
600	4M Fund: MN Investment Fund								104,635				**104,635**
700	4M Fund: Road Construction Fund												**0**
725	4M Fund: Road Debt Service Fund										430,114		**430,114**
800/805	4M Fund: City Infrastructure Fund									2,119,772			**2,119,772**
810	4M Fund: City Dock Fund											60,233	**60,233**
	Total Cash and Investments	805,156	86,545	580,218	160,870	512,924	(1,266)	2,185	329,229	2,119,772	430,114	60,233	**5,085,979**
1170	Taxes Receivable from County	26,050											**26,050**
11xx	Fees & Other Receivables	12,461											**12,461**
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	843,667	86,545	580,218	160,870	512,924	(1,266)	2,185	329,229	2,119,772	430,114	60,233	5,124,490
	Liabilities and Fund Balances												
2001	Permit Escrow & Fees (net payable)	49,633											**49,633**
2002	Accounts Payable	197,714											**197,714**
2022	Accrued Expenses	3,108											**3,108**
2035	Accrued Interest - Road Bond	0									40,375		**40,375**
2037	Accrued Interest - Downtown Tmp Imp Bd	0								7,041			**7,041**
2120	Building Surcharges Payable	0											**0**
2200	Payroll Tax Liablities/Withholding	0											**0**
	Total Accounts and Other Payables	250,455	0	0	0	0	0	0	0	7,041	40,375	0	**297,871**
2500	Grants Received	0											**0**
2700	Road GO Tax Abatement Bds										0		**0**
2701	2014A Refunding Road Bonds										2,810,000		**2,810,000**
2702	2015A Downtown GO Temp Imp Bonds									3,755,000			**3,755,000**
Various	Fund Balance - Beginning of Year	327,317	81,728	503,659	105,731	433,969	(2,000)	2,160	330,834	(1,493,196)	(2,581,624)	56,258	**(2,235,163)**
Various	Current Year Net Increase (Decrease)	265,895	4,817	76,558	55,139	78,955	734	25	(1,604)	(149,074)	161,363	3,975	**496,782**
Various	Fund Balance - End of Period	593,212	86,545	580,218	160,870	512,924	(1,266)	2,185	329,229	(1,642,269)	(2,420,261)	60,233	**(1,738,381)**
	Total Liabilities and Fund Balances	843,667	86,545	580,218	160,870	512,924	(1,266)	2,185	329,229	2,119,772	430,114	60,233	5,124,490

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports December 2016 (Final b4 Trfs).xlsm Worksheet: Balance Sheet 2/15/2017 Page 1 of 1

A1

City of Afton - Statement of Changes in Fund Balances
for Month of December 2016

#	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**	**703,815**	**90,070**	**583,961**	**120,834**	**512,787**	**(1,009)**	**2,177**	**320,037**	**(1,592,923)**	**(2,411,318)**	**60,216**	**(1,611,352.37)**
	Section I. Revenues												
1	Property Taxes	25,045	0	0	0	0	0	0	0	0	0	0	**25,045**
	Intergovernmental Revenues	6,113	0	0	0	0	0	0	0	0	0	0	**6,113**
19	Charges for Services	0	0	0	0	0	0	0	0	0	0	0	**0**
21	Fines and Forfeitures	1,425	0	0	0	0	0	0	0	0	0	0	**1,425**
	Licenses, Fees and Permits	14,574	0	0	0	0	0	0	0	0	0	0	**14,574**
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	**0**
35	Misc Revenue/Gaming Tax	3,972	0	0	0	0	0	0	0	0	0	0	**3,972**
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	0	0	0	**0**
36	Other Grants/State Fire Aid	0	0	0	0	0	0	0	9,750	0	0	0	**9,750**
	Interest Income	266	23	155	35	137	0	7	94	626	82	18	**1,445**
37	TIF District/MN Inv Fund Loan	0	0	0	0	0	0	0	0	0	0	0	**0**
	Park Fees	0	0	0	40,000	0	0	0	0	0	0	0	**40,000**
		0	0	0	0	0	0	0	0	0	0	0	**0**
B	**Total Revenue**	**51,395**	**23**	**155**	**40,035**	**137**	**0**	**7**	**9,844**	**626**	**82**	**18**	**102,324**
C	**Other Financing Sources/Transfers**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Section II. Expenditures												
	General and Administrative												
1	Wages and Benefits	23,542	0	0	0	0	0	0	0	0	0	0	**23,542**
2	Professional Services	8,502	0	0	0	0	0	0	0	0	0	0	**8,502**
3	Other Expenditures	803	0	0	0	0	0	0	652	0	0	0	**1,455**
	Total General and Administrative	32,847	0	0	0	0	0	0	652	0	0	0	**33,499**
5	Public Safety/State Fire Aid	92,836	0	0	0	0	0	0	0	0	0	0	**92,836**
9	Public Health/Cons of Natural Resources	215	0	0	0	0	0	0	0	0	0	0	**215**
11	Streets	35,303	0	0	0	0	0	0	0	0	0	0	**35,303**
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	47,126	0	0	**47,126**
13	Other Street Imp/Road Paving Project	0	0	3,898	0	0	257	0	0	0	0	0	**4,155**
14	Buildings and Land/City Dock	797	3,549	0	0	0	0	0	0	0	0	0	**4,346**
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	**0**
15	Parks and Recreation	0	0	0	0	0	0	0	0	0	0	0	**0**
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	2,847	9,025	0	**11,872**
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	**0**
D	**Total Expenditures**	**161,998**	**3,549**	**3,898**	**0**	**0**	**257**	**0**	**652**	**49,973**	**9,025**	**0**	**229,352**
E	**Other Financing Uses/Transfers**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
E	**Revenues Over (Under) Expenditures**	**(110,603)**	**(3,526)**	**(3,743)**	**40,035**	**137**	**(257)**	**7**	**9,192**	**(49,346)**	**(8,943)**	**18**	**(127,028)**
F	**Ending Fund Balances**	**593,212**	**86,545**	**580,218**	**160,870**	**512,924**	**(1,266)**	**2,185**	**329,229**	**(1,642,269)**	**(2,420,261)**	**60,233**	**(1,738,381)**

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports December 2016 (Final b4 Trfs).xlsm Sheet: Funds Monthly
2/15/2017

City of Afton - Statement of Changes in Fund Balances
for Year to Date December 31, 2016

#	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**	**327,317**	**81,728**	**503,659**	**105,731**	**433,969**	**(2,000)**	**2,160**	**330,834**	**(1,493,196)**	**(2,581,624)**	**56,258**	**(2,235,162.83)**
	Section I. Revenues												
1	Property Taxes	1,453,544	0	0	0	0	0	49,893	0	0	260,000	0	**1,763,437**
	Intergovernmental Revenues	9,076	0	0	0	0	0	0	0	0	0	0	**9,076**
19	Charges for Services	114	0	0	0	0	6,450	0	0	0	0	3,850	**10,414**
21	Fines and Forfeitures	15,086	0	0	0	0	0	0	0	0	0	0	**15,086**
	Licenses, Fees and Permits	281,870	0	0	0	0	0	0	0	0	0	0	**281,870**
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	**0**
35	Misc Revenue/Gaming Tax	4,357	0	0	0	0	0	0	84	0	0	0	**4,441**
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	243,000	0	0	**243,000**
36	Other Grants/State Fire Aid	8,410	750	0	0	0	0	0	47,039	0	0	0	**56,199**
	Interest Income	955	158	1,078	229	955	1	30	690	4,602	513	125	**9,336**
37	TIF District/MN Invest Fund Proceeds	0	0	0	0	0	0	0	0	0	0	0	**0**
	Park Fees	0	0	0	56,360	0	0	0	0	0	0	0	**56,360**
		0	0	0	0	0	0	0	0	0	0	0	**0**
B	**Total Revenue**	**1,773,412**	**908**	**1,078**	**56,589**	**955**	**6,451**	**49,923**	**47,813**	**247,602**	**260,513**	**3,975**	**2,449,219**
C	**Other Financing Sources/Transfers**	**0**	**21,000**	**200,000**	**0**	**78,000**	**0**	**0**	**29,600**	**0**	**0**	**0**	**328,600**
	Section II. Expenditures												
	General and Administrative												
1	Wages and Benefits	241,650	0	0	0	0	0	0	0	0	0	0	**241,650**
2	Professional Services	193,329	0	0	0	0	0	0	0	0	0	0	**193,329**
3	Other Expenditures	47,538	0	0	0	0	0	0	29,807	0	0	0	**77,344**
	Total General and Administrative	482,517	0	0	0	0	0	0	29,807	0	0	0	**512,324**
5	Public Safety/State Fire Aid	413,237	0	0	0	0	0	0	49,011	0	0	0	**462,248**
9	Public Health/Cons of Natural Resources	1,784	0	0	0	0	0	0	0	0	0	0	**1,784**
11	Streets	162,992	0	0	0	0	0	0	0	0	0	0	**162,992**
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	366,905	0	0	**366,905**
13	Other Street Imp/Road Paving Project	1,910	0	124,520	0	0	5,718	0	200	0	0	0	**132,347**
14	Buildings and Land/City Dock	8,296	17,091	0	0	0	0	0	0	0	0	0	**25,388**
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	**0**
15	Parks and Recreation	13,181	0	0	1,450	0	0	0	0	0	0	0	**14,631**
16	Debt Service - Interest Expense	0	0	0	0	0	0	49,898	0	29,771	99,150	0	**178,819**
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	**0**
D	**Total Expenditures**	**1,083,917**	**17,091**	**124,520**	**1,450**	**0**	**5,718**	**49,898**	**79,018**	**396,676**	**99,150**	**0**	**1,857,437**
E	**Other Financing Uses/Transfers**	**423,600**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**423,600**
E	**Revenues Over (Under) Expenditures**	**265,895**	**4,817**	**76,558**	**55,139**	**78,955**	**734**	**25**	**(1,604)**	**(149,074)**	**161,363**	**3,975**	**496,782**
F	**Ending Fund Balances**	**593,212**	**86,545**	**580,218**	**160,870**	**512,924**	**(1,266)**	**2,185**	**329,229**	**(1,642,269)**	**(2,420,261)**	**60,233**	**(1,738,380.81)**

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports December 2016 (Final b4 Trfs).xlsm Sheet: Funds YTD
2/15/2017

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City of Afton

Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

#100 GENERAL FUND	Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Remaining Budget $	YTD Act as % of Annual Budget
A: REVENUES								
1-PROPERTY TAXES	1,604,540	1,634,042	1,676,572	25,045	1,861,437	1,858,692	(2,745)	100.1%
2-INTERGOVERNMENTAL REVENUES	1,811	4,715	8,998	6,113	9,076	2,734	(6,342)	332.0%
3-CHARGES FOR SERVICES	72	70	137	0	114	135	21	84.3%
4-FINES AND FORFEITURES	15,901	10,359	15,861	1,425	15,086	14,250	(836)	105.9%
5-LICENSES, FEES, PERMITS	253,353	162,119	190,172	14,574	281,870	146,250	(135,620)	192.7%
7-MISCELLANEOUS REVENUE	4,622	4,043	4,700	3,972	4,357	2,500	(1,857)	174.3%
9-OTHER GRANTS	8,298	8,378	8,410	0	8,410	8,290	(120)	101.4%
10-INTEREST INCOME	57	54	144	266	955	50	(905)	1910.6%
11-TIF DISTRICT	0	0	0	0	0	0	0	
TOTAL REVENUES	1,888,654	1,823,780	1,904,993	51,395	2,181,305	2,032,901	(148,404)	107.3%
B: EXPENDITURES								
GENERAL AND ADMINISTRATIVE								
1-WAGES & BENEFITS	190,806	213,147	234,446	23,542	241,650	254,840	13,190	94.8%
2-PROFESSIONAL SERVICES	176,224	133,198	153,655	8,502	193,329	148,550	(44,779)	130.1%
4-OTHER EXPENDITURES	58,082	53,668	58,017	803	47,538	68,300	20,762	69.6%
TOTAL GENERAL & ADMINISTRATIVE	425,111	400,012	446,119	32,847	482,517	471,690	(10,827)	102.3%
5-PUBLIC SAFETY	368,944	384,098	392,065	92,836	413,237	408,143	(5,094)	101.2%
6-PUBLIC HEALTH	887	1,780	1,087	215	1,784	2,000	216	89.2%
7-STREETS	268,207	274,047	218,410	35,303	162,992	287,700	124,708	56.7%
9-OTHER PUBLIC WORKS	1,692	2,836	1,914	0	1,910	5,050	3,140	37.8%
10-BUILDINGS & LAND	11,203	10,446	10,334	797	8,296	10,750	2,454	77.2%
11-TIF DISTRICT	0	0	0	0	0	0	0	
12-PARKS & RECREATION	3,805	5,018	3,921	0	13,181	7,500	(5,681)	175.7%
TOTAL EXPENDITURES	1,079,849	1,078,237	1,073,850	161,998	1,083,917	1,192,833	108,916	90.9%
C: OTHER FINANCING SOURCES (USES)	(805,608)	(708,350)	(805,133)	0	(831,493)	(840,068)	(8,575)	
Net GENERAL FUND	3,197	37,193	26,010	(110,603)	265,894.62	0	(265,895)	

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Remaining Budget $	YTD Act as % of Annual Budget
#115 BUILDINGS AND LAND CAPITAL FUND									
A: Revenues									
4012	Current Tax Levy - Bldg & Land	5,000	6,000	6,000	0	6,000	6,000	0	100.0%
4022	Levy: Afton Septic System - City Bldgs	0	15,000	15,000	0	15,000	15,000	0	100.0%
4600	Grant/Insurance: City Hall	27,654	(64)	0	0	750	0	(750)	
4831	Trf in re. Park Structures	0	0	0	0	0	0	0	
6910	Trf in fr General Fund (Non Budgeted)	25,000	0	20,000	0	0	0	0	
4906	Interest - Bldg & Land Fund	2	3	17	23	158	0	(158)	
	TOTAL REVENUE	57,656	20,939	41,017	23	21,908	21,000	(908)	104.3%
B: Expenditures									
6003	City Hall Improvements	8,437	4,114	2,563	3,549	17,091	0	(17,091)	
6004	Bldg Repair & Maintenance	31,248	0	0	0	0	0	0	
6005	City Garage Improvements	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	39,685	4,114	2,563	3,549	17,091	0	(17,091)	
Net BLDG & LAND CAPITAL FUND		17,971	16,825	38,454	(3,526)	4,817	21,000	16,183	22.9%
#120 STREET IMP CAPITAL FUND									
A: Revenues									
4013	Current Tax Levy - Street Improvements	190,000	200,000	200,000	0	200,000	200,000	0	100.0%
4907	Interest - Street Imp Fund	38	66	130	155	1,078	0	(1,078)	
4016	MN Small City Assistance for Streets	0	0	60,510	0	0	0	0	
	TOTAL REVENUE	190,038	200,066	260,640	155	201,078	200,000	(1,078)	100.5%
B: Expenditures									
7935	Pennington Av Improvements	3,550	2,227	0	0	0	0	0	
7937	Bridge Repair & Replacement	4,655	2,469	1,806	1,053	2,902	0	(2,902)	
7938	Culvert Repair & Replacement	135	0	0	0	0	0	0	
7936	General Street Projects (Various)	104,909	3,143	73	625	31,886	0	(31,886)	
7981	Village Local Road Improvements	6,080	89,427	250,099	2,221	86,205	0	(86,205)	
7982	CR21 Improvement Project	2,828	23,269	23,383	0	3,527	0	(3,527)	
		0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	122,156	120,535	275,360	3,898	124,520	0	(124,520)	
C: Oth Fin Sources (Uses)/Transfers									
6910	Oper Trf fr General Fd (Non Budgeted)	25,000	0	43,500	0	0	0	0	
69xx	Oper Trf from Road Construction Fund	0	0	0	0	0	0	0	
	TOTAL OTH FIN SOURCES (USES)	25,000	0	43,500	0	0	0	0	
Net STREET IMP CAPITAL FUND		92,882	79,531	28,780	(3,743)	76,558	200,000	123,442	38.3%

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Remaining Budget $	YTD Act as % of Annual Budget
#200 PARK RESERVE FUND									
A: Revenues									
4425	Park Dedication Fees	10,000	10,000	54,743	40,000	56,360	0	(56,360)	
4426	Afton Donation Program - Parks	0	1,200	0	0	0	0	0	
4903	Interest Income - 4M Fund	29	7	26	35	229	0	(229)	
		0	0	0	0	0	0	0	
	TOTAL REVENUE	10,029	11,207	54,769	40,035	56,589	0	(56,589)	
B: Expenditures									
6115	Park & Open Space Public Works	0	10,803	280	0	1,450	0	(1,450)	
6117	Grant - Lucy Winton Bell Athletic Fields	0	0	0	0	0	0	0	
6125	Bike Trail Improvements	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	0	10,803	280	0	1,450	0	(1,450)	
C: Oth Fin Sources (Uses)/Transfers									
	Transfer to City Infrastructure Imp Fund	(100,000)	0	0	0	0	0	0	
	TOTAL OTH FIN SOURCES (USES)	(100,000)	0	0	0	0	0	0	
Net PARK RESERVE FUND		(89,971)	404	54,489	40,035	55,139	0	(55,139)	
#250 SPECIAL RESERVE FUND									
A: Revenues									
6936	Levy/Trf from Genl Fd - Special Reserve	85,000	294	5,000	0	78,000	78,000	0	100.0%
4912	Interest - Spec Reserve 4M Fund	37	34	102	137	955	0	(955)	
	TOTAL REVENUE	85,037	328	5,102	137	78,955	78,000	(955)	101.2%
B: Expenditures									
6918	Trf to General Fund	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	0	0	0	0	0	0	0	
Net SPECIAL RESERVE FUND		85,037	328	5,102	137	78,955	78,000	(955)	101.2%
#400 201 PROJECT FUND									
A: Revenues									
4625	201 Project Revenue	9,538	1,347	3,787	0	6,450	0	(6,450)	
4904	Interest - 201 Project	0	(1)	0	0	1	0	(1)	
	TOTAL REVENUE	9,538	1,346	3,787	0	6,451	0	(6,451)	
B: Expenditures									
5915	201 Project maintenance	10,811	696	9,160	257	5,718	0	(5,718)	
5918	201 Project Mgmt	805	10	0	0	0	0	0	
	TOTAL EXPENDITURES	11,616	706	9,160	257	5,718	0	(5,718)	
Net 201 PROJECT FUND		(2,078)	641	(5,373)	(257)	734	0	(734)	

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Remaining Budget $	YTD Act as % of Annual Budget
#500 FIRE STATION DEBT SERV FUND									
A: Revenues									
4050	Fire Station Curr Tax Levy	55,808	57,356	57,933	0	49,893	58,468	8,575	85.3%
4904	Interest - Fire Station 4M Fund	2	2	1	7	30	0	(30)	
	TOTAL REVENUE	55,810	57,358	57,934	7	49,923	58,468	8,545	85.4%
B: Expenditures									
6850	Fire Station Debt Service Expense	55,808	57,356	57,933	0	49,898	58,468	8,570	85.3%
		0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	55,808	57,356	57,933	0	49,898	58,468	8,570	85.3%
Net FIRE STATION DEBT SERV FUND		2	2	1	7	25	0	(25)	
#550 SPECIAL ACTIVITIES FUND									
A. 4914	Interest - Spec Activity Fd (Unallocated)	22	23	59	63	464	0	(464)	
B. Cable Comm/4th of July Reserve/CC Contingency/Comm Garden									
4815	Cable Distributions Received	0	0	9,115	0	6,253	0	(6,253)	
4816	Community Garden	(1,338)	(2,478)	88	0	0	0	0	
4817	MN Historic Preservation Design Guidelines	(5,350)	5,267	8,000	9,750	(8,225)	0	8,225	
	4th of July Celebration Reserve	(915)	0	0	0	0	0	0	
6910	Oper Trf fr Gen'l Fd/City Council Contingency	0	0	(1,200)	0	0	0	0	
6366	City Council Contingency Reserve	(300)	0	0	(652)	(5,006)	0	5,006	
5561	Communications Expenses	0	(10,867)	(2,605)	0	(17,594)	0	17,594	
Total B. Cable Comm/4th of July Reserve		(7,903)	(8,078)	13,399	9,098	(24,572)	0	24,572	
C. Codification/Comp Plan/Moratoria									
6934	Oper Trf fr Gen'l Fd - Codification + Oth Rev	100	100	100	0	100	100	0	100.0%
6935	Oper Trf fr Gen'l Fund - Comprehensive Plan	100	2,000	2,000	0	3,000	3,000	0	
6958	Comm Growth Options (1000 Friends Grant)	0	0	0	0	0	0	0	
6356	Comprehensive Plan Expenses	0	(1,518)	(8,208)	0	0	0	0	
6358	Community Growth Options: Expense	0	0	0	0	0	0	0	
Total C. Codification of Ordinances		200	582	(6,108)	0	3,100	3,100	0	100.0%

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	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	0	3,500	5,500	2,000	63.6%
6932	Oper Trf fr Gen'l Fund (Storm Water Run-off)	3,500	3,500	3,500	0	5,500	3,500	(2,000)	157.1%
6942	LSCV Water Mgmt Org Revenue	0	0	0	0	0	0	0	
7833	TAG re. Wastewater Community Assessment	(12,164)	(8,881)	15,982	0	0	0	0	
7836	Flood & Storm Water Exp - General	0	0	6,440	0	(200)	0	200	
7842	Engineering Exp re. Old Village Public Process	0	0	0	0	0	0	0	
7843	Snow & Ice Reserve	0	0	15,000	0	0	0	0	
Total D. Flood Control & Mitigation		(3,164)	119	46,423	0	8,800	9,000	200	97.8%
E. Charitable Gaming Fund									
4950	10% Charitable Gaming Tax	0	0	0	0	84	0	(84)	
5450	Charitable Gaming Expenditures	0	0	0	0	0	0	0	
Total E. Charitable Gaming Fund		0	0	0	0	84	0	(84)	
F. Developer/Applicant Pass-Thru Expenses									
4341	Engineering Services Reimbursed	3,159	4,696	18,177	0	0	0	0	
4342	Legal Services Reimbursed	0	0	700	0	0	0	0	
4343	Planner Services Reimbursed	0	3,991	2,400	0	0	0	0	
4344	Other Dev Fees Reimbursed	92	0	0	0	0	0	0	
5341	Engineering Services Pass-Thru	(3,159)	(4,696)	(18,177)	0	0	0	0	
5342	Legal Services Pass-Thru	0	0	(700)	0	0	0	0	
5343	Planner Services Pass-Thru	0	(3,991)	(2,400)	0	0	0	0	
5344	Other Dev Fees Pass-Thru	(92)	0	0	0	0	0	0	
Total F. Developer/Applicant Pass-Thru Expenses		0	0	0	0	0	0	0	
G. TIF District No. 1 (Afton Market Square)									
4924	TIF District #1 Taxes	0	0	0	0	0	0	0	
5424	TIF District #1 Distributions/Expenses	0	0	(849)	0	0	0	0	
Total G. TIF District No. 1 (Afton Market Square)		0	0	(849)	0	0	0	0	
H. State Fire Aid									
4940	State Fire Aid Received	45,218	44,687	47,348	0	49,011	45,000	(4,011)	108.9%
5440	State Fire Aid Distributed	(45,218)	(44,687)	(47,348)	0	(49,011)	(45,000)	4,011	
Total H. State Fire Aid		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	0	2,500	2,500	0	100.0%
5508	City Equipment	(201)	0	0	0	0	0	0	
5977	John Deere X749 Tractor	0	0	0	0	0	0	0	
Total I. City Vehicles		2,299	2,500	2,500	0	2,500	2,500	0	100.0%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Remaining Budget $	YTD Act as % of Annual Budget
K. Audit/Legal Reserve									
4842	Oper Trf fr Gen'l - Audit/Legal	100	100	100	0	1,000	1,000	0	100.0%
6342	Legal Exp - Deductible/CoPays	0	0	0	0	0	0	0	
Total K. Audit/Legal Reserve		100	100	100	0	1,000	1,000	0	100.0%
L. MN Unemployment Claims									
4843	Oper Trf fr Gen'l - MN Unemployment	10,000	3,000	3,000	0	1,000	1,000	0	100.0%
4844	Oper Trf fr Gen'l - Severance & Oth PTO	0	0	0	0	0	0	0	
6343	MN Unemployment Claim Expense	(3,637)	0	0	0	0	0	0	
6344	Severance Pay	0	0	0	0	0	0	0	
6345	Vacation, Sick & Other PTO	0	0	0	0	0	0	0	
Total L. MN Unemployment Claims		6,363	3,000	3,000	0	1,000	1,000	0	100.0%
M. Parks Capital Repairs/Trail & Ped Bridge & Sidewalk									
4844	Oper Trf fr Gen'l - Parks Capital Repairs/Trail & Ped Brid	3,500	5,500	5,500	0	5,500	5,500	0	100.0%
4846	Oper Trf fr Gen'l - Sidewalk	2,000	2,000	2,000	0	2,000	2,000	0	100.0%
6348	Parks Capital Repairs/Trail & Ped Bridge Expense	(13,540)	0	0	0	0	0	0	
Total M. Parks Capital Repairs/Trail & Ped Bridge & Sidewalk		(8,040)	7,500	7,500	0	7,500	7,500	0	100.0%
N. Election Expense Reserve									
4847	Oper Trf fr Gen'l - Election Levy	5,500	5,500	5,500	0	5,500	5,500	0	100.0%
6347	Election Expenses	(768)	(6,122)	(121)	0	(7,207)	0	7,207	
Total N. Election Expense Reserve		4,732	(622)	5,379	0	(1,707)	5,500	7,207	-31.0%
Net SPECIAL ACTIVITIES FUND		(5,390)	5,125	71,403	9,160	(1,831)	23,100	24,224	-7.9%
#600 MN INVESTMENT FUND									
A: Revenues									
4886	Chandler Exhibits Loan Repayment	27,612	9,204	0	0	0	0	0	
4904	Interest - MN Invest 4M Fund	38	43	48	32	226	0	(226)	
	TOTAL REVENUE	27,650	9,247	48	32	226	0	(226)	
B: Expenditures									
8986	Chandler Exhibits Repay MN Invest Fd	17,612	5,871	0	0	0	0	0	
	TOTAL EXPENDITURES	17,612	5,871	0	0	0	0	0	
Net MN INVESTMENT FUND		10,038	3,376	48	32	226	0	(226)	

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Remaining Budget $	YTD Act as % of Annual Budget
#725 ROAD PAVING DEBT SERVICE FUND									
A: Revenues									
4725	Road Paving Debt Levy Proceeds	292,000	305,000	310,000	0	260,000	260,000	0	100.0%
4916	Interest - Road Debt Service 4M Fund	47	63	99	82	513	0	(513)	
	TOTAL REVENUE	292,047	305,063	310,099	82	260,513	260,000	(513)	100.2%
B: Expenditures									
7725	Interest Expense - 2005A Road Bonds	135,380	130,632	10,853	0	0	0	0	
7726	2005A Bond Admin Expense	403	425	0	0	0	0	0	
7735	Interest Expense - 2014A Refunding Bonds	0	0	104,751	8,075	97,250	105,000	7,750	92.6%
7736	2014A Refunding Bonds Admin Expense	0	38,845	(234,040)	950	1,900	0	(1,900)	
	TOTAL EXPENDITURES	135,783	169,902	(118,437)	9,025	99,150	105,000	5,850	94.4%
Net ROAD PAVING DEBT SERV FUND		156,265	135,161	428,536	(8,943)	161,363	155,000	(6,363)	104.1%
#800/805 CITY INFRASTRUCTURE IMP FD									
A: Revenues									
4917	Interest Income	3	3	395	626	4,602	0	(4,602)	
4852	VBWD Grant $50M/Yr for 10 Yrs	0	0	0	0	50,000	0	(50,000)	
4871	Rental Income - Flood Levee Property	1,700	0	0	0	0	0	0	
4895	DNR Flood Imp Grant/PFA/Imp Bd Levy	756,544	0	48,937	0	98,000	98,000	0	100.0%
4896	DNR Flood Imp Grant Match - Tax Levy	95,000	95,000	95,000	0	95,000	95,000	0	100.0%
	TOTAL REVENUE	853,247	95,003	144,332	626	247,602	193,000	(54,602)	128.3%
B: Expenditures									
8891	Downtown Property Purchase/Expense	0	0	0	22	1,727	0	(1,727)	
8892	Dwntown Imp - Easements & Damages	0	0	0	0	9,200	0	(9,200)	
8894	Septic Permits, Fees, Admin	0	0	0	5,137	85,087	0	(85,087)	
8895	DNR Flood Imp Proj - Engineering	0	0	0	4,440	67,891	0	(67,891)	
8896	Sanitary Sewer Improvements	0	0	0	32,907	152,851	0	(152,851)	
8897	Septic Construction Engineering	0	0	0	0	8,545	0	(8,545)	
8898	Flood Mitigation/ROW Services	935,490	523,191	1,240,442	1,176	18,935	0	(18,935)	
8899	Village Improvements	0	0	0	3,444	22,670	0	(8,545)	
	TOTAL EXPENDITURES	935,490	523,191	1,240,442	47,126	366,905	0	(352,781)	
C: Oth Fin Sources (Uses)/Trfs incl Debt Service									
4848	Oper Trf from Park Reserve Fund	100,000	0	0	0	0	0	0	
7737	Interest Exp - Downtown Temp Imp Bond	0	0	0	(2,347)	(28,163)	0	28,163	
7738	Bond Issue Expense	0	0	0	(500)	(1,608)	0	1,608	
		0	0	0	0	0	0	0	
	TOTAL OTH FIN SOURCES (USES)	100,000	0	0	(2,847)	(29,771)	0	29,771	
Net 800 CITY INFRASTRUCTURE IMPROVEME		17,756	(428,188)	(1,096,109)	(49,346)	(149,074)	193,000	327,949	-77.2%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	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	0	3,850	3,850	0	100.0%
4909	Interest Income - 4M Fund	20	22	25	18	125	0	(125)	
	TOTAL REVENUE	3,870	3,872	3,875	18	3,975	3,850	(125)	103.2%
B: Expenditures									
8930	Dock Improvements	0	1,115	0	0	0	0	0	
	TOTAL EXPENDITURES	0	1,115	0	0	0	0	0	
Net 810 CITY DOCK FUND		3,870	2,757	3,875	18	3,975	3,850	(125)	103.2%

TOTAL ALL FUNDS COMBINED					
TOTAL REVENUE	3,454,401	2,605,178	2,900,997	102,324	3,095,612
TOTAL EXPENDITURES	2,478,415	2,055,069	2,599,049	226,505	1,827,667
OTH FINANCING SOURCES (USES)	(686,408)	(696,956)	(746,733)	(2,847)	(771,164)
Net ALL FUNDS COMBINED	289,578.57	(146,846.90)	(444,784.77)	(127,028.44)	496,782.02

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/16

#100 GENERAL FUND		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Full Year Actual Favorable (Unfavorable) to Budget $	%
1-PROPERTY TAXES:									
4000	Current Tax Levy	870,158	860,094	899,578	25,045	961,378	974,804	(13,426)	-1.4%
4005	Fiscal Disparity	46,685	47,649	44,904	0	44,674	43,820	854	1.9%
4015	Delinq Taxes, Penalties, Int & Adj	17,089	17,950	5,456	0	23,892	0	23,892	
4013	Street Improvement Capital Fund	190,000	200,000	200,000	0	200,000	200,000	0	0.0%
6928	Special Reserve Fund	0	294	5,000	0	78,000	78,000	0	0.0%
6932	Stormwater Fund	3,500	3,500	3,500	0	3,500	3,500	0	0.0%
6933	Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	0	2,500	2,500	0	0.0%
6935	Comprehensive Plan	100	2,000	2,000	0	3,000	3,000	0	0.0%
6936	Flood Fund	5,500	5,500	5,500	0	5,500	5,500	0	0.0%
6937	DNR Grant Match	95,000	95,000	95,000	0	95,000	95,000	0	0.0%
6934	Codification	100	100	100	0	100	100	0	0.0%
4843	MN Unemployment Claims	10,000	3,000	3,000	0	1,000	1,000	0	0.0%
4847	Election Fund	5,500	5,500	5,500	0	5,500	5,500	0	0.0%
6910	City Council Contingency Fund	0	0	0	0	0	0	0	
4842	Audit and Legal Reserve	100	100	100	0	1,000	1,000	0	0.0%
4844	Parks Capital Repairs/Trail & Ped Bridge	3,500	5,500	5,500	0	5,500	5,500	0	0.0%
4022	Afton Septic System - City Bldgs	0	15,000	15,000	0	15,000	15,000	0	0.0%
4897	Public Facilities Authority (PFA) Loan Interest	0	0	8,000	0	0	0	0	
4846	Sidewalk	2,000	2,000	2,000	0	2,000	2,000	0	0.0%
4012	Bldg & Land Capital Fund	5,000	6,000	6,000	0	6,000	6,000	0	0.0%
4050	Debt Service Levy, Fire Hall Remodeling	55,808	57,356	57,933	0	49,893	58,468	(8,575)	-14.7%
4898	Debt Serv Levy - Downtown Imp Tmp Bond	0	0	0	0	28,000	28,000	0	0.0%
4899	Debt Serv Levy - Downtown Imp PFA Loans	0	0	0	0	70,000	70,000	0	0.0%
4725	Debt Serv Levy - Road Construction Bonds	292,000	305,000	310,000	0	260,000	260,000	0	0.0%
	TOTAL PROPERTY TAXES	1,604,540	1,634,042	1,676,572	25,045	1,861,437	1,858,692	2,745	0.1%
2-INTERGOVERNMENTAL REVENUE:									
4100	Gravel Tax/West Lakeland Cent College	(2,301)	(2,374)	(2,333)	0	(2,160)	(2,400)	240	-10.0%
4108	Market Value Credit - Ag	2,950	5,797	10,033	4,791	9,596	4,000	5,596	139.9%
4112	PERA Rate Increase Aid	634	634	634	317	634	634	0	0.0%
4175	Agricultural perserve credit	528	659	663	1,005	1,005	500	505	101.1%
	TOTAL INTERGOVT REVENUES	1,811	4,715	8,998	6,113	9,076	2,734	6,342	232.0%
3-CHARGES FOR SERVICES:									
4205	Assessment Search	20	50	20	0	80	35	45	128.6%
4210	Sale of City Data (Various Media)	52	20	117	0	34	100	(66)	-66.3%
	TOTAL CHARGES FOR SERVICES	72	70	137	0	114	135	(21)	-15.7%

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City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Full Year Actual Favorable (Unfavorable) to Budget $	%
4-FINES & FORFEITURES:									
4300	County Fines & Fees	15,901	10,359	15,861	1,425	14,422	14,000	422	3.0%
4305	Other Fines & Forfeitures	0	0	0	0	664	250	414	165.7%
	TOTAL FINES & FORFEITURES	15,901	10,359	15,861	1,425	15,086	14,250	836	5.9%
5-LICENSES, FEES, PERMITS:									
4400	Building Permit Fees - Afton	181,192	86,885	117,818	436	206,416	80,000	126,416	158.0%
4401	Building & Eng'g Inspection Fees	2,729	800	1,050	0	1,550	250	1,300	520.0%
4404	4th of July permits	200	250	0	0	0	0	0	
4405	Pet License & Impound Fees	1,825	335	1,025	20	325	300	25	8.3%
4410	Liquor Licenses	3,000	3,000	3,000	0	5,023	2,600	2,423	93.2%
4415	Other Licenses	339	413	260	57	589	350	239	68.1%
4435	Street Opening & Utility Permit Fees	2,500	750	500	0	2,250	1,750	500	28.6%
4437	Utility Franchise Fees	58,383	59,438	59,554	13,061	57,833	58,000	(167)	-0.3%
4440	Zoning Fees & Permits	3,185	10,248	6,965	1,000	7,886	3,000	4,886	162.9%
	TOTAL LICENSES, FEES, PERMITS	253,353	162,119	190,172	14,574	281,870	146,250	135,620	92.7%
7-MISCELLANEOUS REVENUE:									
4601	Insurance dividend	4,072	3,208	3,271	3,972	3,972	2,000	1,972	98.6%
4604	Park rental & cleaning fees	550	825	560	0	225	500	(275)	-55.0%
4615	Settlements/Other Income/Transfer	0	10	869	0	160	0	160	
	TOTAL MISCELLANEOUS REVENUE	4,622	4,043	4,700	3,972	4,357	2,500	1,857	74.3%
9-OTHER GRANTS:									
4810	County Grant-recycling grant	7,098	7,178	7,210	0	7,210	7,090	120	1.7%
4815	Cable Commission Grant	1,200	1,200	1,200	0	1,200	1,200	0	0.0%
	TOTAL OTHER GRANTS	8,298	8,378	8,410	0	8,410	8,290	120	1.4%
10-INTEREST REVENUES:									
4901	Interest - 4M Fund General	57	54	144	266	955	50	905	1810.6%
	TOTAL INTEREST REVENUES	57	54	144	266	955	50	905	1810.6%
	TOTAL REVENUES	1,888,654	1,823,780	1,904,993	51,395	2,181,305	2,032,901	148,404	7.3%

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City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Full Year Actual Favorable (Unfavorable) to Budget $	%
B: EXPENDITURES									
1-WAGES & BENEFITS:									
5002	Mayor & Council	13,200	13,200	13,400	1,100	13,200	13,200	0	0.0%
5004	Administrator	75,000	81,575	88,150	7,679	91,483	94,912	3,429	3.6%
5005	Intern (s)	0	0	0	0	0	4,500	4,500	100.0%
5007	Office Assistant	15,676	17,717	16,059	1,785	18,272	16,074	(2,198)	-13.7%
5008	Office Manager/Clerk	36,436	38,593	38,922	3,505	38,798	42,864	4,066	9.5%
5020	Maintenance Personnel incl Vehicle Allowance	19,055	17,849	17,300	1,682	18,816	23,951	5,135	21.4%
5014	FICA & Medicare	11,754	13,425	17,702	4,413	17,854	14,956	(2,898)	-19.4%
5018	Insurance Benefits (Disability)	728	642	646	57	648	720	72	9.9%
5037	Other Financial Benefits	6,000	16,200	26,400	2,200	26,400	26,400	0	0.0%
5053	PERA	10,772	11,416	12,178	1,120	13,008	14,663	1,655	11.3%
5024	Workers Comp Insurance	2,185	2,530	3,689	0	3,171	2,600	(571)	-22.0%
	TOTAL WAGES & BENEFITS	190,806	213,147	234,446	23,542	241,650	254,840	13,190	5.2%
2-PROFESSIONAL SERVICES:									
5120	Contract - Videographer	523	606	710	175	1,807	1,000	(807)	-80.7%
5302	Assessor Fees	18,977	20,191	20,716	0	21,269	21,200	(69)	-0.3%
5304	Accounting fees	13,020	13,365	14,375	1,957	15,247	15,350	103	0.7%
5305	Auditing fees	4,665	5,350	5,450	0	5,350	5,700	350	6.1%
5310	Engineering Fees	16,852	12,722	17,707	1,798	23,561	20,000	(3,561)	-17.8%
5315	Recording fees	0	151	46	0	0	300	300	100.0%
5320	Legal fees - Prosecution	28,273	29,698	25,140	2,230	23,160	28,000	4,840	17.3%
5321	Legal fees - General/Civil	24,383	13,772	20,447	1,593	21,951	22,000	49	0.2%
5335	Other Fees for Service	0	0	0	(33)	(433)	1,500	1,933	128.9%
5350	Building Inspection Fees - Stensland	68,952	36,910	48,921	783	80,054	32,000	(48,054)	-150.2%
5360	Misc Dev Fees	91	(200)	(345)	0	0	0	0	
5370	Well Monitoring Program	0	144	0	0	768	1,000	232	23.2%
5380	Watershed Management	488	488	488	0	595	500	(95)	-19.0%
	TOTAL PROFESSIONAL SERVICES	176,224	133,198	153,655	8,502	193,329	148,550	(44,779)	-30.1%

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City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Full Year Actual Favorable (Unfavorable) to Budget $	%
4-OTHER EXPENDITURES:									
5500	Office Equipment	527	176	1,612	0	576	600	24	4.0%
5505	Bank/IRS Fees/Penalties/Sales Tax	664	135	347	30	262	400	138	34.4%
5510	Comp Svc (All Hard/Software, GIS, Web, Email)	7,476	4,825	5,396	35	5,610	9,500	3,890	41.0%
5516	Copier Lease	7,148	6,424	6,796	230	3,243	7,500	4,257	56.8%
5520	Equipment Maintenance	0	62	0	0	0	1,000	1,000	100.0%
5525	Insurance-General Liability	20,824	18,377	17,886	0	17,250	21,000	3,750	17.9%
5535	Misc. Expense	357	230	956	0	21	2,000	1,979	99.0%
5540	Office Supplies	3,281	2,673	2,953	64	2,631	4,000	1,369	34.2%
5545	Other Administration	100	475	713	0	400	500	100	20.0%
5550	Postage	3,720	4,816	3,439	96	3,281	3,500	219	6.2%
5555	Publishing & Printing	1,777	2,336	3,656	0	2,201	2,800	599	21.4%
5560	Newsletter	4,833	5,281	6,058	183	5,339	6,000	661	11.0%
5565	Telephone	2,901	2,759	2,682	165	2,703	3,500	797	22.8%
5575	Travel & Mileage	30	180	0	0	132	500	368	73.5%
5580	Membership & Dues	2,987	2,987	3,158	0	3,207	3,000	(207)	-6.9%
5585	Seminars & Education	1,455	1,932	2,364	0	682	2,500	1,818	72.7%
	TOTAL OTHER EXPENDITURES	58,082	53,668	58,017	803	47,538	68,300	20,762	30.4%
SUBTOTAL GENERAL & ADMINISTRATIVE		425,111	400,012	446,119	32,847	482,517	471,690	(10,827)	-2.3%
5-PUBLIC SAFETY:									
5605	Animal Control	1,969	1,899	2,823	0	1,959	4,000	2,041	51.0%
5625	Fire & Ambulance Service	199,472	213,705	219,953	0	232,893	232,893	0	0.0%
5626	Fire Relief Association	2,470	0	0	0	0	0	0	
5635	Police Service - County	165,033	168,494	169,289	92,836	178,385	171,250	(7,135)	-4.2%
	TOTAL PUBLIC SAFETY	368,944	384,098	392,065	92,836	413,237	408,143	(5,094)	-1.2%
6-PUBLIC HEALTH:									
5705	Recycling - Afton	0	150	268	25	1,076	500	(576)	-115.3%
5720	Refuse Hauling - City Hall	887	1,630	819	190	708	1,500	792	52.8%
	TOTAL PUBLIC HEALTH	887	1,780	1,087	215	1,784	2,000	216	10.8%

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City of Afton
Detail Statement of Revenue and Expenditures - General Fund Only
Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Full Year Actual Favorable (Unfavorable) to Budget $	%
7-STREETS:									
5820	Gravel Road Maintenance	2,517	1,755	3,530	0	7,944	4,000	(3,944)	-98.6%
5825	Crackseal/Seal Coat/Gravel Shouldering	720	90,685	51,829	0	11,701	75,000	63,299	84.4%
5830	Snow & Ice Control	162,076	115,692	62,431	33,955	78,910	110,000	31,090	28.3%
5835	Surf maint/Sweeping/Pothole Repair	25,054	29,844	49,873	0	33,139	46,000	12,861	28.0%
5845	Brush,Tree,Mow,Bridge,Culvert,Guardrail	65,736	25,502	40,117	0	21,136	39,000	17,864	45.8%
5850	Street Lighting	4,682	3,982	4,286	124	3,164	5,000	1,836	36.7%
5855	Gas Lamps - Operating Costs	2,688	2,851	2,491	92	1,889	2,700	811	30.0%
5856	Gas Lamps - Capital	2,468	0	0	0	0	0	0	
5860	Signs & Signals	1,691	2,977	3,247	883	3,413	4,000	587	14.7%
5870	Other - Road Maint.	575	758	605	250	1,696	2,000	304	15.2%
	TOTAL STREETS	268,207	274,047	218,410	35,303	162,992	287,700	124,708	43.3%
9-OTHER PUBLIC WORKS EXPENDITURES:									
5910	Flood Control (Operate Pump/Dike)	264	803	0	0	0	1,600	1,600	100.0%
5920	Repair & Maint - Equipment	518	1,312	1,080	0	1,324	1,500	176	11.8%
5925	Fuel & Lubricants	694	478	558	0	311	1,000	689	68.9%
5930	Tools & Minor Equipment	217	243	277	0	275	950	675	71.0%
	TOTAL OTHER PUBLIC WORKS	1,692	2,836	1,914	0	1,910	5,050	3,140	62.2%
SUBTOTAL STREETS, REHAB & PUBLIC WORKS		269,899	276,883	220,324	35,303	164,902	292,750	127,848	43.7%
9-BUILDINGS & LAND:									
6010	Gas Heat	1,721	2,060	1,937	61	1,071	2,500	1,429	57.1%
6020	Electricity	2,030	1,822	1,731	125	1,635	1,750	115	6.6%
6030	Miscellaneous Expense	1,565	777	1,036	51	944	500	(444)	-88.8%
6035	Cleaning	957	1,031	874	0	273	1,000	727	72.7%
6040	Repair & Maintenance	1,404	898	1,910	150	902	2,000	1,098	54.9%
6045	City Garage Expense	3,266	3,264	2,557	387	3,182	2,500	(682)	-27.3%
6050	Supplies	260	594	288	23	289	500	211	42.3%
	TOTAL BUILDINGS & LAND	11,203	10,446	10,334	797	8,296	10,750	2,454	22.8%

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/16

		Audited 2013	Audited 2014	Audited 2015	Month of Dec-16	YTD Actual 12/31/16	Annual Budget 2016	Full Year Actual Favorable (Unfavorable) to Budget $	%
12-PARKS & RECREATION:									
6105	4th of July Celebration	2,985	3,691	3,500	0	3,500	3,500	0	0.0%
6135	Park Maintenance	713	1,275	359	0	569	1,200	631	52.6%
6140	Miscellaneous expense	107	52	62	0	112	300	188	62.7%
6205	Cemetery maintenance	0	0	0	0	9,000	2,500	(6,500)	-260.0%
	TOTAL PARKS & RECREATION	3,805	5,018	3,921	0	13,181	7,500	(5,681)	-75.7%
OVERALL TOTAL EXPENDITURES		1,079,849	1,078,237	1,073,850	161,998	1,083,917	1,192,833	108,916	9.1%
C: OTHER FINANCING SOURCES (USES)									
4725	Tax Levy to Road Debt Service Fund	(292,000)	(305,000)	(310,000)	0	(260,000)	(260,000)	0	0.0%
4898	Tax Levy to Dwntwn Imp Tmp Bonds	0	0	0	0	(28,000)	(28,000)	0	0.0%
4899	Tax Levy to Dwntwn Imp PFA Loans	0	0	0	0	(70,000)	(70,000)	0	0.0%
4050	Tax Levy to Fire Hall Debt Service Fund	(55,808)	(57,356)	(57,933)	0	(49,893)	(58,468)	8,575	-14.7%
6920	Oper trf to Bldg & Land Fund - Budgeted	(5,000)	(6,000)	(6,000)	0	(6,000)	(6,000)	0	0.0%
6920	Oper trf to Bldg & Land Fund - UnBudgeted	(25,000)	0	(20,000)	0	0	0	0	
6921	Oper trf to Street Imp -UnBudgeted	(25,000)	0	(43,500)	0	0	0		
6925	Oper trf to Street Imp -Budgeted	(190,000)	(200,000)	(200,000)	0	(200,000)	(200,000)	0	0.0%
6928	Oper Trf from(to) Special Reserve Fund	(85,000)	(294)	(5,000)	0	(78,000)	(78,000)	0	0.0%
6932	Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	0	(3,500)	(3,500)	0	0.0%
6933	Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	0	(2,500)	(2,500)	0	0.0%
6935	Oper Trf to Comprehensive Plan	(100)	(2,000)	(2,000)	0	(3,000)	(3,000)	0	0.0%
6936	Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%
6937	Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	0	(95,000)	(95,000)	0	0.0%
6934	Oper trf to Codification (Spec Act Fd)	(100)	(100)	(100)	0	(100)	(100)	0	0.0%
4843	Oper Trf to MN Unemployment Claims	(10,000)	(3,000)	(3,000)	0	(1,000)	(1,000)	0	0.0%
4847	Oper Trf to Election Expense Fund	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%
6910	City Council Contingency Fund	0	0	0	0	0	0	0	
4842	Oper Trf to Audit and Legal Reserve	(100)	(100)	(100)	0	(1,000)	(1,000)	0	0.0%
4844	Oper Trf to Parks Capital Repairs/Trail & Ped Bridge	(3,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%
xxxx	Oper Trf to Afton Septic System - City Bldgs		(15,000)	(15,000)	0	(15,000)	(15,000)	0	0.0%
xxxx	Oper Trf to PFA Loan Interest (Spec Act Fd)		0	(8,000)	0	0	0	0	
4846	Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	0	(2,000)	(2,000)	0	0.0%
6929	Trf (to)/from Special Activities Fund (Various)	0	0	(15,000)	0	0	0	0	
	TOTAL OTH FINANCING/TRANSFERS	(805,608)	(708,350)	(805,133)	0	(831,493)	(840,068)	8,575	-1.0%
REVENUES OVER (UNDER) EXPENDITURES		**3,197**	**37,193**	**26,010**	**(110,603)**	**265,895**	**$0**	**$265,895**	
	Fund Balance - Beginning of Period	**260,918**	**264,114**	**301,307**		**$327,317**			
	Fund Balance - End of Period	**264,114**	**301,307**	**327,317**		**$593,212**			

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City of Afton
Summary of Special Activities and MN Investment Funds
YTD 12/31/16

	Balance 12/31/2012	Balance 12/31/2013	Balance 12/31/2014	Balance 12/31/2015	Receipts	Disbursements	Transfers	Balance 12/31/2016
#550 Special Activities Fund								
A. Interest (unallocated)	3,826.56	3,848.46	3,871.67	3,930.92	463.69			4,394.61
B1. Cable Commission	23,978.90	23,978.90	18,378.87	24,889.73	6,252.96	17,593.58		13,549.11
B2. 4th of July Reserve	914.75	0.00	0.00	0.00				0.00
B3. City Council Contingency Reserve	13,752.60	13,452.60	10,975.00	9,775.00		5,006.44		4,768.56
B4. Community Garden	1,250.00	(87.88)	(87.88)	(0.00)				(0.00)
B4. MN Historic Preservation Design Guidelines	5,350.00	0.00	0.00	8,000.00	10,000.00	18,225.00		(225.00)
C1. Codification	3,550.20	3,650.20	3,750.20	3,850.20	100.00			3,950.20
C2. Comprehensive Plan	7,573.28	7,673.28	8,155.36	1,947.36	3,000.00			4,947.36
D1. Flood Control (Acct 7836)	2,945.20	8,445.20	5,063.99	17,004.27	5,500.00	200.00		22,304.27
D2. Storm Water Control	14,433.70	17,933.70	21,433.70	24,933.70	3,500.00			28,433.70
D3. Snow & Ice Reserve	0.00	0.00	0.00	15,000.00				15,000.00
D6. TAG Wastewater Comm Assessmnt (Acct 7833)	(3,818.12)	(15,982.34)	(15,982.34)	0.00				0.00
E. Charitable Gaming Fund	0.00	0.00	0.00	0.00	84.47			84.47
F. Applicant Pass-Thru Expenses	0.00	0.00	0.00	0.00				0.00
G. TIF Dist No. 1 (Afton Market Square)	849.01	849.01	849.01	0.00				0.00
H. State Fire Aid (Pass-Thru)	0.00	0.00	0.00	0.00	49,011.16	49,011.16		0.00
I. City Vehicles	(650.52)	1,648.96	4,148.96	6,648.96	2,500.00			9,148.96
K. Audit/Legal Reserve	38,236.57	38,336.57	38,436.57	38,536.57	1,000.00			39,536.57
L. MN UI Claims, Severance & Oth PTO	14,425.53	20,788.53	23,788.53	26,788.53	1,000.00			27,788.53
M. Parks Capital, Pedestrian Bike Trail & Bridge	21,000.00	10,959.94	16,459.94	21,959.94	5,500.00			27,459.94
N. Election Expense	1,670.12	6,402.20	5,780.27	11,159.33	5,500.00	7,206.66		9,452.67
O. Sidewalk	6,000.00	8,000.00	10,000.00	12,000.00	2,000.00			14,000.00
Total #550 Special Activities Fund	155,287.78	149,897.33	155,021.85	226,424.51	95,412.28	97,242.84	0.00	224,593.95
#600 MN Investment Fund								
4886/8986 Chandler Exhibits	90,946.70	100,985.08	104,361.13	104,409.10	226.15		0.00	104,635.25
Total #600 MN Investment Fund	90,946.70	100,985.08	104,361.13	104,409.10	226.15	0.00	0.00	104,635.25

City of Afton
Special Activities Fund - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
4815 · Cable Commission Distributions							
Dep...	02/18/2016	1824		Cable Commission: Y/E 2015 Distribution		6,252.96	6,252.96
Total 4815 · Cable Commission Distributions					0.00	6,252.96	6,252.96
4817 · MN Hist Pres Design Guidelines							
Bill	04/20/2016	2015-04.2	Thomas R. Zahn & Associates LLC	Afton Local Designations: Total Project Budget = $19,750	6,000.00		(6,000.00)
Bill	07/31/2016	2015-04.3	Thomas R. Zahn & Associates LLC	Afton Local Designations: completion of all designation forms.	11,975.00		(17,975.00)
Bill	12/20/2016	G-MHCG-1501-05...	MN Historical Society	Close out Grant G-MHCG-1501-05937 Local Designation of Historic Properties in Afton	250.00		(18,225.00)
Dep...	12/27/2016	298071		MN Historical Society: CLG Grant		10,000.00	(8,225.00)
Total 4817 · MN Hist Pres Design Guidelines					18,225.00	10,000.00	(8,225.00)
4842 · Oper Trf Audit/Legal Reserve							
Dep...	06/30/2016			Audit and Legal		500.00	500.00
Dep...	11/30/2016			Audit and Legal		500.00	1,000.00
Total 4842 · Oper Trf Audit/Legal Reserve					0.00	1,000.00	1,000.00
4843 · Oper Trf - MN Unemploy Claims							
Dep...	06/30/2016			MN Unemployment Claims		500.00	500.00
Dep...	11/30/2016			MN Unemployment Claims		500.00	1,000.00
Total 4843 · Oper Trf - MN Unemploy Claims					0.00	1,000.00	1,000.00
4844 · Oper Trf - Pedestrian Bike Trai							
Dep...	06/30/2016			Parks Capital		2,750.00	2,750.00
Dep...	11/30/2016			Parks Capital		2,750.00	5,500.00
Total 4844 · Oper Trf - Pedestrian Bike Trai					0.00	5,500.00	5,500.00
4846 · Oper Trf in - Sidewalk							
Dep...	06/30/2016			Sidewalk		1,000.00	1,000.00
Dep...	11/30/2016			Sidewalk		1,000.00	2,000.00
Total 4846 · Oper Trf in - Sidewalk					0.00	2,000.00	2,000.00
4847 · Oper Trf In - Election Levy							
Dep...	06/30/2016			Election		2,750.00	2,750.00
Dep...	11/30/2016			Election		2,750.00	5,500.00
Total 4847 · Oper Trf In - Election Levy					0.00	5,500.00	5,500.00
4914 · Special Activity - Interest							
Gen...	01/31/2016	interest		Interest Income		20.64	20.64
Gen...	02/29/2016	interest		Interest Income		23.61	44.25
Gen...	03/31/2016	interest		Interest Income		23.86	68.11
Gen...	04/30/2016	interest		Interest Income		25.52	93.63
Gen...	05/31/2016	interest		Interest Income		32.90	126.53
Gen...	06/30/2016	interest		Interest Income		35.71	162.24
Gen...	07/31/2016	interest		Interest Income		35.03	197.27
Gen...	08/31/2016	interest		Interest Income		36.19	233.46
Gen...	09/30/2016	interest		Interest Income		47.63	281.09
Gen...	10/31/2016	interest		Interest Income		60.92	342.01
Gen...	11/30/2016	interest		Interest Income		59.04	401.05
Gen...	12/31/2016	interest		Interest Income		62.64	463.69

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City of Afton
Special Activities Fund - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Total 4914 · Special Activity - Interest					0.00	463.69	463.69
4940 · State Fire Aid Received							
Dep...	03/14/2016	4246395		St of MN: Firefighters SBR Reimb		1,000.00	1,000.00
Dep...	09/29/2016	4837172		St of MN: Firefighters Relief Assoc 2016		38,638.31	39,638.31
Dep...	09/29/2016	4837171		St of MN: Firefighters Relief Assoc 2016 Supplemental		9,372.85	49,011.16
Total 4940 · State Fire Aid Received					0.00	49,011.16	49,011.16
4950 · 10% Charitable Gaming Tax							
Dep...	10/31/2016	10675		Merrick Inc. Charitable Gaming @ Lumberyard Pub Sep2016		84.47	84.47
Total 4950 · 10% Charitable Gaming Tax					0.00	84.47	84.47
6932 · Oper Trf - Stormwater Run-off							
Dep...	06/30/2016			Stormwater		1,750.00	1,750.00
Dep...	11/30/2016			Stormwater		1,750.00	3,500.00
Total 6932 · Oper Trf - Stormwater Run-off					0.00	3,500.00	3,500.00
6933 · Oper Trf - City Vehicles							
Dep...	06/30/2016			City Vehicles		1,250.00	1,250.00
Dep...	11/30/2016			City Vehicles		1,250.00	2,500.00
Total 6933 · Oper Trf - City Vehicles					0.00	2,500.00	2,500.00
6934 · Oper Trf - Codification							
Dep...	06/30/2016			Codification		100.00	100.00
Dep...	11/30/2016			Codification	0.00		100.00
Total 6934 · Oper Trf - Codification					0.00	100.00	100.00
6935 · Oper Trf - Comprehensive Plan							
Dep...	06/30/2016			Comp Plan		1,500.00	1,500.00
Dep...	11/30/2016			Comp Plan		1,500.00	3,000.00
Total 6935 · Oper Trf - Comprehensive Plan					0.00	3,000.00	3,000.00
6936 · Oper Trf - Flood Control							
Dep...	06/30/2016			Flood Control		2,750.00	2,750.00
Dep...	11/30/2016			Flood Control		2,750.00	5,500.00
Total 6936 · Oper Trf - Flood Control					0.00	5,500.00	5,500.00
5018 · Insurance Benefits							
Pay...	07/14/2016	201607007	Swanson Linner, Kimberly J	Direct Deposit	0.00		0.00
Pay...	08/31/2016	201609001	Swanson Linner, Kimberly J	Direct Deposit	6.69		(6.69)
Pay...	11/30/2016	201612008	Swanson Linner, Kimberly J	Direct Deposit	10.80		(17.49)
Total 5018 · Insurance Benefits					17.49	0.00	(17.49)
5020 · Maintenance Person							
Pay...	08/31/2016	21313	Johnson, Kenneth L		0.00		0.00
Pay...	11/30/2016	21496	Johnson, Kenneth L		0.00		0.00
Total 5020 · Maintenance Person					0.00	0.00	0.00
5051 · Social Security Tax - Employer							
Pay...	07/14/2016	201607007	Swanson Linner, Kimberly J	Direct Deposit	7.87		(7.87)

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City of Afton
Special Activities Fund - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Pay...	08/31/2016	21313	Johnson, Kenneth L		2.58		(10.45)
Pay...	08/31/2016	201609001	Swanson Linner, Kimberly J	Direct Deposit	26.77		(37.22)
Pay...	11/15/2016	201612001	Swanson Linner, Kimberly J	Direct Deposit	0.79		(38.01)
Pay...	11/30/2016	21496	Johnson, Kenneth L		10.33		(48.34)
Pay...	11/30/2016	21497	Meade, Debra J		6.20		(54.54)
Pay...	11/30/2016	201612008	Swanson Linner, Kimberly J	Direct Deposit	53.54		(108.08)
Total 5051 · Social Security Tax - Employer					108.08	0.00	(108.08)
5052 · Medicare Tax - Employer							
Pay...	07/14/2016	201607007	Swanson Linner, Kimberly J	Direct Deposit	1.84		(1.84)
Pay...	08/31/2016	21313	Johnson, Kenneth L		0.60		(2.44)
Pay...	08/31/2016	201609001	Swanson Linner, Kimberly J	Direct Deposit	6.26		(8.70)
Pay...	11/15/2016	201612001	Swanson Linner, Kimberly J	Direct Deposit	0.18		(8.88)
Pay...	11/30/2016	21496	Johnson, Kenneth L		2.41		(11.29)
Pay...	11/30/2016	21497	Meade, Debra J		1.45		(12.74)
Pay...	11/30/2016	201612008	Swanson Linner, Kimberly J	Direct Deposit	12.52		(25.26)
Total 5052 · Medicare Tax - Employer					25.26	0.00	(25.26)
5053 · PERA Contribution - Employer							
Pay...	07/14/2016	201607007	Swanson Linner, Kimberly J	Direct Deposit	9.53		(9.53)
Pay...	08/31/2016	21313	Johnson, Kenneth L		3.12		(12.65)
Pay...	08/31/2016	201609001	Swanson Linner, Kimberly J	Direct Deposit	32.38		(45.03)
Pay...	11/15/2016	201612001	Swanson Linner, Kimberly J	Direct Deposit	0.95		(45.98)
Pay...	11/30/2016	21496	Johnson, Kenneth L		12.49		(58.47)
Pay...	11/30/2016	21497	Meade, Debra J		7.50		(65.97)
Pay...	11/30/2016	201612008	Swanson Linner, Kimberly J	Direct Deposit	64.77		(130.74)
Total 5053 · PERA Contribution - Employer					130.74	0.00	(130.74)
5440 · State Fire Aid Paid							
Bill	03/31/2016	16 FF SBR Reimb	LSCV Fire Relief Assn (State Aid)	2016 State Fire Aid Firefighters SBR Reimb	1,000.00		(1,000.00)
Bill	09/30/2016	FireAid2016	LSCV Fire Relief Assn (State Aid)	2016 State Fire Aid ($38,638.31 Regular + $9,372.85 Supplemental)	48,011.16		(49,011.16)
Total 5440 · State Fire Aid Paid					49,011.16	0.00	(49,011.16)
5561 · Communications							
Bill	04/19/2016	Phase II AdminiTra...	Meg Kerschbaum	Project/Technology Assessment - Phase 2 (AdminiTrack), 34 hrs @ $65	2,210.00		(2,210.00)
Bill	09/30/2016	10062016	PressEnter	Laserfiche software and server	4,843.58		(7,053.58)
Bill	10/31/2016	39108	Cities Digital	Lasefiche hardware and software + support package	10,540.00		(17,593.58)
Total 5561 · Communications					17,593.58	0.00	(17,593.58)
6347 · Elections Expense							
Pay...	07/14/2016	201607007	Swanson Linner, Kimberly J	Direct Deposit	127.00		(127.00)
Pay...	08/31/2016	21313	Johnson, Kenneth L		41.63		(168.63)
Pay...	08/31/2016	201609001	Swanson Linner, Kimberly J	Direct Deposit	431.80		(600.43)
Bill	08/31/2016	Aug16 Afton Electi...	Hudson Bagel & Coffee Co.	20 box lunches: 2016 Primary Election	136.80		(737.23)
Bill	08/31/2016	PRIMELEC 8916	Laurie Arco (Vendor)	cinnamon rolls 2016 Primary Election	40.00		(777.23)
Bill	10/31/2016	875613970-001	Office Depot	ballot boxes for election	47.68		(824.91)
Gen...	11/01/2016	PettyCash	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permit...	Petty Cash Activity 6/27/16 thru 10/31/16		8.00	(816.91)
Gen...	11/01/2016	PettyCash	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permit...	Petty Cash Activity 6/27/16 thru 10/31/16	6.98		(823.89)
Pay...	11/15/2016	201612001	Swanson Linner, Kimberly J	Direct Deposit	12.70		(836.59)
Bill	11/30/2016	8Nov2016	Hudson Bagel & Coffee Co.	28 box lunches: 2016 Election	188.72		(1,025.31)
Bill	11/30/2016	Gen Elec 11816	Laurie Arco (Vendor)	cinnamon rolls 2016 Election	40.00		(1,065.31)
Pay...	11/30/2016	21496	Johnson, Kenneth L		166.50		(1,231.81)

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City of Afton
Special Activities Fund - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Pay...	11/30/2016	21497	Meade, Debra J		99.96		(1,331.77)
Pay...	11/30/2016	201612008	Swanson Linner, Kimberly J	Direct Deposit	863.60		(2,195.37)
Pay...	11/30/2016	21500	Arco, Laurie		735.00		(2,930.37)
Pay...	11/30/2016	21501	Dickes, Janice		130.00		(3,060.37)
Pay...	11/30/2016	21502	Findlay, Colleen		215.00		(3,275.37)
Pay...	11/30/2016	21503	Gipple, Nancy		215.00		(3,490.37)
Pay...	11/30/2016	21504	Grodahl, Donnelle		763.00		(4,253.37)
Pay...	11/30/2016	21505	Grothaus, Henry		220.00		(4,473.37)
Pay...	11/30/2016	21506	Grothaus, Kathy		240.00		(4,713.37)
Pay...	11/30/2016	21507	Haland, Noelle		110.00		(4,823.37)
Pay...	11/30/2016	21508	Heilmann, Merry		215.00		(5,038.37)
Pay...	11/30/2016	21509	Henricksen, Melanie		110.00		(5,148.37)
Pay...	11/30/2016	21511	Hoffmann, Keith		85.00		(5,233.37)
Pay...	11/30/2016	21512	Jahn, Roxane		215.00		(5,448.37)
Pay...	11/30/2016	21513	Johnson, Lynne		130.00		(5,578.37)
Pay...	11/30/2016	21514	Kasowan, Susan		110.00		(5,688.37)
Pay...	11/30/2016	21515	Kopitzke, Karen		130.00		(5,818.37)
Pay...	11/30/2016	21516	Peterson, Cynthia		130.00		(5,948.37)
Pay...	11/30/2016	21517	Ronningen, Barbara		195.00		(6,143.37)
Pay...	11/30/2016	21518	Schmitz, Ted		110.00		(6,253.37)
Pay...	11/30/2016	21519	Schneider, Helen		195.00		(6,448.37)
Pay...	11/30/2016	21520	Schneider, Hubert		215.00		(6,663.37)
Pay...	11/30/2016	21510	Hoffmann, Judy		190.00		(6,853.37)
Gen...	11/30/2016	PRExpReimb		Laurie Arco and Kim Swanson-Linner: Election expenses	71.72		(6,925.09)
Total 6347 · Elections Expense					6,933.09	8.00	(6,925.09)
6366 · City Council Contingency Exp							
Bill	06/30/2016	1028	Youth Service Bureau	YSB Services - 2016	1,500.00		(1,500.00)
Bill	06/30/2016	22389	Northwest Assoc (Private Projects)	Carlson property	517.50		(2,017.50)
Bill	10/31/2016	8868	Telephone Warehouse Inc.	new phones for City Hall 1/2 pymt	1,168.32		(3,185.82)
Bill	11/30/2016	8868Balance	Telephone Warehouse Inc.	new phones for City Hall 2nd half & final	1,168.32		(4,354.14)
Bill	12/31/2016	22680	Northwest Assoc (City Projects)	Carlson property	652.30		(5,006.44)
Total 6366 · City Council Contingency Exp					5,006.44	0.00	(5,006.44)
7800 · Flood, Storm Wtr & Snow Ice							
7836 · Flood & Storm Wtr Exp - Gen'l							
Bill	10/31/2016	10/11/2016	Minnesota Department of Health	Well permit number797973	50.00		(50.00)
Bill	10/31/2016	10/11/2016	Minnesota Department of Health	797974	50.00		(100.00)
Bill	10/31/2016	10/11/2016	Minnesota Department of Health	797975	50.00		(150.00)
Bill	10/31/2016	10/11/2016	Minnesota Department of Health	802701	50.00		(200.00)
Total 7836 · Flood & Storm Wtr Exp - Gen'l					200.00	0.00	(200.00)
Total 7800 · Flood, Storm Wtr & Snow Ice					200.00	0.00	(200.00)
6910 · Trf fr General Fund							
Dep...	11/30/2016			Trf from Cable Reserve	0.00		0.00
Total 6910 · Trf fr General Fund					0.00	0.00	0.00
TOTAL					**97,250.84**	**95,420.28**	**(1,830.56)**

02/15/17

City of Afton
City Infra-Structure Improvement Projects - LTD Summary
January 2011 through December 2016

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	TOTAL
120 Street Imp Capital Fd							
B. Exp							
7981 Village Local Rd Imp	0.00	0.00	(6,079.50)	(89,427.00)	(250,098.57)	(86,205.18)	(431,810.25)
7982 CR21 Imp Proj	0.00	0.00	(2,827.50)	(23,269.25)	(23,382.75)	(3,527.00)	(53,006.50)
Total B. Exp	0.00	0.00	(8,907.00)	(112,696.25)	(273,481.32)	(89,732.18)	(484,816.75)
Total 120 Street Imp Capital Fd	0.00	0.00	(8,907.00)	(112,696.25)	(273,481.32)	(89,732.18)	(484,816.75)
800 City InfraStructure Imp Fd							
A. Rev							
4917 Interest Income	0.00	2.04	2.55	3.26	395.48	4,602.22	5,005.55
4849 DNR BWSR Grant	0.00	0.00	129,850.00	0.00	0.00	0.00	129,850.00
4850 Park Reserve Trf re. Dwntwn I...	0.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
4851 VBWD Easement	0.00	0.00	0.00	0.00	5,800.00	0.00	5,800.00
4852 VBWD Grant $50M/Yr 10 Yrs	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
4871 Rental Inc - Flood Levee Prop	0.00	850.00	1,700.00	0.00	0.00	0.00	2,550.00
4894 MnDNR Grant - Other	0.00	9,247.38	10,024.53	0.00	35,137.00	0.00	54,408.91
4895 MnDNR Grant - Land Purchase	0.00	351,673.70	616,669.52	0.00	0.00	0.00	968,343.22
4896 Flood Levy Imp Proj - Tax Levy	0.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	475,000.00
Total A. Rev	0.00	456,773.12	953,246.60	95,003.26	136,332.48	149,602.22	1,790,957.68
B. Exp							
8891 Dwntown Prop Purch/Exp	0.00	(372221.16)	(780944.33)	(933.95)	(2,481.58)	(1,726.95)	(1,158,307.97)
8892 Dwntown Imp - Easemnts & Da...	0.00	0.00	0.00	(11,700.00)	(633,200.00)	(9,200.00)	(654,100.00)
8894 Septic Permits, Fees, Admin	0.00	0.00	0.00	(10,558.00)	(42,355.31)	(85,086.73)	(138,000.04)
8895 DNR Flood Imp Proj - Engineer	(6,673.00)	(54,384.11)	(29,242.00)	(157,437.85)	(198,277.10)	(67,890.74)	(513,904.80)
8896 Sanitary Sewer Imp	0.00	(395.00)	(87,311.07)	(293,780.46)	(194,199.55)	(152,850.73)	(728,536.81)
8897 Septic Construction Eng'g	0.00	0.00	0.00	(540.77)	(9,048.00)	(8,545.49)	(18,134.26)
8898 Flood Mitigation/ROW Serv	0.00	(9,754.75)	(4,480.00)	(19,787.25)	(87,667.80)	(18,935.00)	(140,624.80)
8899 Village Improvements	0.00	0.00	(33,513.00)	(28,452.75)	0.00	(22,669.68)	(84,635.43)
Total B. Exp	(6,673.00)	(436,755.02)	(935,490.40)	(523,191.03)	(1,167,229.34)	(366,905.32)	(3,436,244.11)
Total 800 City InfraStructure Imp Fd	(6,673.00)	20,018.10	17,756.20	(428,187.77)	(1,030,896.86)	(217,303.10)	(1,645,286.43)
805 Downtown Imp Debt Service							
4897 Levy PFA Loan Interest	0.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00
4898 Levy Dwntwn Imp Tmp Imp Bd	0.00	0.00	0.00	0.00	0.00	28,000.00	28,000.00
4899 Levy Dwntwn Imp Bond	0.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00
7737 Int Exp Dwntwn Tmp Imp Bd	0.00	0.00	0.00	0.00	(19,948.45)	(28,162.50)	(48,110.95)
7738 Bond Issue Expense	0.00	0.00	0.00	0.00	(53,263.75)	(1,608.00)	(54,871.75)
Total 805 Downtown Imp Debt Service	0.00	0.00	0.00	0.00	(65,212.20)	68,229.50	3,017.30
TOTAL	(6,673.00)	20,018.10	8,849.20	(540,884.02)	(1,369,590.38)	(238,805.78)	(2,127,085.88)

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City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Amount
4852 · VBWD Grant $50M/Yr 10 Yrs					
Deposit	04/25/2016	4240		VBWD Grant: $50,000 annually starting in 2015 for 10 years. $500,000 Total	50,000.00
Total 4852 · VBWD Grant $50M/Yr 10 Yrs					50,000.00
4896 · Flood Levy Imp Proj - Tax Levy					
Deposit	06/30/2016			DNR Match	47,500.00
Deposit	11/30/2016			DNR Match	47,500.00
Total 4896 · Flood Levy Imp Proj - Tax Levy					95,000.00
4898 · Levy Dwntwn Imp Tmp Imp Bd					
Deposit	06/30/2016			Levy Downtown Temp Imp Bond	14,000.00
Deposit	11/30/2016			Levy Downtown Temp Imp Bond	14,000.00
Total 4898 · Levy Dwntwn Imp Tmp Imp Bd					28,000.00
4899 · Levy Dwntwn Imp Bond					
Deposit	06/30/2016			Levy PFA Loan(s)	35,000.00
Deposit	11/30/2016			Levy PFA Loan(s)	35,000.00
Total 4899 · Levy Dwntwn Imp Bond					70,000.00
4917 · Interest Inc - Disaster Fd					
General J...	01/31/2016	interest		Interest Income	225.37
General J...	02/22/2016	interest		Interest Income	252.22
General J...	03/31/2016	interest		Interest Income	252.73
General J...	04/30/2016	interest		Interest Income	257.70
General J...	05/31/2016	interest		Interest Income	316.23
General J...	06/30/2016	interest		Interest Income	344.99
General J...	07/31/2016	interest		Interest Income	339.45
General J...	08/31/2016	interest		Interest Income	352.79
General J...	09/30/2016	interest		Interest Income	463.57
General J...	10/31/2016	interest		Interest Income	592.23
General J...	11/30/2016	interest		Interest Income	578.66
General J...	12/31/2016	interest		Interest Income	626.28
Total 4917 · Interest Inc - Disaster Fd					4,602.22

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City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Amount
7737 · 2015A Int Exp Dwntwn Tmp Imp Bd					
General J...	01/31/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	02/29/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	03/31/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.85)
General J...	04/30/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	05/31/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	06/30/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	07/31/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	08/31/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	09/20/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.85)
General J...	10/31/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	11/30/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	12/31/2016	DwntwnImpBd	805 Downtown Imp Debt Service:7737 I...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
Total 7737 · 2015A Int Exp Dwntwn Tmp Imp Bd					(28,162.50)
7738 · 2015A Adm Exp Dwntwn Temp Imp B					
Bill	01/31/2016	16-030	Springsted Incorporated	Continuing Disclosure Services - Temp Imp Bonds	(500.00)
Bill	02/28/2016	1099-S Forms2015	Niedzwiecki, Thomas H.	Prepare 1099-S Forms for Distribution to recipients for easements & damages, Downtown Impro...	(158.00)
Bill	04/30/2016	4273865	US Bank (Temp Imp Bond)	Admin Fee 4/1/16 to 3/31/17: Temp Imp Bonds	(450.00)
Bill	12/31/2016	16-230	Springsted Incorporated	Continuing Disclosure Services - Temp Imp Bonds	(300.00)
Bill	12/31/2016	16-230	Springsted Incorporated	General Obligation Temp Improvement Bonds	(200.00)
Total 7738 · 2015A Adm Exp Dwntwn Temp Imp B					(1,608.00)
7900 · Street Imp Capital Projects					
7981 · Village Local Road Improvements					
Bill	03/31/2016	400-28	WSB (Street Imp)	Village Local Rd Improvements	(12,720.25)
Bill	04/30/2016	400-29	WSB (Village Local Road Imp)	Village Local Road Improvements	(12,619.50)
Bill	05/31/2016	742775282	Finance and Commerce	Bids re: Downtown Village Improvement Project	(250.73)
Bill	05/31/2016	0516415245	Pioneer Press	legal notices, advertisement for bids	(2,099.95)
Bill	05/31/2016	400-30	WSB (Village Local Road Imp)	Village Local Road Improvements, April 2016	(13,564.75)
Bill	06/30/2016	400-31	WSB (Village Local Road Imp)	Village Local Road Improvements, May 2016	(9,777.50)
Bill	08/31/2016	400-32	WSB (Village Local Road Imp)	Village Local Road Improvements, June 2016	(9,834.00)
Bill	08/31/2016	400-33	WSB (Village Local Road Imp)	Village Local Road Improvements, July 2016	(7,178.00)
Bill	10/31/2016	400-34	WSB (Village Local Road Imp)	Village Local Road Improvements	(7,257.50)
Bill	10/31/2016	400-35 9/30/16	WSB (Village Local Road Imp)	Village Local Road Improvements	(1,911.00)
Bill	11/30/2016	400-36	WSB (Village Local Road Imp)	Village Local Road Improvements	(6,771.50)
Bill	12/31/2016	400-37	WSB (Village Local Road Imp)	Village Local Road Improvements	(2,220.50)
Total 7981 · Village Local Road Improvements					(86,205.18)

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Amount
7982 · CR 21 Improvement Project					
Bill	03/15/2016	27	WSB (Street Imp)	CR 21 improvement project	(661.50)
Bill	03/31/2016	390-28	WSB (Street Imp)	CR 21 Improvement Project	(661.50)
Bill	04/30/2016	390-29	WSB (CR21 Improvements)	CR 21 Improvement Project	(220.50)
Bill	05/31/2016	390-30	WSB (CR21 Improvements)	CR 21 Improvement Project, April 2016	(299.50)
Bill	08/31/2016	390-31	WSB (Street Imp)	CR 21 Improvement Project	(305.00)
Bill	08/31/2016	390-32	WSB (Street Imp)	CR 21 Improvement Project, July 2016	(294.00)
Bill	10/31/2016	390-33	WSB (CR21 Improvements)	CR 21 Improvement Project	(1,011.50)
Bill	10/31/2016	390-34 9/30/16	WSB (CR21 Improvements)	CR 21 Improvement Project	(73.50)
Total 7982 · CR 21 Improvement Project					(3,527.00)
Total 7900 · Street Imp Capital Projects					(89,732.18)
8890 · DNR Flood Imp Expense					
8891 · DNR Flood Imp - Prop Purch/Exp					
Bill	01/31/2016	488325562	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 000071246886	(21.84)
Bill	03/16/2016	492048105	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 000071246886	(21.63)
Bill	03/31/2016	590461	Wash Cty (Prop Records & Taxpayer Se...	04.028.20.43.0005 Full Year Prop Taxes	(120.00)
Bill	03/31/2016	495766537	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 000071246886	(21.41)
Bill	04/30/2016	499486051	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 000071246886	(24.17)
Bill	05/31/2016	MovingExp3561St...	Gehrke, James	Moving Expense 3561 St Croix Trl: Uniform Relocation Act reimbursement	(1,325.00)
Bill	05/31/2016	503218488	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(38.95)
Bill	06/30/2016	506961069	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(24.67)
Bill	07/31/2016	510714473	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(21.01)
Bill	08/31/2016	514473710	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(21.21)
Bill	09/30/2016	518244312	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(21.39)
Bill	10/31/2016	521969771	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(21.54)
Bill	11/30/2016	525729252	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(22.21)
Bill	12/31/2016	529539212	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(21.92)
Total 8891 · DNR Flood Imp - Prop Purch/Exp					(1,726.95)
8892 · Dwntwn Imp - Easemnts & Damages					
Bill	09/30/2016	14.028.20.33.0003	Knutson, Kenneth and Anne Knutson	Downtown Improvement Project, easements and damages	(9,200.00)
Total 8892 · Dwntwn Imp - Easemnts & Damages					(9,200.00)

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Amount
8894 · Septic Permits, Fees, Admin					
Bill	01/31/2016	012616	Holstad & Knaak, PLC	Condemnation litigation: Downtown Imp Projects	(468.75)
Bill	01/31/2016	15587	Environmental Law Group	Environmental review and permitting issues	(6,944.00)
Bill	02/29/2016	2496	UW-La Crosse	authentication performed by Mississippi Valley Archeology Center -levee	(3,993.00)
Bill	02/29/2016	Feb2016	Holstad & Knaak, PLC	Condemnation litigation: Downtown Imp Projects	(533.00)
Bill	03/15/2016	15619	Environmental Law Group	Environmental review and permitting issues	(5,432.00)
Bill	03/15/2016	03012016	Holstad & Knaak, PLC	Condemnation litigation: Downtown Imp Projects	0.00
Bill	03/31/2016	2016010-01	Blondo Consulting LLC	Tribal Consultation through March 4 2016	(2,000.00)
Deposit	04/25/2016	55973810		MPCA: Refund sanitary sewer extension permit Oct 2015 not required	310.00
Bill	04/30/2016	15704	Environmental Law Group	Environmental review and permitting issues	(5,460.00)
Bill	04/30/2016	15668	Environmental Law Group	Environmental review and permitting issues	(2,526.00)
Bill	04/30/2016	201603-01	Blondo Consulting LLC	Tribal Consultation through May 9, 2016	(3,700.00)
Bill	04/30/2016	2016038-01	Blondo Consulting LLC	Tribal Consultation through May 9, 2016	(1,500.00)
Bill	05/31/2016	10000006991	MInnesota Pollution Control Agency	Afton WWTP 2318 St Croix Trl S: Wastewater Annual permit fees	(505.00)
Bill	05/31/2016	2016010-02	Blondo Consulting LLC	Additional Architectural Studies: Total contract $3,000	(1,000.00)
Bill	05/31/2016	2016037-02	Blondo Consulting LLC	Additional Archeological Testing	(2,500.00)
Bill	05/31/2016	15727	Environmental Law Group	Environmental review and permitting issues	(12,012.00)
Bill	05/31/2016	AFT-16-01	Archaeo-Physics	Lidar analysis and plotting of T.H. Lewis survey of the 21WA10 mound group	(5,340.76)
Bill	06/30/2016	15765	Environmental Law Group	Environmental review and permitting issues	(2,100.00)
Bill	06/30/2016	June2016	Holstad & Knaak, PLC	Condemnation	(225.00)
Bill	07/31/2016	07262016	Holstad & Knaak, PLC	Condemnation	(370.00)
Bill	07/31/2016	15795	Environmental Law Group	Environmental review and permitting issues	(5,516.00)
Bill	08/31/2016	15851	Environmental Law Group	Environmental review and permitting issues	(1,456.00)
Bill	08/31/2016	Aug2016	Holstad & Knaak, PLC	Condemnation	(174.00)
Bill	09/30/2016	2016037.03	Blondo Consulting LLC	Unanticipated Discovery Plan Development	(800.00)
Bill	09/30/2016	Sep 2016	Environmental Law Group	Environmental review and permitting issues	(5,488.00)
Bill	10/20/2016	Sep2016	Holstad & Knaak, PLC	Condemnation	(1,498.00)
Bill	10/31/2016	2015038-02	Blondo Consulting LLC	21WA10 Evaluation Report	(1,000.00)
Bill	10/31/2016	Oct2016	Holstad & Knaak, PLC	Condemnation	(1,698.00)
Bill	10/31/2016	15949	Environmental Law Group	Environmental review and permitting issues	(2,352.00)
Bill	11/30/2016	Nov2016	Environmental Law Group	Environmental review and permitting issues	(3,489.39)
Bill	11/30/2016	Nov2016	Holstad & Knaak, PLC	Condemnation	(179.00)
Bill	12/31/2016	AFT-16-02	Archaeo-Physics	consulting	(507.83)
Bill	12/31/2016	Dec2016	Holstad & Knaak, PLC	Condemnation	(177.00)
Bill	12/31/2016	16017	Environmental Law Group	Environmental review and permitting issues	(4,452.00)
Total 8894 · Septic Permits, Fees, Admin					(85,086.73)

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Amount
8895 · DNR Flood Imp Proj - Engineer					
Bill	03/15/2016	49	WSB (DNR Flood Imp)	Flood protection improvement project	(9,932.99)
Bill	03/31/2016	320--50	WSB (DNR Flood Imp)	Flood protection improvement project	(8,770.25)
Bill	04/30/2016	320-51	WSB (DNR Flood Imp)	Flood protection improvement project	(8,184.50)
Bill	05/31/2016	320-52	WSB (DNR Flood Imp)	Flood protection improvement project, April 2016	(5,537.75)
Bill	06/30/2016	320-53	WSB (DNR Flood Imp)	Flood protection improvement project, May 2016	(14,039.75)
Bill	08/31/2016	320-54	WSB (DNR Flood Imp)	Flood protection improvement project, June 2016	(6,239.00)
Bill	08/31/2016	320-55	WSB (DNR Flood Imp)	Flood protection improvement project, July 2016	(4,567.25)
Bill	10/31/2016	320-56	WSB (DNR Flood Imp)	Flood protection improvement project	(3,939.75)
Bill	10/31/2016	320-57 9/30/16	WSB (DNR Flood Imp)	Flood protection improvement project	(1,302.00)
Bill	11/30/2016	320-58	WSB (DNR Flood Imp)	Flood protection improvement project	(938.00)
Bill	12/31/2016	327-1	WSB (DNR Flood Imp)	Flood protection improvements	(441.00)
Bill	12/31/2016	320-60	WSB (DNR Flood Imp)	Flood protection improvements	(147.00)
Bill	12/31/2016	320-59	WSB (DNR Flood Imp)	Flood protection improvements	(3,851.50)
Total 8895 · DNR Flood Imp Proj - Engineer					(67,890.74)
8896 · Sanitary Sewer Improvements					
Bill	02/29/2016	11600811	Wenck Associates Inc.	Wastewater System Engineering	(544.00)
Bill	03/15/2016	26	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(9,397.66)
Bill	03/31/2016	410-27	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(13,087.00)
Bill	04/30/2016	410-28	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(12,505.25)
Bill	05/31/2016	410-29	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements, April 2016	(9,881.25)
Bill	06/30/2016	11604064	Wenck Associates Inc.	Afton LSTS - Bidding, Construction & Post Construction Services	(1,255.45)
Bill	06/30/2016	410-30	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements, May 2016	(17,431.75)
Bill	07/31/2016	11604962	Wenck Associates Inc.	Afton LSTS - Bidding, Construction & Post Construction Services	(97.05)
Bill	08/31/2016	410-31	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements, June 2016	(16,028.25)
Bill	08/31/2016	410-32	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements, July 2016	(14,664.75)
Bill	09/30/2016	11606581	Wenck Associates Inc.	Afton LSTS - Bidding, Construction & Post Construction Services, 100-Year Flood Easement Su...	(809.57)
Bill	10/31/2016	410-33	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(11,512.50)
Bill	10/31/2016	410-34 9/30/16	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(9,107.50)
Bill	11/30/2016	410-35	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(3,621.50)
Bill	12/31/2016	11607331	Wenck Associates Inc.	B2656-0005 Afton LSTS - bidding, construction & po	(555.00)
Bill	12/31/2016	410-37	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(21,511.50)
Bill	12/31/2016	410-36	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(10,840.75)
Total 8896 · Sanitary Sewer Improvements					(152,850.73)
8897 · Septic Construction Eng'g					
Bill	01/31/2016	11600301	Wenck Associates Inc.	Afton LSTS - Bidding, Construction & Post Construction Services	(6,854.64)
Bill	02/29/2016	11600812	Wenck Associates Inc.	Afton LSTS - Bidding, Construction & Post Construction Services	(1,690.85)
Total 8897 · Septic Construction Eng'g					(8,545.49)

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2016

Type	Date	Num	Source Name	Memo	Amount
8898 · Flood Mitigation/ROW Serv					
Bill	03/15/2016	29	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(441.00)
Bill	03/31/2016	321-30	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(879.75)
Bill	04/30/2016	321-31	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(1,610.25)
Bill	05/31/2016	321-32	WSB (Flood ROW Mitigation)	flood mitigation project right of way services, April 2016	(1,543.50)
Bill	06/30/2016	321-33	WSB (Flood ROW Mitigation)	flood mitigation project right of way services, May 2016	(6,263.00)
Bill	08/31/2016	321-34	WSB (Flood ROW Mitigation)	flood mitigation project right of way services, June 2016	(1,509.00)
Bill	08/31/2016	321-35	WSB (Flood ROW Mitigation)	flood mitigation project right of way services, July 2016	(1,837.50)
Bill	10/31/2016	321-36	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(661.50)
Bill	10/31/2016	321-37 9/30/16	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(845.25)
Bill	11/30/2016	321-38	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(2,168.25)
Bill	12/31/2016	321-40	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(735.00)
Bill	12/31/2016	321-39	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(441.00)
Total 8898 · Flood Mitigation/ROW Serv					(18,935.00)
8899 · Village Improvements					
Bill	07/28/2016	0616415245	Pioneer Press	DNR grant, Downtown Imp Projects bid	(4,381.18)
Bill	10/31/2016	520-1	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	(14,844.25)
Bill	12/31/2016	520-2	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	(3,444.25)
Total 8899 · Village Improvements					(22,669.68)
Total 8890 · DNR Flood Imp Expense					(366,905.32)
TOTAL					**(238,805.78)**

City of Afton
Claims to be Approved
January 18, 2017 thru February 21, 2017

Checks Numbered

From	To	Description	To Be Approved
21487		Check(s) from Administrator stock: Postage	$185.23
21610		Stensland: December 2016 Building Inspection Services	$783.00
21611		LSCV Fire Relief Assn: Replacement for Ck# 21032 dated 4/19/16 presumed lost (Fire Aid pass-thru)	$1,000.00
21612	21614	1/31/17 Staff Payroll (#21613 is Void)	$1,031.21
21615	21627	Routine Vendor Bills (#21625 is Void)	$1,878.67
21628	21635	2/15/17 Staff & Council Payroll, Benefits (#s 21631, 21622 & 21634 are Void)	$1,612.01
21636	21643	Six Applicant Escrow Refunds (#s 21637 & 21639 are Void)	$7,750.00
21644	21652	Significant Vendor & Other Bills (All 2016 Expenses)	$156,761.40
21653	21657	Routine Vendor Bills (2017 Expenses)	$594.31
21658	21669	More Significant Vendor Bills (2017 Expenses)	$111,237.86
21670	21671	More Routine Vendor Bills (2017 Expenses)	$1,154.00
201702001	201702006	EFT: 1/31/17 Staff Payroll + Payroll Taxes + 2016 Sales Taxes	$8,523.56
201702007	201702014	EFT: 2/15/17 Staff, Council Payroll, Videographer & PERA	$4,857.98
201702015	201702032	EFT: Safe Deposit Box and Utility Bills (201702022 is Void)	$2,310.75
		Claims to be approved at 2/21/17 meeting	**$299,679.98**

Submitted by Thomas H. Niedzwiecki, Accountants
File: Afton 2017 Claim Summary.xlsm Worksheet: Jan17 2/15/2017

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02/15/17

City of Afton
Claims to be Approved
January 18 through February 21, 2017

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	**01/30/2017**	**21487**	**Postmaster**		**100 · 4M Fund/US Bank - General F...**	**(185.23)**
Bill	01/30/2017	February Ne...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	Newsletter	5560 · Newsletter Expenses	185.23
TOTAL						185.23

21610 Standard dated 12-31-16 and 21611 Fire Relief is replacement (listed separately on Summary)

Paycheck	**01/31/2017**	**21612**	**Johnson, Kenneth L**		**100 · 4M Fund/US Bank - General F...**	**(439.59)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	599.40
					2302 · PERA Payable - Staff	(38.96)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 · PERA Contribution - Employer	44.96
					2302 · PERA Payable - Staff	(44.96)
					2210 · Federal Withholding	(50.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	37.16
					2205 · Soc Sec Payable - Employer	(37.16)
					2204 · Social Security W/H - Employee	(37.16)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	8.69
					2213 · Medicare Payable - Employer	(8.69)
					2212 · Medicare W/H - Employee	(8.69)
					2208 · MN State Withholding	(25.00)
TOTAL						439.59
Check	**01/31/2017**	**21613**	**Void**		**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Paycheck	**01/31/2017**	**21614**	**Meade, Debra J**		**100 · 4M Fund/US Bank - General F...**	**(591.62)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	749.70
					2302 · PERA Payable - Staff	(48.73)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5053 · PERA Contribution - Employer	56.23
					2302 · PERA Payable - Staff	(56.23)
					2210 · Federal Withholding	(34.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 · Social Security Tax - Employer	46.48
					2205 · Soc Sec Payable - Employer	(46.48)
					2204 · Social Security W/H - Employee	(46.48)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 · Medicare Tax - Employer	10.87
					2213 · Medicare Payable - Employer	(10.87)
					2212 · Medicare W/H - Employee	(10.87)
					2208 · MN State Withholding	(18.00)
TOTAL						591.62
Bill Pmt -C...	**01/31/2017**	**21615**	**All Seasons Rental**	**Account No. 30890280**	**100 · 4M Fund/US Bank - General F...**	**(23.49)**
Bill	01/31/2017	55139	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	supplies	5920 · Repair & Maint Equipment	23.49
TOTAL						23.49
Bill Pmt -C...	**01/31/2017**	**21616**	**Christiansen, Bret J**		**100 · 4M Fund/US Bank - General F...**	**(137.50)**

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - Video ...	videography @ $25/hr	5120 · Contract - Video Meetings	137.50
TOTAL						137.50
Bill Pmt -C...	**01/31/2017**	**21617**	**Gopher State One Call**	**Acct No. MN00128**	**100 · 4M Fund/US Bank - General F...**	**(100.00)**
Bill	01/31/2017	7000143	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets, 2017 Annual Facility Operator fee	5870 · Other Road Maintenance	100.00
TOTAL						100.00
Bill Pmt -C...	**01/31/2017**	**21618**	**Innovative Office Solutions LLC**	**customer # V105001**	**100 · 4M Fund/US Bank - General F...**	**(105.68)**
Bill	01/30/2017	1473972	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	supplies	5540 · Office Supplies	105.68
TOTAL						105.68
Bill Pmt -C...	**01/31/2017**	**21619**	**Kate Piscitello (1099 Vendor)**	**Office Assistant: $18/hour**	**100 · 4M Fund/US Bank - General F...**	**(108.00)**
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5110 Contract Office/A...	Office Assistant: 6 hours @ $18/hr	5110 · Contract Office/Administration	108.00
TOTAL						108.00
Bill Pmt -C...	**01/31/2017**	**21620**	**Memorial Lutheran Church (Vendor)**		**100 · 4M Fund/US Bank - General F...**	**(200.00)**
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5545 Other Administration	rent of Fellowship Hall for public meeting to be held March 7 2017	5545 · Other Admin Expense	200.00
TOTAL						200.00
Bill Pmt -C...	**01/31/2017**	**21621**	**Menards - Hudson**		**100 · 4M Fund/US Bank - General F...**	**(127.86)**
Bill	01/30/2017	34902	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	51.17
Bill	01/30/2017	34903	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5860 Sig...	supplies	5860 · Signs & Signals	19.98
Bill	01/31/2017	37229	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	supplies	6030 · Misc Exp - Bldg & Land	2.48
Bill	01/31/2017	37461	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	30.57
Bill	01/31/2017	36681	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	23.66
TOTAL						127.86
Bill Pmt -C...	**01/31/2017**	**21622**	**River Valley Printing**	**Cust No. 1483**	**100 · 4M Fund/US Bank - General F...**	**(290.00)**
Bill	01/31/2017	5707	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	1250 4-pg newsletters	5560 · Newsletter Expenses	290.00
TOTAL						290.00
Bill Pmt -C...	**01/31/2017**	**21623**	**Security Response Services Inc**	**account number 120857**	**100 · 4M Fund/US Bank - General F...**	**(86.85)**
Bill	01/31/2017	1166278	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	base alarm monitoring 3 months	6030 · Misc Exp - Bldg & Land	86.85
TOTAL						86.85

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	**01/31/2017**	**21624**	**Wash Cty (Sheriff)**	**Acct No. 20490**	**100 · 4M Fund/US Bank - General F...**	**(226.83)**
Bill	01/31/2017	111404	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:563...	2017 annual Code Red	5635 · Police Services	226.83
TOTAL						226.83
Check	**01/31/2017**	**21625**	**Void**		**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Bill Pmt -C...	**01/31/2017**	**21626**	**Wash Cty (Taxation Division)**		**100 · 4M Fund/US Bank - General F...**	**(335.30)**
Bill	01/31/2017	111531	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	2017 Truth in Taxation	5555 · Publishing & Printing	335.30
TOTAL						335.30
Liability C...	**02/12/2017**	**21627**	**Madison National Life**	**103815000000000**	**100 · 4M Fund/US Bank - General F...**	**(137.16)**
				103815000000000	2325 · Madison Life ST & LT Disability	108.81
				103815000000000	2325 · Madison Life ST & LT Disability	28.35
TOTAL						137.16
Paycheck	**02/15/2017**	**21628**	**Johnson, Kenneth L**		**100 · 4M Fund/US Bank - General F...**	**(306.19)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	407.93
					2302 · PERA Payable - Staff	(26.52)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 · PERA Contribution - Employer	30.59
					2302 · PERA Payable - Staff	(30.59)
					2210 · Federal Withholding	(29.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	25.30
					2205 · Soc Sec Payable - Employer	(25.30)
					2204 · Social Security W/H - Employee	(25.30)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	5.92
					2213 · Medicare Payable - Employer	(5.92)
					2212 · Medicare W/H - Employee	(5.92)
					2208 · MN State Withholding	(15.00)
TOTAL						306.19
Paycheck	**02/15/2017**	**21629**	**Meade, Debra J**		**100 · 4M Fund/US Bank - General F...**	**(744.52)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	963.90
					2302 · PERA Payable - Staff	(62.65)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5053 · PERA Contribution - Employer	72.29
					2302 · PERA Payable - Staff	(72.29)
					2210 · Federal Withholding	(54.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 · Social Security Tax - Employer	59.76
					2205 · Soc Sec Payable - Employer	(59.76)
					2204 · Social Security W/H - Employee	(59.76)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 · Medicare Tax - Employer	13.97

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Type	Date	Num	Name	Memo	Account	Original Amount
					2213 · Medicare Payable - Employer	(13.97)
					2212 · Medicare W/H - Employee	(13.97)
					2208 · MN State Withholding	(29.00)
TOTAL						744.52
Paycheck	**02/15/2017**	**21630**	**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
					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)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Check	**02/15/2017**	**21631**	**Void**		**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Check	**02/15/2017**	**21632**	**Void**		**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Paycheck	**02/15/2017**	**21633**	**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
					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)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Check	**02/15/2017**	**21634**	**Void**		**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Paycheck	**02/15/2017**	**21635**	**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
					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)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)

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Type	Date	Num	Name	Memo	Account	Original Amount
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Check	**01/31/2017**	**21636**	**Benson, Jenna & Casey, Ben Z16-21**	**Refund Driveway Escrow 2660 Meadow Vista Way**	**100 · 4M Fund/US Bank - General F...**	**(1,500.00)**
			Benson, Jenna & Casey, Ben Z16-21	Refund Driveway Escrow 2660 Meadow Vista Way	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	**01/31/2017**	**21637**	**Void**		**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Check	**01/31/2017**	**21638**	**Derrick Homes Z16-07 Driveway**	**Refund Steve Carrato 2949 Nybeck Av Driveway Escrow**	**100 · 4M Fund/US Bank - General F...**	**(1,500.00)**
			Derrick Homes Z16-07 Driveway	Refund Steve Carrato 2949 Nybeck Av Driveway Escrow	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	**01/31/2017**	**21639**	**Void**		**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Check	**01/31/2017**	**21640**	**Johnson, Carl & Maria Z16-29 3595 Lemieux**	**Refund Driveway Escrow 14365 50th St S Carl Johnson**	**100 · 4M Fund/US Bank - General F...**	**(1,500.00)**
			Johnson, Carl & Maria Z16-29 3595 Lemieux	Refund Driveway Escrow 14365 50th St S Johnson	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	**01/31/2017**	**21641**	**Hartman Homes Z17-01 14833 50th St Andler**	**Refund Demo Escrow 14833 50th St Afton Hartman Homes**	**100 · 4M Fund/US Bank - General F...**	**(250.00)**
			Hartman Homes Z17-01 14833 50th St Andler	Refund Demo Escrow 14833 50th St Afton Hartman Homes	2001 · Permit Escrow & Fees	250.00
TOTAL						250.00
Check	**01/31/2017**	**21642**	**Ries, Lisa 16-22 12364 Meadow Bluff Trl**	**Refund Driveway Escrow 12364 Meadow Bluff Trl**	**100 · 4M Fund/US Bank - General F...**	**(1,500.00)**
			Ries, Lisa 16-22 12364 Meadow Bluff Trl	Refund Driveway Escrow 12364 Meadow Bluff Trl	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	**01/31/2017**	**21643**	**Uecker, Lonette Z16-28 13606 50th St**	**Refund Driveway Escrow Z16-28**	**100 · 4M Fund/US Bank - General F...**	**(1,500.00)**
			Uecker, Lonette Z16-28 13606 50th St	Refund Driveway Escrow Z16-28	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Bill Pmt -C...	**02/21/2017**	**21644**	**Wash Cty (Rd & Bridge)(Trans & Phys Dev)**	**Account No. 20490**	**100 · 4M Fund/US Bank - General F...**	**(15,566.86)**

City of Afton
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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	12/31/2016	99580	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow & ice control: sand and salt	5830 · Snow & Ice Control	15,566.86
TOTAL						15,566.86
Bill Pmt -C...	**02/21/2017**	**21645**	**Wash Cty (Sheriff)**	**Acct No. 20490**	**100 · 4M Fund/US Bank - General F...**	**(92,835.54)**
Bill	12/31/2016	166013-1	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:563...	July - December 2016	5635 · Police Services	92,835.54
TOTAL						92,835.54
Bill Pmt -C...	**02/21/2017**	**21646**	**WSB (City Engineer)**		**100 · 4M Fund/US Bank - General F...**	**(3,948.50)**
Bill	12/31/2016	500-12	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2016 City Engineer Services	5310 · Engineering Fees	1,985.00
Bill	12/31/2016	500-11	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2016 City Engineer Services	5310 · Engineering Fees	1,963.50
TOTAL						3,948.50
Bill Pmt -C...	**02/21/2017**	**21647**	**WSB (DNR Flood Imp)**		**100 · 4M Fund/US Bank - General F...**	**(4,439.50)**
Bill	12/31/2016	327-1	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj - Engi...	Flood protection improvements	8895 · DNR Flood Imp Proj - Engineer	441.00
Bill	12/31/2016	320-60	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj - Engi...	Flood protection improvements	8895 · DNR Flood Imp Proj - Engineer	147.00
Bill	12/31/2016	320-59	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj - Engi...	Flood protection improvements	8895 · DNR Flood Imp Proj - Engineer	3,851.50
TOTAL						4,439.50
Bill Pmt -C...	**02/21/2017**	**21648**	**WSB (Downtown Village Imp Proj)**	**Downtown Village Imp Proj No. 01856-520**	**100 · 4M Fund/US Bank - General F...**	**(3,444.25)**
Bill	12/31/2016	520-2	800 City InfraStructure Imp Fd:B. Exp:8899 Village Improvements	Downtown Village Improvement Project No. 01856-520	8899 · Village Improvements	3,444.25
TOTAL						3,444.25
Bill Pmt -C...	**02/21/2017**	**21649**	**WSB (Flood ROW Mitigation)**		**100 · 4M Fund/US Bank - General F...**	**(1,176.00)**
Bill	12/31/2016	321-40	800 City InfraStructure Imp Fd:B. Exp:8898 Flood Mitigation/ROW Serv	flood mitigation project right of way services	8898 · Flood Mitigation/ROW Serv	735.00
Bill	12/31/2016	321-39	800 City InfraStructure Imp Fd:B. Exp:8898 Flood Mitigation/ROW Serv	flood mitigation project right of way services	8898 · Flood Mitigation/ROW Serv	441.00
TOTAL						1,176.00
Bill Pmt -C...	**02/21/2017**	**21650**	**WSB (Sanitary Sewer Imp)**		**100 · 4M Fund/US Bank - General F...**	**(32,352.25)**
Bill	12/31/2016	410-37	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Sanitary Sewer Improvements	8896 · Sanitary Sewer Improvements	21,511.50
Bill	12/31/2016	410-36	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Sanitary Sewer Improvements	8896 · Sanitary Sewer Improvements	10,840.75
TOTAL						32,352.25
Bill Pmt -C...	**02/21/2017**	**21651**	**WSB (Utility Permits)**		**100 · 4M Fund/US Bank - General F...**	**(778.00)**
Bill	12/31/2016	510-9	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2016 Utility Permits	5310 · Engineering Fees	141.50
Bill	12/31/2016	510-8	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2016 Utility Permits	5310 · Engineering Fees	636.50

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Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						778.00
Bill Pmt -C...	**02/21/2017**	**21652**	**WSB (Village Local Road Imp)**	**Project 01856-400**	**100 · 4M Fund/US Bank - General F...**	**(2,220.50)**
Bill	12/31/2016	400-37	120 Street Imp Capital Fd:B. Exp:7981 Village Local Rd Imp	Village Local Road Improvements	7981 · Village Local Road Improveme...	2,220.50
TOTAL						2,220.50
Bill Pmt -C...	**02/15/2017**	**21653**	**Gopher State One Call**		**100 · 4M Fund/US Bank - General F...**	**(6.75)**
Bill	01/31/2017	7010142	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets	5870 · Other Road Maintenance	1.35
Bill	01/31/2017	6120143	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets	5870 · Other Road Maintenance	5.40
TOTAL						6.75
Bill Pmt -C...	**02/15/2017**	**21654**	**Menards - Hudson**		**100 · 4M Fund/US Bank - General F...**	**(17.31)**
Bill	01/31/2017	38231	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	7.45
Bill	01/31/2017	38372	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	9.86
TOTAL						17.31
Bill Pmt -C...	**02/15/2017**	**21655**	**US Bank Equipment Finance**	**Acct# 1473396 Contract # 500-0466085-000**	**100 · 4M Fund/US Bank - General F...**	**(230.00)**
Bill	01/31/2017	323094029	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5516 Copier Lease	Ricoh C4503 copier lease S/N E175MC60291	5516 · Copier Lease	230.00
TOTAL						230.00
Bill Pmt -C...	**02/15/2017**	**21656**	**Wash Cty (Taxation Division)**		**100 · 4M Fund/US Bank - General F...**	**(320.00)**
Bill	01/31/2017	112933	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	2016 TaxLevyBook, AudBondingCert, Top10/25Taxpayers, Adj...	5302 · Assessor Fees	320.00
TOTAL						320.00
Bill Pmt -C...	**02/15/2017**	**21657**	**Croix Crystal Water Treatment**	**cooler lease and water**	**100 · 4M Fund/US Bank - General F...**	**(20.25)**
Bill	01/31/2017	51798	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & Land	20.25
TOTAL						20.25
Bill Pmt -C...	**02/21/2017**	**21658**	**Afton Historical Society**		**100 · 4M Fund/US Bank - General F...**	**(9,000.00)**
Bill	01/31/2017	10006	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6205 Cemetery Maintenance	Yearly Mount Hope cemetary maintenance	6205 · Cemetary Maintenance	9,000.00
TOTAL						9,000.00
Bill Pmt -C...	**02/21/2017**	**21659**	**Afton Parade Committee**		**100 · 4M Fund/US Bank - General F...**	**(1,750.00)**
Bill	01/31/2017	2017_01	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6105 4th of July Celebration	Afton Parade Committee: First Half of 2016 4th of July	6105 · 4th of July Celebration	1,750.00

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TOTAL						1,750.00
Bill Pmt -C...	**02/21/2017**	**21660**	**Environmental Law Group**		**100 · 4M Fund/US Bank - General F...**	**(364.00)**
Bill	01/31/2017	16063	800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, Admin	Environmental review and permitting issues	8894 · Septic Permits, Fees, Admin	364.00
TOTAL						364.00
Bill Pmt -C...	**02/21/2017**	**21661**	**Holstad & Knaak, PLC**	**Legal Services**	**100 · 4M Fund/US Bank - General F...**	**(4,000.00)**
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal F...	Civil / General	5321 · Legal Fees - General	1,682.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution - Leg...	Prosecution	5320 · Legal Fees - Prosecution	2,318.00
TOTAL						4,000.00
Bill Pmt -C...	**02/21/2017**	**21662**	**LSCV Fire Protection District**	**Fire Protection Services**	**100 · 4M Fund/US Bank - General F...**	**(60,824.00)**
Bill	01/31/2017	Levy1Qtr17	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:562...	1st Quarter 2017	5625 · Fire & Ambulance Services	60,824.00
TOTAL						60,824.00
Bill Pmt -C...	**02/21/2017**	**21663**	**Michael W. Pofahl (CPA)**		**100 · 4M Fund/US Bank - General F...**	**(880.00)**
Bill	01/31/2017	2016AuditIn...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5305 Auditing Fees	2016 Audit: Progress Billing $880 of $5,350	5305 · Auditing Fees	880.00
TOTAL						880.00
Bill Pmt -C...	**02/21/2017**	**21664**	**Niedzwiecki, Thomas H.**	**Accounting Services**	**100 · 4M Fund/US Bank - General F...**	**(1,354.00)**
Bill	01/31/2017	AcctJan2017	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	1,190.00
			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 Meeting	5304 · Accounting Fees	100.00
TOTAL						1,354.00
Bill Pmt -C...	**02/21/2017**	**21665**	**Northwest Assoc (City Projects)**	**Technical Assistance - City Projects**	**100 · 4M Fund/US Bank - General F...**	**(461.70)**
Bill	01/31/2017	22730	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Garden:636...	Carlson property	6366 · City Council Contingency Exp	461.70
TOTAL						461.70
Bill Pmt -C...	**02/21/2017**	**21666**	**Stensland Inspection Services**	**Building Inspection Services**	**100 · 4M Fund/US Bank - General F...**	**(4,908.00)**
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - S...	Building Permits, B17-01 - B17-14, Z17-01	5350 · Building Insp Fees - Stensland	4,908.00
TOTAL						4,908.00
Bill Pmt -C...	**02/21/2017**	**21667**	**Tri-County Services (Snow Ice)**		**100 · 4M Fund/US Bank - General F...**	**(21,738.75)**

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Bill	01/31/2017	77	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	Snow & Ice Control: Jan 2017	5830 · Snow & Ice Control	21,738.75
TOTAL						21,738.75
Bill Pmt -C...	**02/21/2017**	**21668**	**Wash Cty (Rd & Bridge)(Trans & Phys Dev)**	**Account No. 20490**	**100 · 4M Fund/US Bank - General F...**	**(5,536.91)**
Bill	01/31/2017	111457	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow & ice control: sand and salt	5830 · Snow & Ice Control	5,536.91
TOTAL						5,536.91
Bill Pmt -C...	**02/21/2017**	**21669**	**Wenck Associates Inc.**	**project 2656**	**100 · 4M Fund/US Bank - General F...**	**(420.50)**
Bill	01/31/2017	11700121	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Wastewater System Engineering	8896 · Sanitary Sewer Improvements	420.50
TOTAL						420.50
Bill Pmt -C...	**02/15/2017**	**21670**	**Kate Piscitello (1099 Vendor)**	**Office Assistant: $18/hour**	**100 · 4M Fund/US Bank - General F...**	**(864.00)**
Bill	02/13/2017	012617 to 0...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5110 Contract Office/A...	Office Assistant: 48 hours @ $18/hr	5110 · Contract Office/Administration	864.00
TOTAL						864.00
Bill Pmt -C...	**02/21/2017**	**21671**	**River Valley Printing**	**Cust No. 1483**	**100 · 4M Fund/US Bank - General F...**	**(290.00)**
Bill	02/13/2017	5729	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	1250 4-pg newsletters	5560 · Newsletter Expenses	290.00
TOTAL						290.00
Bill Pmt -C...	**02/21/2017**	**21672**	**Wash Cty (Rd & Bridge)(Trans & Phys Dev)**	**Account No. 20490**	**100 · 4M Fund/US Bank - General F...**	**(12,508.44)**
Bill	01/31/2017	112957	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	Jan 2017 snow & ice control: sand and salt	5830 · Snow & Ice Control	12,508.44
TOTAL						12,508.44
Paycheck	**01/31/2017**	**201702001**	**Moorse, Ronald J**	**Direct Deposit**	**100 · 4M Fund/US Bank - General F...**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5053 · PERA Contribution - Employer	287.97
				Direct Deposit	2302 · PERA Payable - Staff	(287.97)
				Direct Deposit	2302 · PERA Payable - Staff	(249.57)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5037 · Flexible Benefits	1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5018 · Insurance Benefits	28.35
				Direct Deposit	2325 · Madison Life ST & LT Disability	(28.35)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	2325 · Madison Life ST & LT Disability	(108.81)
				Direct Deposit	2210 · Federal Withholding	(727.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5051 · Social Security Tax - Employer	306.26
				Direct Deposit	2205 · Soc Sec Payable - Employer	(306.26)
				Direct Deposit	2204 · Social Security W/H - Employee	(306.26)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5052 · Medicare Tax - Employer	71.63
				Direct Deposit	2213 · Medicare Payable - Employer	(71.63)
				Direct Deposit	2212 · Medicare W/H - Employee	(71.63)

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				Direct Deposit	2208 · MN State Withholding	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,197.31)
TOTAL						0.00
Liability C...	**01/30/2017**	**201702002**	**QuickBooks Payroll Service**	**Created by Payroll Service on 01/26/2017**	**100 · 4M Fund/US Bank - General F...**	**(3,199.06)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	Fee for 1 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	1.75
			QuickBooks Payroll Service	Created by Payroll Service on 01/26/2017	2110 · Direct Deposit Liabilities	3,197.31
TOTAL						3,199.06
Bill Pmt -C...	**01/31/2017**	**201702003**	**MN Dept of Revenue (Sales Tax)**	**MN Sales Tax**	**100 · 4M Fund/US Bank - General F...**	**(18.00)**
Bill	12/31/2016	SalesTax2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	MN Sales Tax 2016	5505 · Bank/IRS/Sales Tax	18.00
TOTAL						18.00
Liability C...	**02/10/2017**	**201702004**	**PERA (Staff)**	**3030-01 210990**	**100 · 4M Fund/US Bank - General F...**	**(726.42)**
				3030-01 210990	2302 · PERA Payable - Staff	337.26
				3030-01 210990	2302 · PERA Payable - Staff	389.16
TOTAL						726.42
Liability C...	**02/12/2017**	**201702005**	**IRS (US Treasury)**	**41-1290668**	**100 · 4M Fund/US Bank - General F...**	**(3,927.08)**
				41-1290668	2210 · Federal Withholding	1,636.00
				41-1290668	2213 · Medicare Payable - Employer	230.06
				41-1290668	2212 · Medicare W/H - Employee	230.06
				41-1290668	2205 · Soc Sec Payable - Employer	915.48
				41-1290668	2204 · Social Security W/H - Employee	915.48
TOTAL						3,927.08
Liability C...	**02/12/2017**	**201702006**	**MN Dept of Revenue**	**5050730**	**100 · 4M Fund/US Bank - General F...**	**(653.00)**
				5050730	2208 · MN State Withholding	653.00
TOTAL						653.00
Bill Pmt -C...	**02/15/2017**	**201702007**	**Spencer D Klover (DD)**	**Videographer $25.00/hour**	**100 · 4M Fund/US Bank - General F...**	**(237.50)**
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - Video ...	PC mtg, CC mtg, Video Maint	5120 · Contract - Video Meetings	237.50
TOTAL						237.50
Paycheck	**02/15/2017**	**201702008**	**Moorse, Ronald J**	**Direct Deposit**	**100 · 4M Fund/US Bank - General F...**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5053 · PERA Contribution - Employer	287.97

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Type	Date	Num	Name	Memo	Account	Original Amount
				Direct Deposit	2302 · PERA Payable - Staff	(287.97)
				Direct Deposit	2302 · PERA Payable - Staff	(249.57)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5037 · Flexible Benefits	1,100.00
				Direct Deposit	2210 · Federal Withholding	(727.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5051 · Social Security Tax - Employer	306.25
				Direct Deposit	2205 · Soc Sec Payable - Employer	(306.25)
				Direct Deposit	2204 · Social Security W/H - Employee	(306.25)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...	Direct Deposit	5052 · Medicare Tax - Employer	71.62
				Direct Deposit	2213 · Medicare Payable - Employer	(71.62)
				Direct Deposit	2212 · Medicare W/H - Employee	(71.62)
				Direct Deposit	2208 · MN State Withholding	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,306.14)
TOTAL						0.00
Paycheck	**02/15/2017**	**201702009**	**Bend, Richard H**	**Direct Deposit**	**100 · 4M Fund/US Bank - General F...**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5002 · Mayor & Council Wages	300.00
				Direct Deposit	2303 · PERA Payable - Council	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5053 · PERA Contribution - Employer	15.00
				Direct Deposit	2303 · PERA Payable - Council	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5052 · Medicare Tax - Employer	4.35
				Direct Deposit	2213 · Medicare Payable - Employer	(4.35)
				Direct Deposit	2212 · Medicare W/H - Employee	(4.35)
				Direct Deposit	2110 · Direct Deposit Liabilities	(280.65)
TOTAL						0.00
Paycheck	**02/15/2017**	**201702010**	**Ross, Stanley A**	**Direct Deposit**	**100 · 4M Fund/US Bank - General F...**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5002 · Mayor & Council Wages	200.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5053 · PERA Contribution - Employer	10.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5052 · Medicare Tax - Employer	2.90
				Direct Deposit	2213 · Medicare Payable - Employer	(2.90)
				Direct Deposit	2212 · Medicare W/H - Employee	(2.90)
				Direct Deposit	2110 · Direct Deposit Liabilities	(187.10)
TOTAL						0.00
Check	**02/14/2017**	**201702011**	**QuickBooks Payroll Service**	**Created by Direct Deposit Service on 02/12/2017**	**100 · 4M Fund/US Bank - General F...**	**(1.75)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	Fee for 1 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	1.75
TOTAL						1.75
Liability C...	**02/14/2017**	**201702012**	**QuickBooks Payroll Service**	**Created by Payroll Service on 02/12/2017**	**100 · 4M Fund/US Bank - General F...**	**(3,779.14)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	Fee for 3 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	5.25
			QuickBooks Payroll Service	Created by Payroll Service on 02/12/2017	2110 · Direct Deposit Liabilities	3,773.89

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TOTAL						3,779.14
Liability C...	**02/21/2017**	**201702013**	**PERA (Staff)**	**3030-01 210990**	**100 · 4M Fund/US Bank - General F...**	**(729.59)**
				3030-01 210990	2302 · PERA Payable - Staff	338.74
				3030-01 210990	2302 · PERA Payable - Staff	390.85
TOTAL						729.59
Liability C...	**02/21/2017**	**201702014**	**PERA (Council)**	**3030-51 207620**	**100 · 4M Fund/US Bank - General F...**	**(110.00)**
				3030-51 207620	2303 · PERA Payable - Council	55.00
				3030-51 207620	2303 · PERA Payable - Council	55.00
TOTAL						110.00
Bill Pmt -C...	**01/31/2017**	**201702015**	**US Bank {EFT} (Safe Deposit Box)**	**Safety Deposit Box**	**100 · 4M Fund/US Bank - General F...**	**(77.30)**
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	#250700001872 safe deposit rent 02/10/2017 - 02/09/2018	5505 · Bank/IRS/Sales Tax	77.30
TOTAL						77.30
Bill Pmt -C...	**01/31/2017**	**201702016**	**Xcel Energy {EFT} (51-5700429-6)**	**Acct #51-5700429-6 Meter #0077765464**	**100 · 4M Fund/US Bank - General F...**	**(139.95)**
Bill	01/31/2017	13117	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	139.95
TOTAL						139.95
Bill Pmt -C...	**01/31/2017**	**201702017**	**Comcast {EFT} (8772 10 572 0001508)**	**Account # 8772 10 572 0001508**	**100 · 4M Fund/US Bank - General F...**	**(199.55)**
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	Comcast Business Internet	5510 · Computer Service/Software	34.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Comcast Business Voice	5565 · Telephone	164.65
TOTAL						199.55
Bill Pmt -C...	**01/31/2017**	**201702018**	**CP Energy {EFT} (6217601-1)**	**Meter # M19702480474 Account No. 6217601-1**	**100 · 4M Fund/US Bank - General F...**	**(356.14)**
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	356.14
TOTAL						356.14
Bill Pmt -C...	**01/31/2017**	**201702019**	**CP Energy {EFT} (8000015314-0)**	**Acct No. 8000015314-0**	**100 · 4M Fund/US Bank - General F...**	**(214.27)**
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5280051 3175 St. Croix Trl S Meter #M19810528546	6010 · Gas Heat	63.63
			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	26.00
			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	124.64
TOTAL						214.27
Bill Pmt -C...	**01/31/2017**	**201702020**	**Xcel Energy {EFT} (51-0895345-1)**	**Acct: 51-0895345-1 Meter# 000071246886**	**100 · 4M Fund/US Bank - General F...**	**(21.74)**

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	01/31/2017	013117	800 City InfraStructure Imp Fd:B. Exp:8891 Dwntown Prop Purch/Exp	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	8891 · DNR Flood Imp - Prop Purch/E...	21.74
TOTAL						21.74
Bill Pmt -C...	**01/31/2017**	**201702021**	**Xcel Energy {EFT} (51-4272629-8)**	**3175 St. Croix Trail S Meter #0098360010**	**100 · 4M Fund/US Bank - General F...**	**(22.67)**
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	22.67
TOTAL						22.67
Bill Pmt -C...	**01/31/2017**	**201702022**	**Xcel Energy {EFT} (51-5641441-6)**	**VOID: Acct #51-5641441-6 Meter #90708534**	**100 · 4M Fund/US Bank - General F...**	**0.00**
TOTAL						0.00
Bill Pmt -C...	**01/31/2017**	**201702023**	**Xcel Energy {EFT} (51-5641441-6)**	**Acct #51-5641441-6 Meter #90708534**	**100 · 4M Fund/US Bank - General F...**	**(13.75)**
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3415 St. Croix Trail S Meter #90708534	6020 · Electricity	13.75
TOTAL						13.75
Bill Pmt -C...	**01/31/2017**	**201702024**	**Xcel Energy {EFT} (51-6257802-9)**	**3420 St. Croix Trl S Meter #0096987678**	**100 · 4M Fund/US Bank - General F...**	**(169.50)**
Bill	01/31/2017	013117	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	169.50
TOTAL						169.50
Bill Pmt -C...	**01/31/2017**	**201702025**	**Xcel Energy {EFT} (51-7576371-4)**	**Acct#51-7576371-4 Meter #19818068**	**100 · 4M Fund/US Bank - General F...**	**(129.11)**
Bill	01/31/2017	013117	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	129.11
TOTAL						129.11
Bill Pmt -C...	**02/21/2017**	**201702026**	**Comcast {EFT} (8772 10 572 0001508)**	**Account # 8772 10 572 0001508**	**100 · 4M Fund/US Bank - General F...**	**(199.55)**
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof... 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Comcast Business Internet Comcast Business Voice	5510 · Computer Service/Software 5565 · Telephone	34.90 164.65
TOTAL						199.55
Bill Pmt -C...	**02/21/2017**	**201702027**	**CP Energy {EFT} (8000015314-0)**	**Acct No. 8000015314-0**	**100 · 4M Fund/US Bank - General F...**	**(340.89)**
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat 100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5855 Ga... 100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5855 Ga...	6010 5280051 3175 St. Croix Trl S Meter #M19810528546 5855 5297140 3033 St. Croix Trl S Meter #M19981171295 5855 5297143 3033 St. Croix Trl S Meter #M19981171296	6010 · Gas Heat 5855 · Gas Lamps - Operating Costs 5855 · Gas Lamps - Operating Costs	185.05 26.00 129.84
TOTAL						340.89
Bill Pmt -C...	**02/21/2017**	**201702028**	**Xcel Energy {EFT} (51-4272629-8)**	**3175 St. Croix Trail S Meter #0098360010**	**100 · 4M Fund/US Bank - General F...**	**(22.53)**

City of Afton
Claims to be Approved
January 18 through February 21, 2017

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	22.53
TOTAL						22.53
Bill Pmt -C...	**02/21/2017**	**201702029**	**Xcel Energy {EFT} (51-5247622-9)**	**201 Project: 4105 River Rd Meter No. 0098359441**	**100 · 4M Fund/US Bank - General F...**	**(58.18)**
Bill	02/21/2017	022117	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 4105 River Rd Meter No. 0098359441	5915 · 201 Project Maintenance	58.18
TOTAL						58.18
Bill Pmt -C...	**02/21/2017**	**201702030**	**Xcel Energy {EFT} (51-5641441-6)**	**Acct #51-5641441-6 Meter #90708534**	**100 · 4M Fund/US Bank - General F...**	**(13.75)**
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3415 St. Croix Trail S Meter #90708534	6020 · Electricity	13.75
TOTAL						13.75
Bill Pmt -C...	**02/21/2017**	**201702031**	**Xcel Energy {EFT} (51-5700429-6)**	**Acct #51-5700429-6 Meter #0077765464**	**100 · 4M Fund/US Bank - General F...**	**(144.05)**
Bill	02/21/2017	022117	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	144.05
TOTAL						144.05
Bill Pmt -C...	**02/21/2017**	**201702032**	**Xcel Energy {EFT} (51-6257802-9)**	**3420 St. Croix Trl S Meter #0096987678**	**100 · 4M Fund/US Bank - General F...**	**(187.82)**
Bill	02/21/2017	022117	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	187.82
TOTAL						187.82

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: No 4M Fund Transfers for January

There are no 4M Fund transfers for January because the 2016 financials have not yet been closed out. In March, the January and February transfers will be combined.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 6, 2017

Re: Afton Historical Museum request for three Temporary Liquor Licenses for three 2017 Community Events

---

The Afton Historical Museum has requested approval for three Temporary Liquor Licenses and to have any license fees waived. The liquor licenses will be used in conjunction with the 2017 events in Town Square Park listed below:

- Strawberry Festival, June 24 and 25
- 4th of July Celebration, July 4
- Art in the Park, September 22-24.

The Afton Historical Museum has requested these temporary liquor licenses for several years and there have been no complaints. By state law they are allowed a total of four temporary liquor licenses in conjunction with community events. The Council has in the past waived temporary liquor license fees for the Afton Historical Museum, a local charitable non-profit organization.

COUNCIL ACTION REQUESTED:

Motion regarding the approval of three Temporary Liquor Licenses to be used in conjunction with the three community events listed above, and waiving any fees.

WSB & Associates, Inc.
engineering · planning · environmental · construction

477 Temperance Street
St. Paul, MN 55101
Tel: 651-286-8450
Fax: 651-286-8488

Memorandum

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

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

Date: ***February 21, 2017***

Re: ***February Engineering Staff Report***
WSB Project No. 1856-560

---

1. 2016 Bridge Inspection Report

Please see enclosed the bridge inspection reports for L8170 and L8167. Note bridge L8170 at Valley Creek Road over Valley Creek, has a rating of 31.6 and thus is included in the City's Capital Improvement Plan.

Action: Information only.

2. 2017 Pavement Management Project

The City's public works committee is meeting in the morning of February 21, 2017 and an update will be provided. The proposed project is:

Original Base Bid

Reclamation:
15th Street (Neal – Stagecoach) – 2.2 miles
30th Street (Trading Post – 300' w/o Nybeck) – 0.7 miles
Indian Trail (Hudson – Stagecoach) – 2.5 miles
42nd (Trading Post – End of Curb, n/o driveway of 15115) - .7 miles
Nybeck (30th – Oakgreen Cr) 0.6 miles
Trading Post (40th – 60th) 2.5 miles (includes section of gravel road)
Mill and Overlay:
Oakgreen Ave (Oakgreen Cr - 40th) 0.3 miles
42nd (Beg of Curb, n/o driveway at 15115 – Pasture Ridge) 0.4 miles

Current Proposed Base Bid also Includes

30th St (Neal – 300' w/o Nybeck) – Reclamation – 0.9 miles
34th, Norsted, 33rd - Reclamation – 0.85 miles

Alternates

Alt 1: Tomahawk Dr (Indian Trl – Circle) – Mill and Overlay – 0.25 miles
Pasture Ridge (42nd – 45th), 45th (Pasture Ridge – St. Croix Trl) – M & 0 – 0.55 miles

Alt 2: Oakgreen Circle – Mill and Overlay – 1.15 miles

Alt 3: Odell Ave S (Trading Post – 50th) – Reclamation – 0.9 miles

Total: 14.5 miles

Action: Authorize staff to proceed with the updated scope.

3. **Washington County's Afton-Lakeland Trail repaving project**

Please see enclosed email from Washington County. We anticipate receiving the agreement by the Council meeting.

Action: Assuming we receive the agreement, provide staff direction and forward questions.

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

Ron Moorse

From: Diane Hankee <DHankee@wsbeng.com>
Sent: Tuesday, February 14, 2017 6:24 PM
To: Ron Moorse; mayor; Joe Richter; ward3; ward1; Randy Nelson
Cc: publicworks; Nick Guilliams
Subject: RE: Summary of February 9 meeting with WSB

Ron,
Thank you for the meeting summary. The updated project scope is as follows:

Original Base Bid

Reclamation:
15th Street (Neal – Stagecoach) – 2.2 miles
30th Street (Trading Post – 300' w/o Nybeck) – 0.7 miles
Indian Trail (Hudson – Stagecoach) – 2.5 miles
42nd (Trading Post – End of Curb, n/o driveway of 15115) - .7 miles
Nybeck (30th – Oakgreen Cr) 0.6 miles
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Alternates

Alt 1: Tomahawk Dr (Indian Trl – Circle) – Mill and Overlay – 0.25 miles
Pasture Ridge (42nd – 45th), 45th (Pasture Ridge – St. Croix Trl) – M & 0 – 0.55 miles
Alt 2: Oakgreen Circle – Mill and Overlay – 1.15 miles
Alt 3: Odell Ave S (Trading Post – 50th) – Reclamation – 0.9 miles

Total: 14.5 miles

The estimated costs are being prepared for the Feb 21st Public Works meeting. The engineering (survey, bidding, pavement data, limited construction inspection (quantity tracking and testing only)) is estimated to be $8,500 to $9,500/mile. Additional detail regarding the limited construction inspection will be provided at the meeting, so the Council can decide on the level of risk. It will not include resident coordination. Construction survey will be included as part of the bids and the contractor's responsibility.

For clarification the Denmark project final costs were on the sheet provided at the meeting to be $236K. This is for a straight mile of roadway with 4 smaller culverts. There is a level of risk associated with not using survey data that should be further discussed by council. Indian Trail for example will have double the culvert work than this example which would have taken this project cost to $250k+. The culverts on the Afton project require asbuilt survey and a permit.

The current base bid would be approximately $2.9 m (using $250k/mile). The alternates would give the Council the option to go to a larger project around $3.5m. Note these costs do not have any construction contingencies. On a

project of this size a 5% overage is $150k and should be considered by council. Quantity tracking and preparing contractor payments is necessary.

Please do not respond to this email, we will discuss this at the public works meeting with more detail. Or you may contact me directly.
Thank you,

Diane Hankee, PE
Municipal Project Manager
d: 651-286-8479 | c: 612-360-1298
WSB & Associates, Inc. | 477 Temperance Street | St. Paul, MN 55101

This email, and any files transmitted with it, is confidential and is intended solely for the use of the addressee. If you are not the addressee, please delete this email from your system. Any use of this email by unintended recipients is strictly prohibited. WSB does not accept liability for any errors or omissions which arise as a result of electronic transmission. If verification is required, please request a hard copy.

From: Ron Moorse [mailto:rmoorse@ci.afton.mn.us]
Sent: Friday, February 10, 2017 12:23 PM
To: mayor; Joe Richter; ward3; ward1; Randy Nelson
Cc: Diane Hankee; publicworks; Nick Guilliams
Subject: Summary of February 9 meeting with WSB

I have attached a summary of a meeting with WSB on February 9 regarding the 2017 Street Improvements Project. Please call me with any questions.
Thanks,
Ron

2016 ROUTINE
BRIDGE INSPECTION REPORT

BRIDGE # L8170
VALLEY CRK TR (53) over VALLEY CRK (TRIBUTARY)

DISTRICT: Metro **COUNTY:** Washington **CITY/TOWNSHIP:** Afton

STATE: Minnesota

Date of Inspection: 10/04/2016
Equipment Used:

Owner: City or Municipal Highway Agency

Inspected By: Flittie, Daniel

Report Written By: Daniel Flittie
Report Reviewed By: Craig Alberg
Final Report Date: 01/23/2017

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PICTURES	7

Minnesota Structure Inventory Report

Bridge ID: L8170 **VALLEY CRK TR (53) over VALLEY CRK (TRIBUTARY)** Date: 10/06/2016

+GENERAL+

Agency Br. No.		Crew	
District	05	Maint. Area	
County	082 - Washington		
City	Afton		
Township			
Desc. Loc.	1.1 MI E OF JCT CR 71		
Sect., Twp., Range	16 - 028N - 20W		
Latitude	44 ° 54 ' 48.7 "		
Longitude	92 ° 49 ' 8.12 "		
Custodian	04 - City or Municipal Highway		
Owner	04 - City or Municipal Highway		
BMU Agreement			
Year Built	1920		
MN Year Reconstructed			
FHWA Year Reconstructed			
MN Temporary Status			
Bridge Plan Location	0 - NO PLAN		
Date Opened to Traffic			
On - Off System	0 - OFF		
Legislative District	57B		
Potential ABC	2 - N/A		

+STRUCTURE+

Service On	1 - Highway	
Service Under	5 - Waterway	
Main Span Type	3 - Steel	
Main Span Design	01 - Beam Span	
Main Span Detail		
Appr. Span Type		
Appr. Span Design		
Appr. Span Detail		
Skew	20	RIGHT
Culvert Type		
Barrel Length		
Cantilever ID		

Number of Spans

MAIN: 1 APPR: 0 TOTAL:

Main Span Length	13.5	ft.
Structure Length	15.5	ft.
Deck Width (Out-to-Out)	22.7	ft.
Deck Material	1 - Concrete Cast-in-Place	
Wear Surf Type	6 - Bituminous	
Wear Surf Install Year		
Wear Course/Fill Depth	1.50	ft.
Deck Membrane	0 - None	
Deck Rebars	0 - None	
Deck Rebars Install Year		
Structure Area (Out-to-Out)	352	sq. ft.
Roadway Area (Curb-to-Curb)	334	sq. ft.

Sidewalk Width 50A. Lt 0.00 ft. 50B. Rt 0.00 ft.

Curb Height Lt 0.00 ft. Rt 0.00 ft.

Rail Type Lt 02 Rt 02

+ROADWAY+

Bridge Match ID (TIS)	0		
Roadway O/U Key	Route On Structure		
Route Sys	10 - MUN	Number	53
Roadway Name or Description	MUN 53		
Level of Service	1 - MAINLINE		
Roadway Type	2 - 2-way traffic		
Control Section (TH Only)			
Reference Point	001+00.050		
Detour Length	3.0	mi.	
Lanes	ON 2	UNDER 0	
	ADT 125	YEAR	1986
HCADT		ADTT	%
Functional Class	09 - Rural - Local		

+RDWY DIMENSIONS+

If Divided	NB-EB	SB-WB
Roadway Width	21.20 ft.	ft.
Vertical Clearance	ft.	ft.
Max. Vert. Clear.	ft.	ft.
Horizontal Clear.	ft.	ft.
Lateral Clearance	ft.	ft.
Appr. Surface Width	24.0 ft.	
Bridge Roadway Width	21.2 ft.	
Median Width On Bridge	ft.	

+MISC. BRIDGE DATA+

Structure Flared	0 - No flare
Parallel Structure	N - No parallel structure
Field Conn. ID	
Abutment	1 - CONC
Foundation (Material/Type)	0 - UNKNOWN
Pier Foundation (Material/Type)	N - N/A N - N/A
Historic Status	5 - Not eligible

+PAINT+

Year Painted	1920	
Unsound Paint %	100	
Painted Area		sq. ft.
Primer Type	0 - Other - non 3309	
Finish Type	L - Other (Unknown)	

+BRIDGE SIGNS+

Posted Load	2 - Vehicle & Semi (Type R12-5)
Traffic	0 - Not Required
Horizontal	1 - Object Markers
Vertical	N - Not Applicable

+INSPECTION+

Userkey	128	
Structurally Deficient	Y	
Functionally Obsolete	N	
Sufficiency Rating	31.6	
Routine Inspection Date		10/04/2016
Routine Inspection Frequency		12
Inspector Name	Flittie, Daniel	
Status	P - Posted for Load	

+NBI CONDITION RATINGS+

Deck	6	Unsound Deck %
Superstructure	4	
Substructure	6	
Channel	5	
Culvert	N	

+NBI APPRAISAL RATINGS+

Structure Evaluation	4
Deck Geometry	4
Underclearances	N
Waterway Adequacy	8
Approach Alignment	7

+SAFETY FEATURES+

Bridge Railing	0 - SUBSTANDARD
GR Transition	0 - SUBSTANDARD
Appr. Guardrail	0 - SUBSTANDARD
GR Termini	N - NOT REQUIRED

+IN DEPTH INSP.+

	Y/N	Freq	Date
Frac. Critical	N		
Underwater	N		
Pinned Asbly.	N		
Spec. Feat.			

+WATERWAY+

Drainage Area (sq. mi.)			
Waterway Opening (sf.)	78		
Navigation Control	0 - No nav. control on		
Pier Protection			
Nav. Clr. (ft.)	Vert. 0.0	Horiz. 0.0	
Nav. Vert. Lift Bridge Clear. (ft.)			
MN Scour Code	E - CULVERT	Year	2006

+CAPACITY RATINGS+

Design Load	0 - Other/Unknown	
Operating Rating	2 - HS TRUCK	15.0
Inventory Rating	2 - HS TRUCK	9.0

Posting VEH: 24 SEMI: 40 DBL: 40

Rating Date 05/14/2012

Overweight Permit Codes

A N - N/A B N - N/A C N - N/A

MINNESOTA BRIDGE INSPECTION REPORT

01/23/2017

BRIDGE L8170 VALLEY CRK TR (53) OVER VALLEY CRK (TRIBUTARY)

County: Washington
City: Afton
Township:
Section: 16 Township: 028N Range: 20W
Span Type: 3 - Steel 2 - Stringer/Multi-beam or Girder
List:

Location: 1.1 MI E OF JCT CR 71
Route: 10 - MUN 53 Ref. Pt.: 001+00.050
Control Section:
Maint. Area:
Local Agency Bridge Nbr.:

Length: 15.5 ft.
Deck Width: 22.7 ft.
Rdwy. Area/ Pct. Unsnd: 334 sq. ft. / %
Paint Area/ Pct. Unsnd: sq. ft. / 100%
Culvert: N/A
Postings: 24 40 40

NBI Deck: 6 Super: 4 Sub: 6 Chan: 5 Culv: N
Open, Posted, Closed: P - Posted for Load
MN Scour Code: E - CULVERT

Appraisal Ratings - Approach: 7 Waterway: 8
Required Bridge Signs - Load Posting: 2 - Vehicle & Semi (Type R12-5) Traffic: 0 - Not Required
Horizntal: 1 - Object Markers Vertical: N - Not Applicable

Unofficial Structurally Deficient Y
Unofficial Functionally Obsolete N
Unofficial Sufficiency Rating 31.6

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
12	Reinforced Concrete Deck	Routine	10/04/2016	335 SF	335	0	0	0
		Migrated Values		335 SF	335	0	0	0

Notes: Bituminous Overlay Notes: [2016] Migrator assumed CS1.
[10/04/16] Element describes the underside condition of a reinforced concrete deck. Rdwy = 21'-0" + 2 curbs @ 8" = 22'-4" OTO. L = 15'-0" +/- OTO. Area = 22.333*15 = 335 SF. Some minor cracking near the abutment end diaphragms and some areas of lightly exposed aggregate; use CS-1 for entire qty.

	510 - Wearing Surfaces	Routine	10/04/2016	315 SF	315	0	0	0
		Migrated Values		315 SF	315	0	0	0

Notes: Bituminous Overlay Notes: [2012] Some cracking and minor deterioration.
[2014] Cracks at bridge joint that have been sealed. Cracks at Northeast corner due to settlement.
[10/07/15] Deck covered by bit. overlay. No changes noted.
[10/04/16] The top surface of the deck is rated using Element #510. Rdwy = 21'-0" * OTO L = 15'-0" = 315 SF; all CS-1. One sealed transverse crack near the middle of the bridge.

107	Steel Open Girder/Beam	Routine	10/04/2016	104 LF	0	37	50	17
		Migrated Values		104 LF	0	37	50	17

Notes: [2009] Girders show section loss near abutments.
[2010] Entire bottom flange of S Facia Girder is severely deteriorated. N Facia Girder is badly corroded at each abutment. 2nd girder from N. is warped into a reverse curve. 3rd girder from N. has bent bottom flange.
[2012] Steel beam corrosion is continuing.
[2013] Steel beam corrosion is continuing.
[2014] North fascia girder corrosion is full length.
[10/07/15] No changes noted.
[10/04/16] 8 x 13 LF = 104 LF total. G1, heavy deterioration/sheeting along bottom flange for basically the entire length; similar condition at G8 (22 LF @ CS-3, 4 LF @ CS-4 for the east end of G8). G2 & G3 have a pronounced bow (out of alignment); (2*13 = 26 LF @ CS-2). G6 has impact/bulges in the bottom flange, upstream side (say 1 LF ea. for the bulges, 11 LF CS-2, 2 LF @ CS-3). G7 has a significant reverse curve, (13 LF @ CS-4). Remainder in CS-2 for general deterioration/age of bridge - none at CS-1.

	515 - Steel Protective Coating	Routine	10/04/2016	376 SF	0	0	0	376
		Migrated Values		376 SF	0	0	0	376

Notes: [2016] Migrator assumed quantity of 999 SF and estimated the condition states.
[10/04/16] Unpainted, non-weathering steel. Assume S12x31.8. P = 43.3 in. +/- * 13 LF * 8 beams = 376 SF, all CS-4, total coating failure.

BRIDGE L8170 VALLEY CRK TR (53) OVER VALLEY CRK (TRIBUTARY)

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
215	Reinforced Concrete Abutment	Routine	10/04/2016	116 LF	0	116	0	0
		Migrated Values		116 LF	0	116	0	0

Notes: [2016] Migrator added 40 LF to abutment quantity to account for wingwalls (CS1:20 CS2:20 CS3:0 CS4:0).
[2010] Vertical crack in SE abutment wall.
[2014] SE crack in abutment wall is 1/16" - 1/8" wide. Does not appear to be getting worse.
[10/07/15] No changes noted.

Wingwall notes: [2012] NE wing shows surface wear. SE wing has vertical crack. No shifting or tilting noted.
[2014] NE wingwall spalling has no change. SE wingwall crack is 1/8" - 1/16" wide approximately 15 feet south of bridge. Does not appear to be getting worse.
[10/07/15] No changes noted.
[10/04/16] West = 62 LF, East = 54 LF, Total = 116 LF. All CS-2 for various small unsealed vertical cracks, minor abrasion/scaling, and small areas of delamination/spalls. No exposed rebar.

800	Critical Deficiencies or Safety Hazards	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: NO CRITICAL FINDINGS OBSERVED DURING THE LAST INSPECTION.
[10/07/15] No changes noted.
[10/04/16] No change.

822	Bituminous Approach Roadway	Routine	10/04/2016	2 EA	0	2	0	0
		Migrated Values		2 EA	0	2	0	0

Notes: [2014] Both approaches have slight settlement at all 4 corners of the bridge.
[10/07/15] No changes noted.
[10/04/16] No change.

885	Scour	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: G - Foundation unknown. Evaluation and/or screening required.
[2007] Conc. floor through bridge - no scour.
[2014] Incorrect scour code "E-Culvert". Needs review.
[10/07/15] Still coded as "E-Culvert."
[10/04/16] Still coded as "E-Culvert."

890	Load Posting or Vertical Clearance Signing	Routine	10/04/2016	2 EA	1	1	0	0
		Migrated Values		2 EA	1	1	0	0

Notes: [2016] Structure requires a vertical clearance sign or load posting sign.
[10/04/16] Posted correctly at 24-40-40 at both approaches. West sign obstructed by vegetation. No advanced warning signs in place to give overweight vehicles a place to turn around prior to the bridge. Roadway on both sides of bridge is a narrow two-lane road with minimal places for a large vehicle to turn around. Owner should consider marking the road well ahead of this posted bridge, minimal areas for large trucks to turn around.

891	Other Bridge Signing	Routine	10/04/2016	1 EA	0	1	0	0
		Migrated Values		1 EA	0	1	0	0

Notes: [2007] New end markers added.
[05/14/2012] Load Posting Required: 24T/40T/40T. NBI 41: Status coded 'B - Open, Posting Required'. Agency to notify MnDOT BADMU when signs are installed.
[2014] Posted correctly at both approaches.
[10/07/15] Posted correctly at 24-40-40 at both approaches.
[10/04/16] See comments for Element 890.

892	Slopes & Slope Protection	Routine	10/04/2016	1 EA	0	0	1	0
		Migrated Values		1 EA	0	0	1	0

Notes: [2012-2014] Slopes are very steep. Minor erosion has occurred. There is no traffic barrier.
[10/07/15] No changes noted.
[10/04/16] Slopes not armored around bridge. Say CS-3.

BRIDGE L8170 VALLEY CRK TR (53) OVER VALLEY CRK (TRIBUTARY)

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
894	Deck & Approach Drainage	Routine	10/04/2016	1 EA	0	1	0	0
		Migrated Values		1 EA	0	1	0	0

Notes: [2014] Settlement at all 4 corners.
[10/07/15] No changes noted.
[10/04/16] No ponding on deck or approaches. Minor settlement at corners.

895	Sidewalk, Curb, & Median	Routine	10/04/2016	1 EA	0	0	1	0
		Migrated Values		1 EA	0	0	1	0

Notes: [10/07/15] Add element 986. Replaces bridge rail element. Element is not a rail, more of a curb. Qty is 15.5*2 = 31 LF.
[10/04/16] Revise qty to 1-EA. South rail, east end has an ~ 3' spall with exposed rebar.

899	Miscellaneous Items	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: [10/07/15] Add element 988. Conduit hanging from bridge
[10/04/16] No change.

900	Protected Species	Routine	10/04/2016	1 EA	0	1	0	0
		Migrated Values		1 EA	0	1	0	0

Notes: Use this element to track the presence of protected species living on this structure.
[10/04/16] Bird nests seen on steel girders. CS-2.

General Notes:
[2012] Bridge was load rated in 2012 and recently posted.
[2013] Replacement of the structure should be considered.
[2014] Incorrect scour code of E-Culvert. Needs to be reviewed. Deterioration does not appear to be getting worse, however consideration should be given to replacing the structure.
[10/07/15] Bridge correctly posted 24-40-40.
[10/07/15] Short span and old bridge, likely beams resting on bit. felt pad - no real "bearings" at either end of beam. Beam ends encased in concrete. Remove Fixed Bearings (313) from element list.
[10/07/15] Add element 986. Replaces bridge rail element. Element is not a rail, more of a curb. Qty is 15.5*2 = 31 LF.
[10/07/15] Add element 988. Conduit hanging from bridge.
[10/07/15] Inspection performed by WSB & Associates, Inc.
[10/04/16] Inspection performed by WSB & Associates, Inc.

58. Deck NBI:
[2014] Unable to see top of deck due to bituminous overlay. Deck has moderate delamination and spalling.
[10/07/15] No changes noted.
[10/04/16] Bit. roadway covering the top of the concrete deck. Bottom of concrete deck in good condition, very few defects overall. Improve to 6 (Satisfactory); see MnDOT BSIPM 1.1.2.

36A. Brdg Railings NBI:
[10/07/15] No changes noted.
[10/04/16] No rail - curb only.

36B. Transitions NBI:
[10/07/15] No changes noted.
[10/04/16] No transitions.

36C. Appr Guardrail NBI:
[10/07/15] No changes noted.
[10/04/16] No approach guardrail.

36D. Appr Guardrail Terminal NBI:
[10/07/15] No changes noted.
[10/04/16] No approach termini.

59. Superstructure NBI:
[2014] Superstructure has advanced deterioration. Members are misaligned and there is significant section loss of the beams.
[10/07/15] No changes noted.
[10/04/16] No change.

60. Substructure NBI:
[10/07/15] No changes noted.
[10/04/16] No change.

61. Channel NBI:
[2013] Channel is typically dry and was dry at time of inspection.
[10/07/15] Channel dry during inspection. No changes noted.
[10/04/16] Large amount of tree debris in the channel. Channel dry during inspection.

62. Culvert NBI:
[10/07/15] No changes noted.
[10/04/16] No change.

71. Waterway Adeq NBI:
[10/07/15] No changes noted.
[10/04/16] No high-water marks on the abutments anywhere near the low member.

72. Appr Roadway Alignment NBI:
[2014] Minor sight distance problems with no speed reduction for those traveling West.
[10/07/15] No changes noted.
[10/04/16] No change.

BRIDGE L8170 VALLEY CRK TR (53) OVER VALLEY CRK (TRIBUTARY)

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4

Daniel Flittie
Inspector's Signature

Craig Alberg
Reviewer's Signature

Pictures

Photo 1 - Load posting, east side.

Photo 2 - Bituminous over deck.

Pictures

Photo 3 - West approach.

Photo 4 -

Pictures

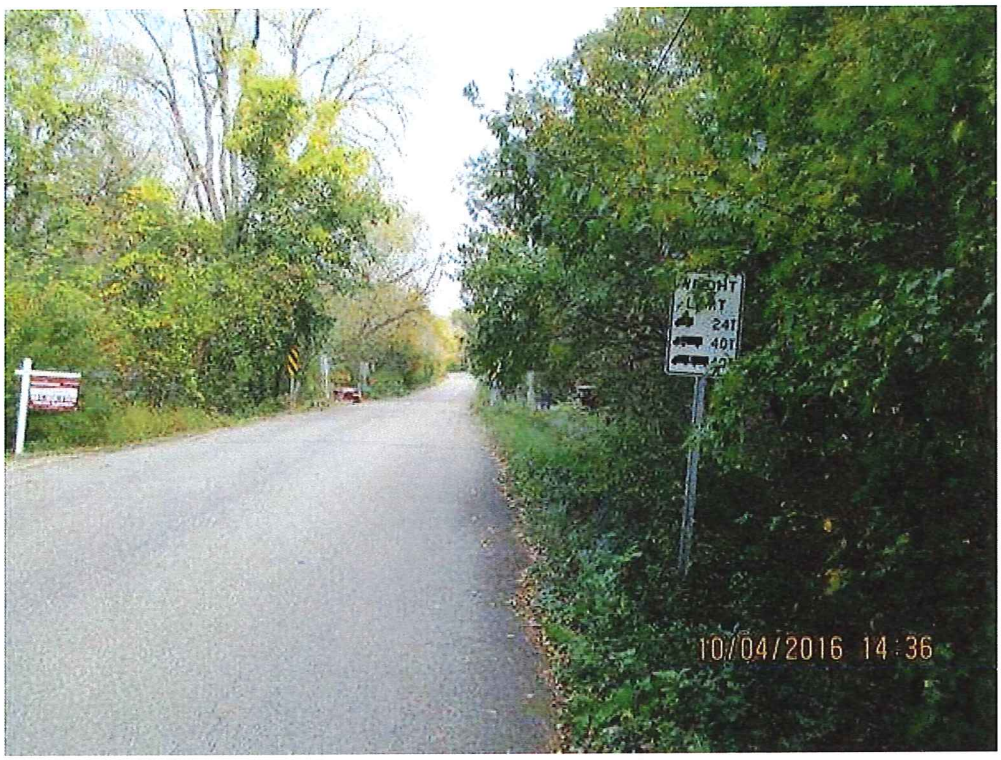

Photo 5 - Load posting, west side, obscured by vegetation.

Photo 6 - Curb spall.

Pictures

Photo 7 - Conduit on bridge.

Photo 8 - Upstream.

Pictures

Photo 9 - Downstream.

Photo 10 - South fascia.

Pictures

Photo 11 - SW WW.

Photo 12 - SE WW.

Pictures

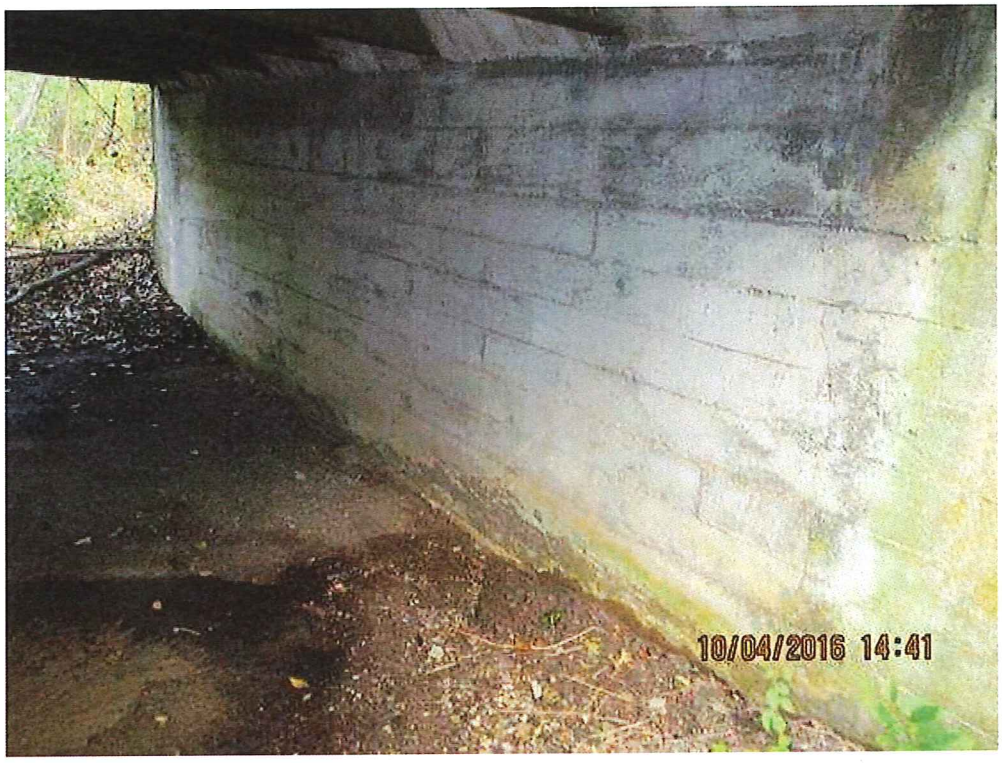

Photo 13 - East abut.

Photo 14 - West abut.

Pictures

Photo 15 - West abut.

Photo 16 - West abut. Vertical crack.

Pictures

Photo 17 - NW WW.

Photo 18 - NE WW - abrasion/spall.

Pictures

Photo 19 - NE WW - abrasion/spall.

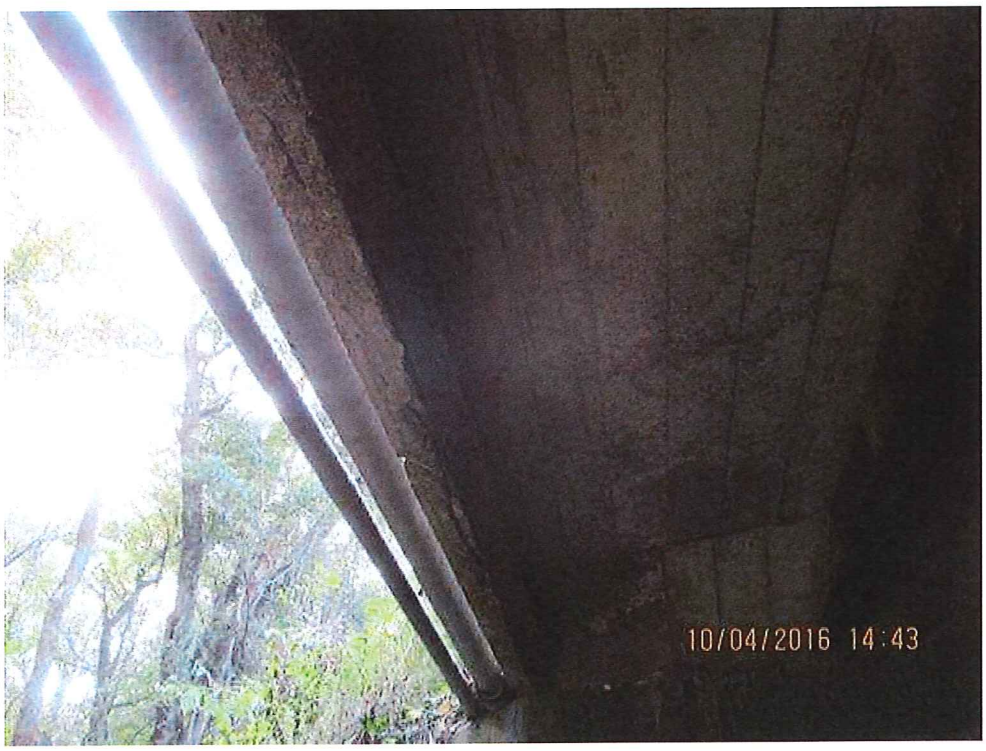

Photo 20 - G1.

Pictures

Photo 21 - G1.

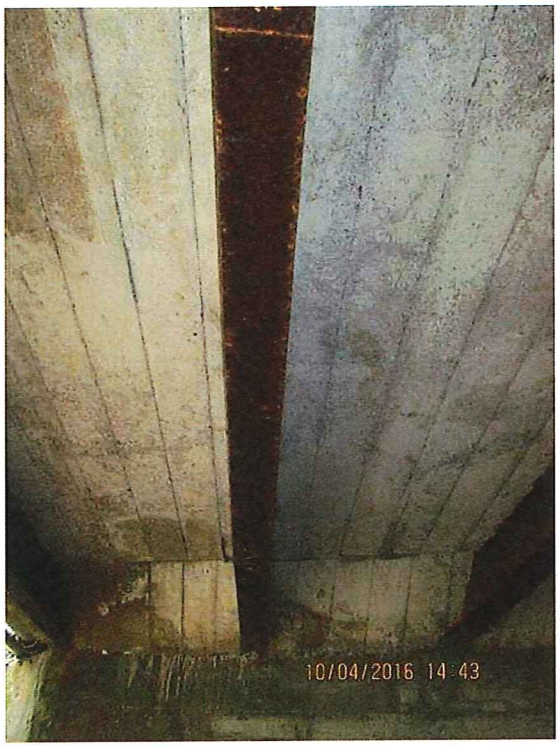

Photo 22 - G2.

Pictures

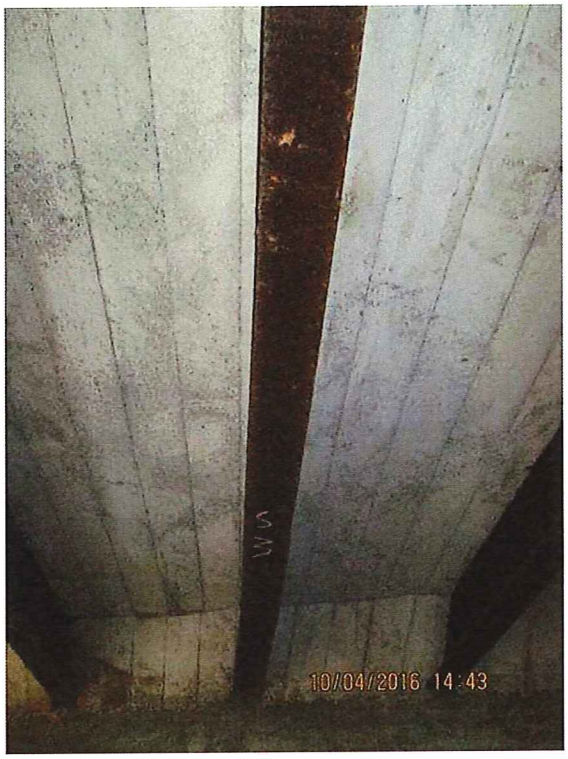

Photo 23 - G3.

Photo 24 - G6.

Pictures

Photo 25 - G6, impact bulge.

Photo 26 - G6, impact bulge.

Pictures

Photo 27 - G7.

Photo 28 - G7.

Pictures

Photo 29 - G7.

Photo 30 - G8.

Pictures

Photo 31 - G8.

Photo 32 - G8.

Pictures

Photo 33 - G8.

2016 ROUTINE
BRIDGE INSPECTION REPORT

BRIDGE # L8167
TRADG PT TR S (22) over STREAM

DISTRICT: Metro **COUNTY:** Washington **CITY/TOWNSHIP:** Afton

STATE: Minnesota

Date of Inspection: 10/04/2016
Equipment Used:

Owner: City or Municipal Highway Agency

Inspected By: Flittie, Daniel

Report Written By: Daniel Flittie
Report Reviewed By: Craig Alberg
Final Report Date: 01/23/2017

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ELEMENTS	3
PICTURES	5

Minnesota Structure Inventory Report

Bridge ID: L8167 **TRADG PT TR S (22) over STREAM** Date: 10/06/2016

+GENERAL+

Agency Br. No.		Crew	
District	05	Maint. Area	
County	082 - Washington		
City	Afton		
Township			
Desc. Loc.	0.1 MI S OF JCT CSAH 18		
Sect., Twp., Range	28 - 028N - 20W		
Latitude	44 ° 53 ' 17.21 "		
Longitude	92 ° 48 ' 47.14 "		
Custodian	04 - City or Municipal Highway		
Owner	04 - City or Municipal Highway		
BMU Agreement			
Year Built	1920		
MN Year Reconstructed	1957		
FHWA Year Reconstructed			
MN Temporary Status			
Bridge Plan Location	0 - NO PLAN		
Date Opened to Traffic			
On - Off System	0 - OFF		
Legislative District	57B		
Potential ABC	2 - N/A		

+STRUCTURE+

Service On	1 - Highway
Service Under	5 - Waterway
Main Span Type	8 - Masonry
Main Span Design	12 - Arch
Main Span Detail	
Appr. Span Type	
Appr. Span Design	
Appr. Span Detail	
Skew	0
Culvert Type	10'ARCH &BOX
Barrel Length	29
Cantilever ID	

Number of Spans

MAIN: 1 APPR: 0 TOTAL:

Main Span Length	10.0	ft.
Structure Length	12.0	ft.
Deck Width (Out-to-Out)	0.0	ft.
Deck Material	N - Not Applicable	
Wear Surf Type	6 - Bituminous	
Wear Surf Install Year		
Wear Course/Fill Depth	1.50 ft.	
Deck Membrane	N - Not Applicable (applies	
Deck Rebars	N - Not Applicable (no deck)	
Deck Rebars Install Year		
Structure Area (Out-to-Out)	348	sq. ft.
Roadway Area (Curb-to-Curb)		sq. ft.

Sidewalk Width 50A. Lt 0.00 ft. 50B. Rt 0.00 ft.

Curb Height Lt 0.00 ft. Rt 0.00 ft.

Rail Type Lt 00 Rt 00

+ROADWAY+

Bridge Match ID (TIS)	0		
Roadway O/U Key	Route On Structure		
Route Sys	10 - MUN	Number	22
Roadway Name or Description	MUN 22		
Level of Service	1 - MAINLINE		
Roadway Type	2 - 2-way traffic		
Control Section (TH Only)			
Reference Point	003+00.950		
Detour Length	4.0	mi.	
Lanes	ON 2	UNDER	0
	ADT 568	YEAR	1986
HCADT		ADTT	%
Functional Class	09 - Rural - Local		

+RDWY DIMENSIONS+

If Divided	NB-EB	SB-WB
Roadway Width	26.00 ft.	ft.
Vertical Clearance	ft.	ft.
Max. Vert. Clear.	ft.	ft.
Horizontal Clear.	ft.	ft.
Lateral Clearance	ft.	ft.
Appr. Surface Width	26.0 ft.	
Bridge Roadway Width	0.0 ft.	
Median Width On Bridge	ft.	

+MISC. BRIDGE DATA+

Structure Flared	0 - No flare
Parallel Structure	N - No parallel structure
Field Conn. ID	
Abutment Foundation (Material/Type)	1 - CONC 0 - UNKNOWN
Pier Foundation (Material/Type)	N - N/A N - N/A
Historic Status	5 - Not eligible

+PAINT+

Year Painted	
Unsound Paint %	
Painted Area	sq. ft.
Primer Type	
Finish Type	

+BRIDGE SIGNS+

Posted Load	0 - Not Required
Traffic	0 - Not Required
Horizontal	1 - Object Markers
Vertical	N - Not Applicable

+INSPECTION+

Userkey	128		
Structurally Deficient	N		
Functionally Obsolete	N		
Sufficiency Rating	98.2		
Routine Inspection Date		10/04/2016	
Routine Inspection Frequency		12	
Inspector Name	Flittie, Daniel		
Status	A - Open		

+NBI CONDITION RATINGS+

Deck	N	Unsound Deck %
Superstructure	N	
Substructure	N	
Channel	6	
Culvert	6	

+NBI APPRAISAL RATINGS+

Structure Evaluation	6
Deck Geometry	N
Underclearances	N
Waterway Adequacy	7
Approach Alignment	8

+SAFETY FEATURES+

Bridge Railing	N - NOT REQUIRED
GR Transition	N - NOT REQUIRED
Appr. Guardrail	N - NOT REQUIRED
GR Termini	N - NOT REQUIRED

+IN DEPTH INSP.+

	Y/N	Freq	Date
Frac. Critical	N		
Underwater	N		
Pinned Asbly.	N		
Spec. Feat.			

+WATERWAY+

Drainage Area (sq. mi.)			
Waterway Opening (sf.)	16		
Navigation Control	0 - No nav. control on		
Pier Protection			
Nav. Clr. (ft.)	Vert. 0.0	Horiz.	0.0
Nav. Vert. Lift Bridge Clear. (ft.)			
MN Scour Code	E - CULVERT	Year	1994

+CAPACITY RATINGS+

Design Load	0 - Other/Unknown	
Operating Rating	2 - HS TRUCK	27.0
Inventory Rating	2 - HS TRUCK	18.0

Posting VEH: SEMI: DBL:

Rating Date 01/24/2015

Overweight Permit Codes

A N - N/A B N - N/A C N - N/A

MINNESOTA BRIDGE INSPECTION REPORT

01/23/2017

BRIDGE L8167 TRADG PT TR S (22) OVER STREAM

County: Washington
City: Afton
Township:
Section: 28 Township: 028N Range: 20W
Span Type: 8 - Masonry 19 - Culvert (includes frame culverts)
List:
NBI Deck: N Super: N Sub: N Chan: 6 Culv: 6

Location: 0.1 MI S OF JCT CSAH 18
Route: 10 - MUN 22 Ref. Pt.: 003+00.950
Control Section:
Maint. Area:
Local Agency Bridge Nbr.:

Open, Posted, Closed: A - Open
MN Scour Code: E - CULVERT

Length: 12.0 ft.
Deck Width: 0.0 ft.
Rdwy. Area/ Pct. Unsnd: sq. ft. / %
Paint Area/ Pct. Unsnd: sq. ft. / %
Culvert: 10'ARCH &BOX
Postings:

Appraisal Ratings - Approach: 8 Waterway: 7
Required Bridge Signs - Load Posting: 0 - Not Required Traffic: 0 - Not Required
Horizntal: 1 - Object Markers Vertical: N - Not Applicable

Unofficial Structurally Deficient N
Unofficial Functionally Obsolete N
Unofficial Sufficiency Rating 98.2

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
241	Reinforced Concrete Culvert	Routine	10/04/2016	9 LF	0	9	0	0
		Migrated Values		9 LF	0	9	0	0

Notes: [2012 - 2014] - Minor Cracking
[10/07/15] Change to 9 LF based on field measured culvert ends.
[10/07/15] Heavy vegetation build-up outside of both culvert ends.
[10/04/16] Box culvert extensions (4.5 LF/ea.) at each end of original masonry culvert. Heavy silt build up at both ends.

244	Masonry Culvert	Routine	10/04/2016	22 LF	20	2	0	0
		Migrated Values		22 LF	20	2	0	0

Notes: [2010] Some stones and grout missing.
[2012] Masonry arch needs tuck pointing.
[2013] Masonry has recently been repaired and tuck-pointed.
[2014] Repairs and tuck points have held up.
[10/07/15] No changes noted.
[10/04/16] Heavy silt build up throughout barrel. Tuck-pointing holding up. Place all in CS-2 for prior repairs throughout original masonry culvert.

800	Critical Deficiencies or Safety Hazards	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: NO CRITICAL FINDINGS OBSERVED DURING THE LAST INSPECTION.
[10/07/15] No changes noted.
[10/04/16] No change.

870	Culvert End Treatment	Routine	10/04/2016	2 EA	0	2	0	0
		Migrated Values		2 EA	0	2	0	0

Notes: [2016] Migrator moved the previous wingwall data into this element.
[2012 - 2014] Minor Cracking
[10/07/15] No changes noted.
[10/04/16] Heavy vegetation around each end. Change qty to 2 ea. Both CS-2

871	Roadway Over Culvert	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: [2014] Longitudinal crack down middle and transverse crack at midspan.
[10/07/15] No changes noted.
[10/04/16] No change.

891	Other Bridge Signing	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: [2007] End markers added
[2014] Object markers located at all 4 corners.
[10/07/15] SE object marker loose/bent (machinery impact?). Still intact.
[10/07/15] Reduce qty to 1 EA for all CS.
[10/04/16] All four object markers up and in place.

BRIDGE L8167 TRADG PT TR S (22) OVER STREAM

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
892	Slopes & Slope Protection	Routine	10/04/2016	1 EA	0	0	1	0
		Migrated Values		1 EA	0	0	1	0

Notes: Use this element to rate the condition of slopes and slope protection.
[10/04/16] No channel armor at inlet or outlet to protect the structure; say CS-3. Roadway toe slopes well vegetated,

894	Deck & Approach Drainage	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: Use this element to rate the condition, function, and adequacy of the drainage system.
[10/04/16] No ponding of roadway above culvert or approaches leading to culvert.

900	Protected Species	Routine	10/04/2016	1 EA	1	0	0	0
		Migrated Values		1 EA	1	0	0	0

Notes: Use this element to track the presence of protected species living on this structure.
[10/04/16] No birds or nests on/near the structure.

General Notes: [2012] Masonry arch requires repair including replacing missing blocks and tuck-pointing.
[2013] Masonry has recently been repaired and tuck-pointed.
[2014] Repairs and tuck points holding up and no maintenance issues required at time of inspection.
[10/07/15] Heavy vegetation build-up at both ends of culvert.
[10/07/15] Inspection performed by WSB and Associates, Inc.
[10/04/16] Inspection performed by WSB and Associates, Inc.

58. Deck NBI: [10/07/15] No changes noted.
[10/04/16] No change.

36A. Brdg Railings NBI: [10/07/15] No changes noted.
[10/04/16] N/C.

36B. Transitions NBI: [10/07/15] No changes noted.
[10/04/16] N/C.

36C. Appr Guardrail NBI: [10/07/15] No changes noted.
[10/04/16] N/C.

36D. Appr Guardrail Terminal NBI: [10/07/15] No changes noted.
[10/04/16] N/C.

59. Superstructure NBI: [10/07/15] No changes noted.
[10/04/16] No change.

60. Substructure NBI: [10/07/15] No changes noted.
[10/04/16] No change.

61. Channel NBI: [10/07/15] Channel dry during inspection.
[10/04/16] Dry channel, no armor in front of extension WWs. Heavy vegetation build up around both inlet and outlet. Heavy silt build-up inside culvert.

62. Culvert NBI: [2013] Masonry has recently been repaired and tuck-pointed.
[2014] Culvert is structurally sound but has extensive weathering/scaling.
[10/07/15] No changes noted.
[10/04/16] Heavy silt build up inside culvert. Tuck-pointing holding up. Improve NBI, see MnDOT BSIPM 1.1.6.

71. Waterway Adeq NBI: [10/07/15] No indications of flood debris over roadway.
[10/04/16] N/C.

72. Appr Roadway Alignment NBI: [10/07/15] No changes noted.
[10/04/16] N/C.

Daniel Flittie
Inspector's Signature

Craig Alberg
Reviewer's Signature

Pictures

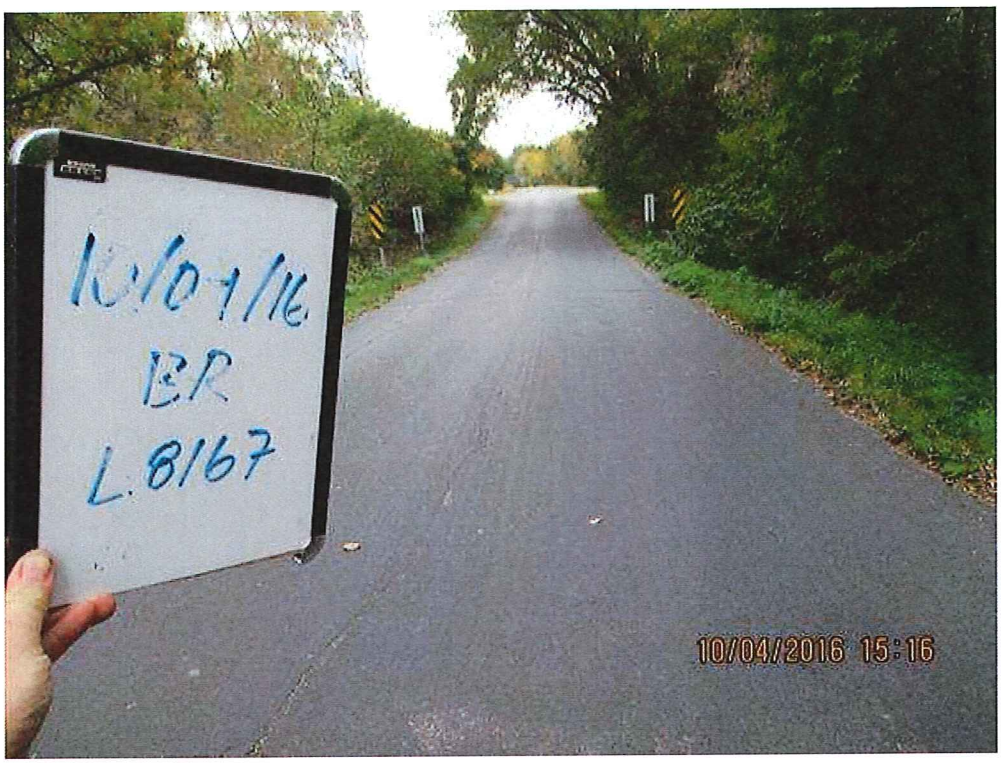


Photo 1 -

Photo 2 - East end.

Pictures

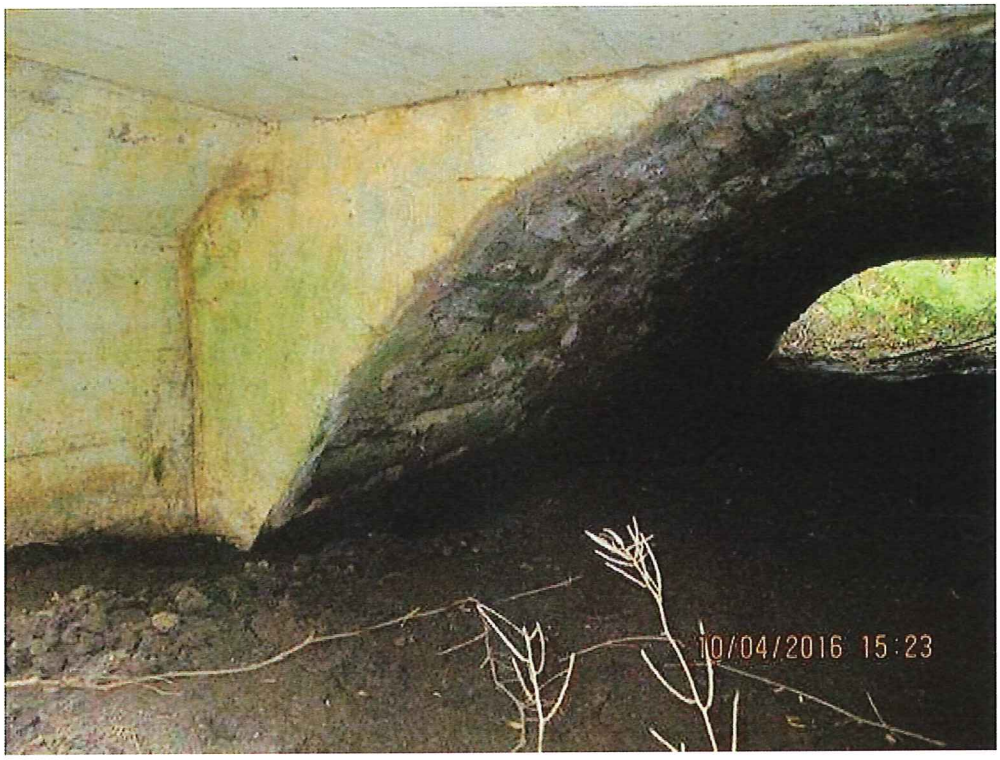


Photo 3 - East end.

Photo 4 - East end.

Pictures

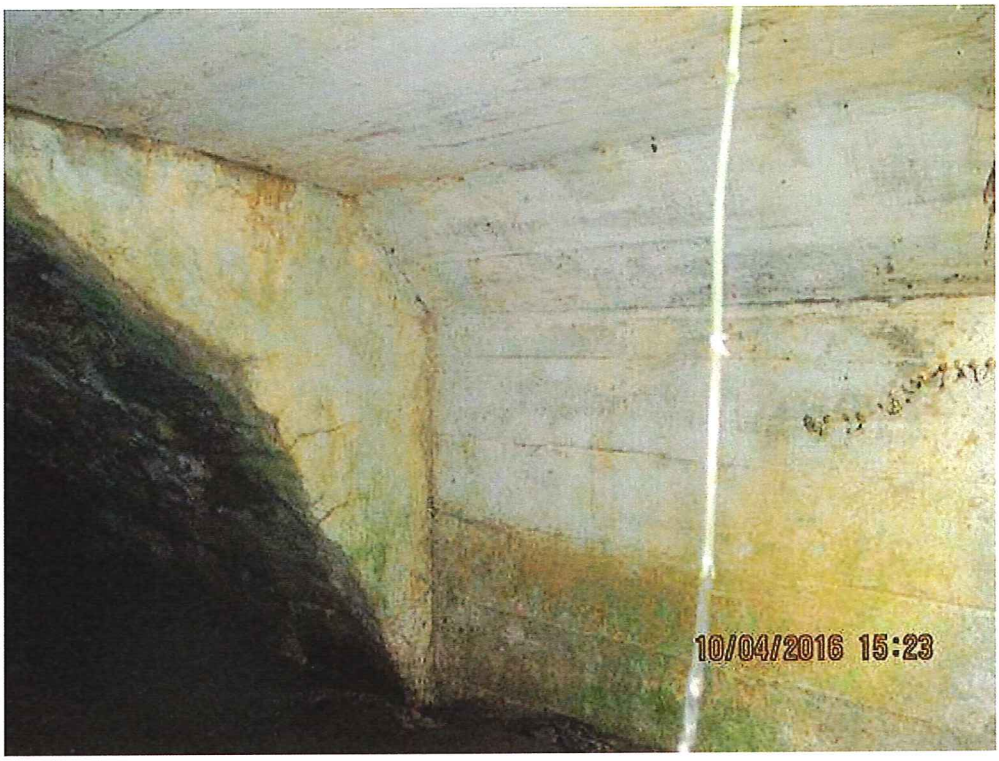


Photo 5 - East end.

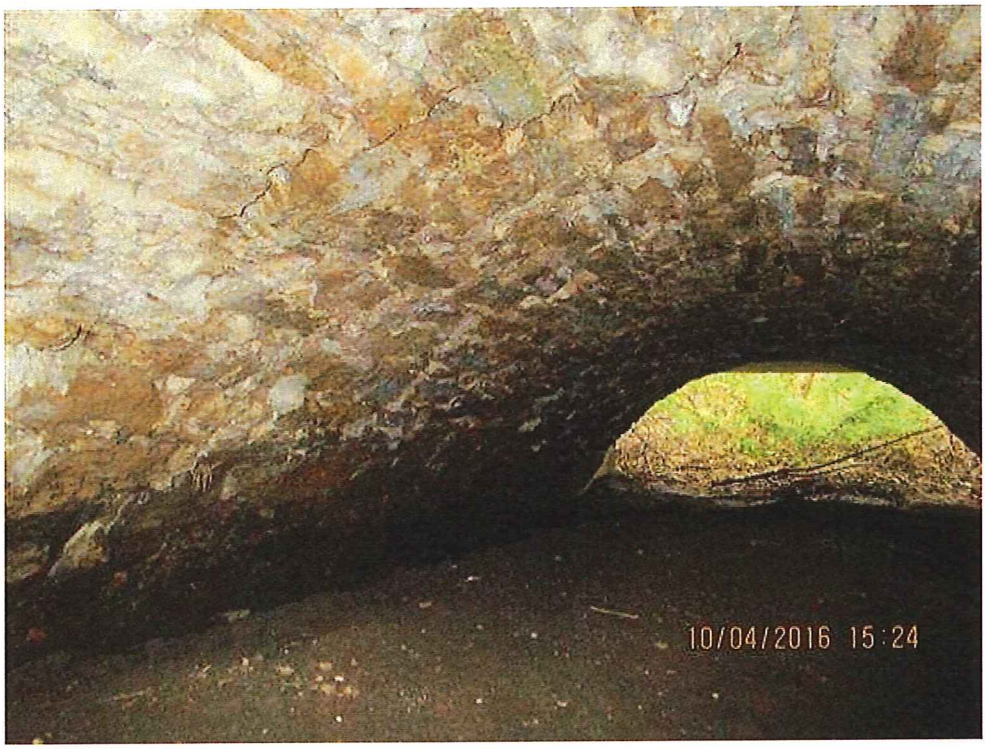


Photo 6 - East end.

Pictures

Photo 7 - East end.

Photo 8 - East end.

Pictures

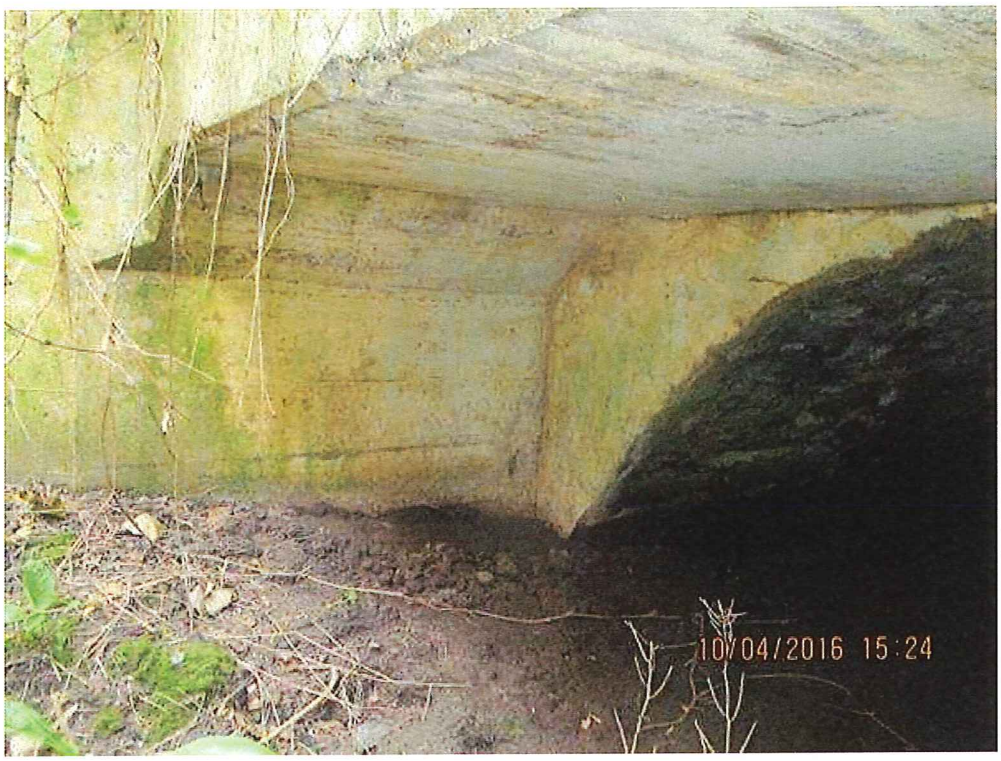


Photo 9 - East end.

Photo 10 - West end.

Pictures

Photo 11 - Roadway over culvert.

Photo 12 - South approach.

Pictures

Photo 13 - North approach.

Photo 14 - Channel, west end.

Pictures

Photo 15 - Channel, east end.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 16, 2017

Re: Agreements Related to the Reconstruction of the Recreational Trail Along St. Croix Trail

---

Washington County is planning an improvement project for the St. Croix Trail. The County is going to be responsible for all construction, but will fund only the portions of the improvement that are within the County's right-of-way. The only portion of the trail that is not within the County's right-of-way is the segment in Afton that includes the pedestrian bridge, which requires improvements with an estimated cost of $53,709.45. The costs related to this segment of the trail are being funded by the Lower St. Croix Valley Community Foundation (LSCVCF) through a fundraising effort.

Washington County would like to enter into a cost agreement with the City of Afton to allow the city to act as liaison between the county and LSCVCF. The cost agreement would be for trail work located within the City of Afton right of way. At this time the county is unable to enter into an agreement with a private foundation so having an agreement with the city is the best way to proceed. The cost agreement would expire at the time that the construction contract is closed out. The draft cost agreement is attached. The City Attorney has reviewed the draft cost agreement, and is recommending approval subject to having in place a cost agreement with the LSCVCF regarding the costs referenced in the County cost agreement.

The City Attorney has drafted a reimbursement agreement with the LSCVCF, which has been reviewed and revised by the LSCVCF. The City Attorney and staff have reviewed the proposed revisions and have made one revision to clarify the indemnification language at the end of the agreement. This revision has been forwarded to the LSCVCF. At the time of finalizing this memo, the LSCVCF had not had an opportunity to respond to the City Attorney's revisions. Staff will continue to work with the LSCVCF to prepare an agreement that is acceptable to the LSCVCF and the City Attorney for the Council's consideration at the Council meeting.

COUNCIL ACTION REQUESTED:

Motion regarding the approval of the cost agreement with Washington County regarding the payment of the City's share of St. Croix Trail reconstruction project, which is estimated at $53,709.45.

Motion regarding the approval of the cost agreement with the LSCVCF regarding the payment of the City's share of St. Croix Trail reconstruction project, which is estimated at $53,709.45.

~~INDEMNIFICATION AND~~ COSTS REIMBURSEMENT AGREEMENT BETWEEN THE CITY OF AFTON, MINNESOTA AND THE LOWER SAINT CROIX VALLEY COMMUNITY FOUNDATION

WHEREAS, the City of Afton is a Minnesota Statutory City (hereinafter "the City") located within Washington County, Minnesota; and

WHEREAS, the Lower Saint Croix Valley Community Foundation (hereinafter, "the Community Foundation") is a non-profit corporation organized under the laws of the State of Minnesota _____ for the purpose of promoting and assisting in the betterment of communities located in the Lower Saint Croix River Valley of Minnesota and Wisconsin; and

WHEREAS, Washington County intends to resurface Afton-Lakeland Trail from 30th Street in Afton to the west end of Bridge #82800 (I-94 over the St. Croix River) and pay the largest share of any of the costs of that project, designated as CP 17-21-805, (hereinafter, "the Project"), as more fully described in the attached cooperative agreement between the City of Afton and Washington County which is incorporated herein as Attachment 1 by reference (hereinafter, "the Cooperative Agreement").

WHEREAS, the Community Foundation desires the undertaking of the Project as a public benefit to the residents of the Lower St. Croix Valley, and has stated its desire and intention to advance the funds necessary for the non-County portion of this work; and

WHEREAS, the Community Foundation was willing to enter an agreement with Washington County to provide the local, or non-county portion of the costs associated with the project; ~~and~~

WHEREAS, the Community Foundation is an affiliate of the St. Croix Valley Foundation (Foundation) and the Foundation is the fiscal agent for the Community Foundation;

WHEREAS, Washington County took the position that it could not contract or otherwise agree to enter an agreement with a non-profit entity other than another governmental unit for that purpose; and

WHEREAS, the City desires both the completion of the project as well as to facilitate the participation in the funding of the project by the Community Foundation and is willing

to enter the Cooperative Agreement with the County for that purpose with the express understanding that it is doing so with the full agreement of the Foundation to fully fund the City portion of the costs outlined in the Cooperative Agreement.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. The City will execute the Cooperative Agreement with the County and will perform all the duties and obligations required of it thereunder.

2. The Community Foundation shall reimburse the City for its portion under the Construction Agreement ~~of all construction costs, as well as those costs associated in the preparation of plans and permits in accordance with the duties outlined in~~ as specified in Section E ~~Paragraph B~~, Cost Participation Items and Estimated Costs of the "Cooperative Agreement".

3. Based on Section F, Payment, of the "Cooperative Agreemeent" the maximum not-to-exceed reimbursement provided by the Community Foundation to the City is $53,709.45. The actual reimbursement amount will be determined based on the requirements specified in Section F, Payment, upon awarding of the construction contract and substantial completion of the project.

4. The Community Foundation via agreement with a qualified service provider will directly provide the following services as part of the project:

- Preparation of plans and specifications for the replacement of the railing on the trail bridge that spans the Valley Creek;
- Permits for the bridge portion of the project (if applicable);
- Address bidders questions concerning the bridge portion of the project prior to contract award;
- Review shop drawings for the bridge portion of the project and attend up to two construction meetings (if needed) during project construction to address contractor/inspector questions;

5. After the County has awarded the construction contract, the Community Foundation will pay the City 10 percent of the City's portion of the estimated construction costs subject to the requirements specified in Section F (1) of the "Cooperative Agreement".

6. Upon the project achieving "substantial completion", the County will provide the City with a final reconciliation of the project costs and the Community Foundation will pay the remaining portion of the City's costs less 10% subject to the requirements

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

specified in Section F (3) and (4) of the "Cooperative Agreement" ands Section 3 described above.

7. The City agrees that it will defend, indemnify, and hold harmless the Foundation and Community Foundation against any and all liability, loss, damages, costs, and expenses which the Foundation and Community Foundation may sustain during the performance of this project as result of the negligent acts of the City, its agents, officers or employees ~~or any third parties~~ arising out of the performance of this project

8. This agreement is subject to the approval of the Foundation as the fiscal agent of the Community Foundation.

For the City of Afton, Minnesota

Date:

_____

Richard Bend, Mayor

_____

Attest: Ronald Moorse, City Administrator

For the Lower Saint Croix Valley Community Association

_____

By:

Its _____

WASHINGTON COUNTY	
CONTRACT NO.	10717
DEPT.	PUBLIC WORKS
DIVISION	TRANSPORTATION
TERM	SIGNATURE – END OF PROJECT

COOPERATIVE AGREEMENT BETWEEN THE CITY OF AFTON AND WASHINGTON COUNTY FOR CONSTRUCTION COST OF AFTON-LAKELAND TRAIL

THIS AGREEMENT, by and between the City of Afton, a municipal corporation, herein after 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 County intends to resurface Afton-Lakeland Trail from 30th Street in Afton to the west end of Bridge #82800 (I-94 over the St. Croix River); and

WHEREAS, items included in the project require City cost participation; and

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

WHEREAS, the County desires to use local funds for these improvements; and

WHEREAS, a cooperative effort between the City and County is the appropriate method to facilitate the construction of these transportation improvements; and

WHEREAS, this Agreement is made pursuant to statutory authority contained in Minnesota Statute 162.17 sub.2 and Minnesota Statute 471.59.

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

A. 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, Exhibit A (Location Map), Exhibit B (Project Map) and Exhibit C (Preliminary Estimate).

B. PLANS AND SPECIFICATION PREPARATION

1. The County shall be responsible for the preparation of all plans and specifications for the paving portion of the project.
2. The City shall be responsible for the preparation of all plans and specifications, and approved permits for the bridge portion of the project. This includes replacement of the railing on the trail bridge that spans Valley Creek.
3. The County shall assemble all plans and specifications, including but not limited to, compliance with all applicable standards and policies and obtaining all approvals required in formulating the bid specifications for all County and City components of this Project.
4. The following County project number has been assigned to the project: CP 17-21805 (CSAH 18- St. Croix Trail Improvements).

C. ADVERTISEMENT AND AWARD OF CONTRACT

1. After the applicable plans and specifications have been approved by the County and City and all necessary permits and approvals have been obtained. The County shall advertise for construction bids and at the sole discretion of the County award the contract to the lowest responsible bidder.
2. The City shall be responsible for responding to bidders' questions concerning the bridge.

D. CONSTRUCTION ADMINISTRATION, OBSERVATION, AND TESTING

1. The County shall be responsible for the construction administration, inspection, and for the observation and testing for all construction items.
2. The City shall be available to attend weekly construction meetings, review shop drawings, and respond to contractor/inspector questions related to the bridge portion of the project.

E. 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 C "Preliminary Estimate". The construction cost estimate is an estimate of the engineer and includes a cost participation summary. The City's cost participation consists of the cost of construction only.

1. Construction

   The total construction cost of the project is estimated to be $386,100.58. The City shall be responsible for an estimated amount of $53,709.45 of the estimated total construction cost. The construction costs for which the City is responsible is detailed in Exhibit C of this agreement and summarized in Table 1.

Table 1
City of Afton Cost Summary
Based on EXHIBIT C

ITEM	COST
100 percent RESURFACE ST. CROIX TRAIL within City of Afton right of way (see Exhibit B)	$9,380.00
100 percent RAILING RECONSTRUCTION ON BRIDGE over Valley Creek (see Exhibit B)	$39,317.50
5% PRO-RATA ITEMS (MOBILIZATION AND TRAFFIC CONTROL)	$2,454.35
TOTAL ESTIMATED COST	**$53,709.45**

The costs attributable to the City and payable to the County in section E. are merely estimated costs. Actual construction costs will be based on the contractor's unit prices and quantities, and a reconciliation of actual costs to the estimated costs will be made pursuant to section F.3 of this agreement.

F. PAYMENT

1. After the County has awarded the construction contract, Exhibit C will be updated to reflect the actual contractor's unit prices and will submit a copy of the revised summary to the City. Upon receipt of the revised summary, the City shall pay to the Treasurer of Washington County an amount equal to 10 percent of the City's estimated construction cost.
2. During construction the County shall submit to the City an estimated cost of the partial work performed by the Contractor. Upon receipt of this estimated cost, the City shall pay to the County its share of the cost of the partial work performed as determined in Section E of this Agreement.
3. Upon substantial completion of the work the County shall prepare a final cost participation summary which will be based upon the contract unit prices and the actual units of work performed and shall submit a copy of this summary to the City. The County shall submit to the City a final reconciliation of costs, which will add or subtract contract amendments to the City's Project components; adjustments for liquidated damages pursuant to Section H. and previous Project cost payments made by the City to the County. If the amount of the total of the payments made by the City pursuant to Section F is less than the actual cost to the City of its

portion of the Project, the City agrees to pay the difference between the estimated amount paid by the City and the actual cost of the City's portion of the project.

4. In the event that the City paid more in advance than the actual cost of the City's portion of the project, the County shall refund without interest the amount to the City.
5. The City shall pay 100 percent of an invoice amount within 30 days of receipt.

G. CONTRACT CHANGES

1. Any modifications or additions to the final approved plans and/or specifications of the City's portion of the project shall be made part of the construction contract through a written amendment to the construction contract, and the cost for such changes shall be appropriated as set forth in Section E of this Agreement.
2. Any utility or facility which is subsequently modified or added to the final approved plans and/or specifications shall become part of the construction contract, and the cost for such changes shall be appropriated as set forth in Section E of this Agreement.

H. LIQUIDATED DAMAGES

Any liquidated damage assessed the contractor in connection with the work performed on the project shall be shared by the City and the County in the following proportion: The respective total share of construction work to the total construction cost without any deduction for liquidated damages.

I. CONDITIONS

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

J. 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.

K. WORKERS COMPENSATION

It is hereby understood and agreed that any and all employees of the City and all other persons employed by the City 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 County 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 City 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 County.

L. INDEMNIFICATION

1. 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.
2. 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.

3. 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.
4. 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).

O. 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.

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

WASHINGTON COUNTY

_____

Chair Date
Board of Commissioners

_____

Molly O'Rourke Date
County Administrator

Approved as to form:

_____

Assistant County Attorney Date

CITY OF AFTON

_____

Mayor Date

_____

City Administrator Date

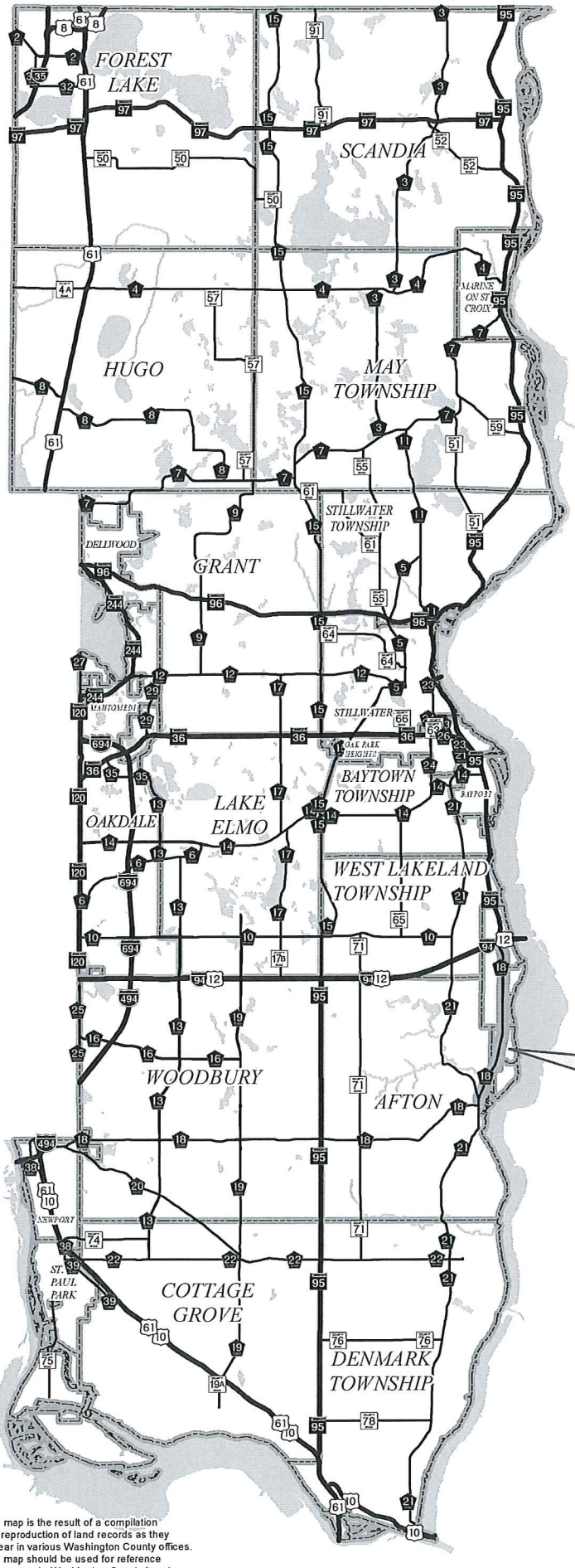
Approved as to form:

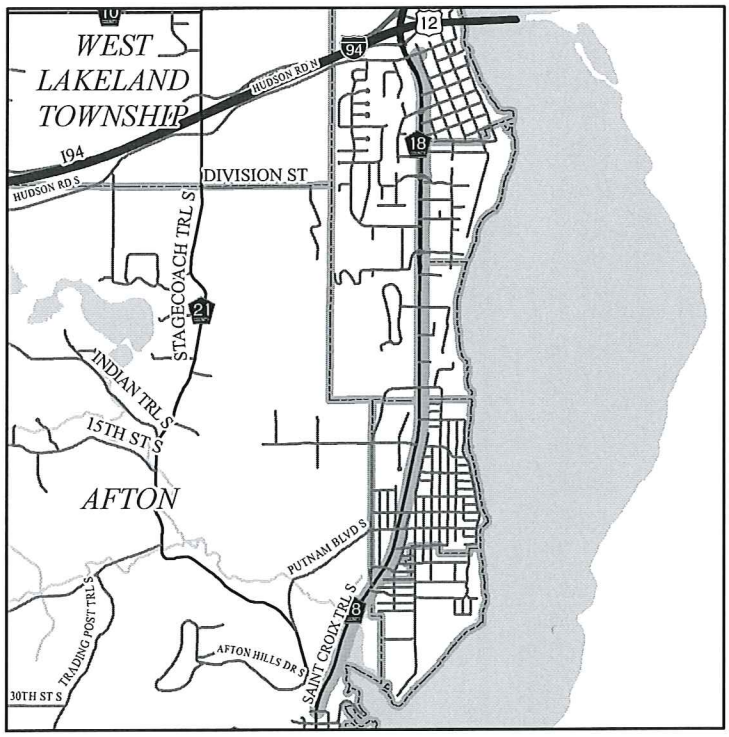
_____

City Attorney Date

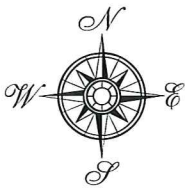
Washington County

St. Croix Trail Project
30th St S to I-94





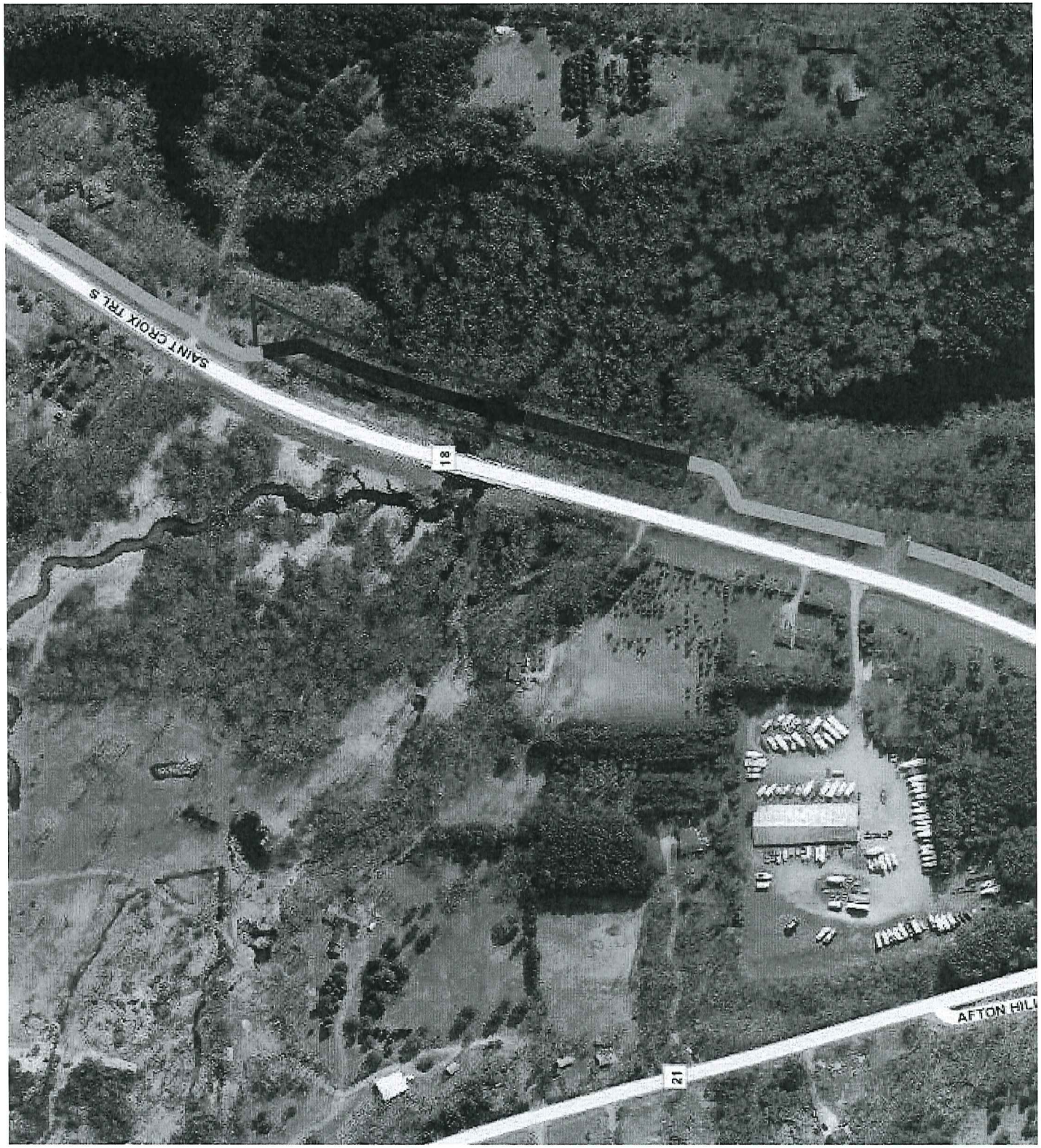
St Croix Trail - Multi-Use Trail Improvements Afton, St. Mary's Point, Lake St. Croix Beach, Lakeland, & Lakeland Shores



Scale 1:240,000

0 1 2 4 6 8 Miles

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


21
AFTON HILL
18
SAINT CROIX TRL S

21805 Eng Estimate

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT COST	UNIT COST	PROJECT TOTAL		WASHINGTON COUNTY C.P. 17-21805		CITY OF AFTON	
					ESTIMATED QUANTITY	ESTIMATED COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST
2021.501	MOBILIZATION	LUMP SUM	$20,000.00	$20,862.89	1	$20,000.00	0.90	$18,032.62	0.10	$1,967.38
2104.509	REMOVE SIGN TYPE C	EACH	$40.00	$38.41	28	$1,120.00	28	$1,120.00		
2104.509	REMOVE SIGN TYPE D	EACH	$75.00	$72.43	19	$1,425.00	19	$1,425.00		
2104.509	REMOVE SIGN TYPE SPECIAL	EACH	$28.00	$27.50	22	$616.00	22	$616.00		
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LF	$4.00	$3.38	198	$792.00	182	$728.00	16	$64.00
2104.523	SALVAGE SIGN TYPE C	EACH	$40.00	$38.80	3	$120.00	3	$120.00		
2104.523	SALVAGE SIGN TYPE D	EACH	$160.00	$156.65	2	$320.00	2	$320.00		
2106.607	EXCAVATION - COMMON	CY	$30.00	$28.20	37	$1,110.00	37	$1,110.00		
2211.501	AGGREGATE BASE (CV) CLASS 5	CY	$45.00	$42.60	81	$3,645.00	81	$3,645.00		
2232.501	MILL BITUMINOUS SURFACE (3.0")	SY	$1.40	$1.38	18358	$25,701.51	17673	$24,742.51	685	$959.00
2360.501	SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$68.50	$68.38	3314	$227,009.00	3192	$218,652.00	122	$8,357.00
2403.603	TIMBER RAILING REPLACEMENT	LF	$111.25	$111.25	318	$35,377.50			318	$35,377.50
2411.507	CONCRETE FOOTING	EA	$350.00	$350.00	8	$2,800.00			8	$2,800.00
2501.603	CLEAN PIPE CULVERT	LF	$78.00	$78.23	70	$5,460.00	70	$5,460.00		
2511.502	RANDOM RIPRAP CLASS II	TON	$95.00	$95.00	12	$1,140.00			12	$1,140.00
2521.501	6" CONCRETE WALK	SF	$9.00	$9.31	1494	$13,446.82	1494	$13,446.82		
2531.618	TRUNCATED DOMES	SF	$50.00	$49.90	332	$16,600.00	332	$16,600.00		
2563.601	TRAFFIC CONTROL	LS	$3,500.00	$3,442.15	1	$3,500.00	0.86	$3,013.03	0.14	$486.98
2564.531	SIGN PANELS TYPE C	SF	$50.00	$50.84	44	$2,200.00	44	$2,200.00		
2564.531	SIGN PANELS TYPE D	SF	$35.00	$32.28	61	$2,135.00	61	$2,135.00		
2564.537	INSTALL SIGN TYPE C	EACH	$150.00	$147.80	3	$450.00	3	$450.00		
2564.537	INSTALL SIGN TYPE D	EACH	$250.00	$227.07	1	$250.00	1	$250.00		
2572.502	CLEAN ROOT CUTTING	LF	$12.00	$9.83	66	$792.00	66	$792.00		
2574.525	COMMON TOPSOIL BORROW	CY	$50.00	$51.98	16	$800.00	16	$800.00		
2575.502	SEED MIXTURE 25-141	POUND	$25.00	$26.33	1	$25.00	1	$25.00		
2575.523	EROSION CONTROL BLANKET CATEGORY 3N	SY	$10.00	$10.00	88	$880.00	88	$880.00		
	5% CONSTRUCTION CONTINGENCY					$18,385.74		$15,828.15		$2,557.59
TOTAL ESTIMATE					$386,100.58		$332,391.13		$53,709.45	

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 10, 2017

Re: Engineering Fees for the 2017 Street Improvements Project

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At its January 17, 2017 meeting, the Council approved a proposal from WSB for engineering services related to preparing plans and specifications and advertising for bids for the 2017 Street Improvements Project. Since that time, questions were raised regarding how the WSB proposal and costs compared to the engineering fees related to a one mile reclamation project completed in Denmark Township in 2016. Staff has discussed the Denmark Township project and engineering fees with the Denmark Township Clerk and with the Engineering firm that provided the engineering services for that project. This information was discussed at a meeting with WSB that included Council member Richter, Ken Johnson-Public Works Supervisor, Ron Moorse-City Administrator and Ben Thurmes of Tri County. A summary of the discussion is as follows.

Engineering Costs Discussion. The Engineering costs include preparing plans and advertising for bids. The City has approved a proposal from WSB in the amount of $150,995 for preparing plans and specifications. This includes surveying the roads to provide topography and to enable the centerline of the road to be staked during construction. This ensures the road is aligned correctly both vertically and horizontally, particularly in areas of curves and slopes. The survey also provides the topographic information required by the Valley Branch Watershed District for their permitting process related to culvert replacements.

In comparing with the Denmark Township project, their engineer did not prepare a survey or plan sheets and did not provide staking for construction. They provided a standard street section drawing and relied on their contractor to align the road correctly. The WSB representatives indicated that this can work when you have a very good contractor and a relatively straight and flat road. The risk is that, with the many curves and slopes of the roads planned for Afton's improvements, and the current uncertainty regarding the quality of the contractor, the roads could be constructed out of alignment. Also, the Denmark Township project was under the jurisdiction of the South Washington Watershed District, which does not require permits for culvert replacements. Most of the streets in Afton's project are in the Valley Branch Watershed District, which requires permits for culvert replacements.

The cost of the design engineering and advertisement for bids for the Denmark Township project was approximately $3,500 per mile, which was about 1.5% of the project cost. The cost of the design engineering and advertisement for bids based on WSB's proposal is approximately $12,500 per mile, which is about 4 to 5% of the project cost.

The other element of engineering costs is construction inspection, which also includes tracking material quantities and materials testing. Again, the Denmark Township project involved minimal construction inspection, based on the desire to minimize costs and the high quality of the contractor. The construction inspection-related costs were approximately $1,500 per mile.

WSB has not provided a proposal for construction inspection services, but recommended some level of tracking quantities, materials testing and construction inspection, with the amount being dependent on the quality of the low-bid contractor. The group suggested that WSB provide a proposal with a range of levels of services, with information regarding the pros and cons of each level of service, so that the City can select the level it prefers.

The Public Works Committee is meeting at 9:00 a.m. on Tuesday February 21 for further discussion regarding this topic, and will share the results of the discussion at the Council meeting.

COUNCIL ACTION REQUESTED:

Motion regarding engineering services related to the 2017 Street Improvements Project.

WSB

477 Temperance Street | St. Paul, MN 55101 | (651) 286-8450

January 10, 2017

Honorable Mayor and City Council
City of Afton
3033 St Croix Trail S
Afton, Minnesota 55001

Re: Professional Services Proposal
2018 Pavement Management Project
WSB Project 1856-540

Dear Honorable Mayor and Council Members:

As requested, we are providing you a proposal for the preparation of plans, specifications and bidding services for 2018 Pavement Management Project in the City of Afton. The proposed improvements include:

Reclamation

- **15th Street S** from Neal Ave S to Stagecoach Trail S,
- **30th Street S** from Nybeck Ave S to Trading Post Trail S,
- **Indian Trail S** from Hudson Road S to Stagecoach Trail S,
- **Trading Post Trail S** from 30th St to 60th St,

Overlay

- **42nd Street S** from Trading Post Trail S to Pasture Ridge,
- **Oakgreen Ave** from Oakgreen Cr to 40th St,
- **Nybeck Ave** from 30th St to Oakgreen Cr.

Proposed Services

Preparation of Plans and Specifications & Bidding Services:

- Project management and coordination/meetings with City staff and the City Council.
- Coordinate private utilities located in the improvement corridor. This coordination will include providing drawings to any affected utility companies and hosting an on-site utility relocation meeting to determine what utilities, if any, will require relocation.
- Complete a topographic survey to identify surficial information/landmarks, existing grades, to be used for construction centerline staking and to address drainage issues as much as possible.
- Perform roadway pavement cores to identify existing bituminous and gravel thickness to design the reclaimation depth.
- Prepare final project and construction schedule
- Preparation of estimated quantities and detailed engineer's opinion of probable construction cost as it relates to the work outlined in our scope of services.
- Prepare final plans, project specific specifications, contract documents, and bidding forms. Specifications will be in accordance with MnDOT standard specifications.
- Coordinate project advertisement. We will distribute plans and specifications to the contractors, as well as any needed addenda. We will also attend the bid opening at City Hall, prepare a tabulation of bids, and bid results letter for City Council consideration of award.

Proposed Fee

We are proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule. Estimated fees for:

Preparation of Plans, Specifications, & Bidding Services

- *15th Street S (Neal Ave S – Stagecoach Trail S)* - **$32,719**
- *30th St S (Nybeck Ave S – Trading Post Trail S)* - **$25,601**
- *Indian Trail S (Hudson Rd S – Stagecoach Trail S)* - **$35,289**
- *Trading Post Trail S (30th St – 60th St)*- **$35,918**
- *Overlays (42nd St, Oakgreen Ave, Nybeck Ave)* - **$21,468**

$150,995

Thank you for this opportunity to provide professional consulting services to the City of Afton. If this proposal is acceptable, please execute the signature block below and return as our authorization to proceed.

Please do not hesitate to contact me at 651-286-8468 if you have any questions.

Sincerely,

WSB & Associates, Inc.

Nick Guilliams, P.E.
Project Manager

Diane Hankee, P.E.
City Engineer

PROPOSAL FOR:

Preparation of Bid Documents and Bidding Services – *Afton Local Street Improvements*

ACCEPTED BY:

City of Afton, MN

Name _____

Title _____

Date _____

WSB & Associates, Inc.

Estimate of Engineering Fees Construction Plans and Specifications
2018 Pavement Management Project
City of Afton, MN

		Estimated Hours										
		Principal	Senior Project Manager	Engineering Specialist VI	ROW	2-Person Survey Crew	Graduate Engineer	Water Resources Project Manager	Geotechnical	Office Technician	Total Hours	Amount
	Description		DHJNG	TC	PR		KK	JN		KP		
15th Street (Neal Ave to Stagecoach Trail)												
A	Plans											
	A. Title Sheet			0.5							0.5	$ 67.00
	B. General Layout			0.5							0.5	$ 67.00
	C. Statement of Quantities/Tabulations		1	1			2				4	$ 499.00
	D. Typical Section/Pavement Details		2	4			2				8	$ 1,052.00
	E. Miscellaneous Details		1	2			2				5	$ 633.00
	F. Construction Plan and Profile		8	36			12				56	$ 7,316.00
	G. Drainage Plan , Details & Quantities		4	12			8	4			28	$ 3,568.00
	H. Storm Water Pollution Prevention Plan (SWPPP)			2				2			4	$ 518.00
	I. Cross-Sections		4	18			2				24	$ 3,230.00
B.	Specifications		4				8			4	16	$ 1,772.00
C.	Private Utility Coordination		2				6				8	$ 944.00
D.	Plan Review/Approval		2				4				6	$ 730.00
E.	Bidding Administration		2				12			2	16	$ 1,742.00
F.	Permits		1				6	8		2	17	$ 1,949.00
G.	Cost Estimate		2				8				10	$ 1,158.00
H.	Survey					33					33	$ 5,577.00
I.	Geotechncial								5		5	$ 1,225.00
J.	Project Meetings		2				2			2	6	$ 672.00
	Subtotal	0	35	76	0	33	74	14	5	10	247	$ 32,719.00
Indian Trail (Hudson Road to Stagecoach Tr)												
A	Plans											
	A. Title Sheet			0.5							0.5	$ 67.00
	B. General Layout			0.5							0.5	$ 67.00
	C. Statement of Quantities/Tabulations		1	1			2				4	$ 499.00
	D. Typical Section/Pavement Details		2	4			2				8	$ 1,052.00
	E. Miscellaneous Details		1	2			2				5	$ 633.00
	F. Construction Plan and Profile		8	42			16				66	$ 8,548.00
	G. Drainage Plan , Details & Quantities		4	14			8	4			30	$ 3,836.00
	H. Storm Water Pollution Prevention Plan (SWPPP)			2				4			6	$ 768.00
	I. Cross-Sections		4	20			8				32	$ 4,140.00
B.	Specifications		4				8			4	16	$ 1,772.00
C.	Private Utility Coordination		2				6				8	$ 944.00
D.	Plan Review/Approval		2				4				6	$ 730.00
E.	Bidding Administration		2				8			2	12	$ 1,314.00
F.	Permits		1				6	8		2	17	$ 1,949.00
G.	Cost Estimate		2				8				10	$ 1,158.00
H.	Survey					35					35	$ 5,915.00
I.	Geotechncial								5		5	$ 1,225.00
J.	Project Meetings		2				2			2	6	$ 672.00
	Subtotal	0	35	86	0	35	80	16	5	10	267	$ 35,289.00
30th Street (Trading Post to Nybeck Ave)												
A	Plans											
	A. Title Sheet			0.5							0.5	$ 67.00
	B. General Layout			0.5							0.5	$ 67.00
	C. Statement of Quantities/Tabulations		1	1			2				4	$ 499.00
	D. Typical Section/Pavement Details		1	4			2				7	$ 901.00
	E. Miscellaneous Details		1	2			2				5	$ 633.00
	F. Construction Plan and Profile		4	16			8				28	$ 3,604.00
	G. Drainage Plan , Details & Quantities		2	8			8	6			24	$ 2,980.00
	H. Storm Water Pollution Prevention Plan (SWPPP)			2				4			6	$ 768.00
	I. Cross-Sections		4	8			8				20	$ 2,532.00
B.	Specifications		4				4			4	12	$ 1,344.00
C.	Private Utility Coordination		2				6				8	$ 944.00
D.	Plan Review/Approval		2				4				6	$ 730.00
E.	Bidding Administration		2				4			2	8	$ 886.00
F.	Permits		1				6	8		2	17	$ 1,949.00
G.	Cost Estimate		2				4				6	$ 730.00
H.	Survey full topo for steep grade					30					30	$ 5,070.00
I.	Geotechncial								5		5	$ 1,225.00
J.	Project Meetings		2				2			2	6	$ 672.00
	Subtotal	0	28	42	0	30	60	18	5	10	193	$ 25,601.00
Trading Post Trail (40th St to 60th St)												
A	Plans											
	A. Title Sheet			0.5							0.5	$ 67.00
	B. General Layout			0.5							0.5	$ 67.00
	C. Statement of Quantities/Tabulations		1	1			2				4	$ 499.00
	D. Typical Section/Pavement Details		2	4			2				8	$ 1,052.00
	E. Miscellaneous Details		1	2			2				5	$ 633.00
	F. Construction Plan and Profile		8	40			20				68	$ 8,708.00
	G. Drainage Plan , Details & Quantities		4	12			8				24	$ 3,068.00
	H. Storm Water Pollution Prevention Plan (SWPPP)			2				2			4	$ 518.00
	I. Cross-Sections		4	20			8				32	$ 4,140.00
B.	Specifications		4				12			4	20	$ 2,200.00
C.	Private Utility Coordination		2				4				6	$ 730.00
D.	Plan Review/Approval		2				4				6	$ 730.00
E.	Bidding Administration		2				12			2	16	$ 1,742.00
F.	Permits		1				6	8		2	17	$ 1,949.00
G.	Cost Estimate		2				8				10	$ 1,158.00
H.	Survey Steep Grade Areas					40					40	$ 6,760.00
I.	Geotechncial								5		5	$ 1,225.00
J.	Project Meetings		2				2			2	6	$ 672.00
	Subtotal	0	35	82	0	40	90	10	5	10	272	$ 35,918.00
Mill & Overlay (~2.5 mi 42nd Steet, Oakgreen Ave, Nybeck Ave)												
A	Plans											
	A. Title Sheet			0.5							0.5	$ 67.00
	B. General Layout			0.5							0.5	$ 67.00
	C. Statement of Quantities/Tabulations		1	1			2				4	$ 499.00
	D. Typical Section/Pavement Details		2	4			2				8	$ 1,052.00
	E. Miscellaneous Details		1	2			2				5	$ 633.00
	F. Construction Plan and Profile		4	30			18				52	$ 6,550.00
	G. Drainage Plan , Details & Quantities		1	4			8				13	$ 1,543.00
	H. Storm Water Pollution Prevention Plan (SWPPP)			2				8			10	$ 1,268.00
B.	Specifications		4				4			4	12	$ 1,344.00
C.	Private Utility Coordination		2				6				8	$ 944.00
D.	Bidding Administration		2				12			2	16	$ 1,742.00
E.	Cost Estimate		2				8				10	$ 1,158.00
F.	Survey Steep Grade Areas					16					16	$ 2,704.00
G.	Geotechncial to verify Overlay depth								5		5	$ 1,225.00
H.	Project Meetings		2				2			2	6	$ 672.00
	Subtotal	0	21	44	0	16	64	8	5	8	166	$ 21,468.00
		0	308	660	0	308	736	132	50	96	2290	$ 21,468.00
		0	308	660	0	308	736	132	50	96	2290	
		163.00	151.00	134.00	163.00	169.00	107.00	125.00	245.00	78.00		
		$ -	$ 46,508.00	$ 88,440.00	$ -	$ 52,052.00	$ 78,752.00	$ 16,500.00	$ 12,250.00	$ 7,488.00		$ 150,995.00
												$ 150,995.00

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 10, 2017

Re: 30th Street Culvert Improvement

A large culvert on 30th Street west of Nybeck has experienced erosion and deterioration of the guardrail such that it is no longer anchored. The culvert consists of two new sections that appear to be 8x8 box culverts and an approximately 100yr old brick mortar section. Tri County, the City's street maintenance contractor, originally proposed an option that would retain the current culvert and provide a new concrete foundation for a new guardrail. The City Engineer's bridge/culvert inspector advised that the proposed concrete foundation would not be structurally sound and may fail. Below is an outline of the City Engineer's concerns regarding this option.

City Engineer's Concerns Regarding New Concrete Foundation for New Guardrail

- We have no existing information on this structure, it appears to be +100 yrs, which is why building anything into it or off of it may cause failure. Disturbance of the soil around it would change the loading of arch and could push it to fail on itself.

- The main problem is roadway runoff creating erosion. The City should focus on eliminating this issue (curb and gutter). If concrete fill was placed on the edge it could still continue to erode under the structure and may take a more direct path to the structure itself.

- Without an inspection or analysis we cannot recommend this option.

If the original proposal is not acceptable, Tri County would propose to leave in place the sections of culvert that are in good condition and install a new section of culvert that extends substantially beyond the current culvert to enable a new guardrail to be installed. The cost of this solution is approximately $24,500 for materials and $28,000 for labor and restoration. The surface work (curb and gutter, black top and guard rail) is proposed to be included in the 2017 Pavement Management Project.

The Public Works Committee is meeting the morning of February 21 to discuss the culvert repair options and will provide a recommendation at the Council meeting.

COUNCIL ACTION REQUESTED:

Motion regarding the 30th Street culvert repairs.

9B6

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 10, 2017

Re: 2017 Rate Schedule from WSB for Engineering Services

Attached for Council consideration is the 2017 rate schedule from WSB for engineering services. The rate schedule reflects an overall increase of 3%. The Council continued action regarding the rate schedule increase from its January 21, 2017 meeting to enable staff to survey other similar cities regarding 2017 rate increases for engineering services.

Engineering Rate Increase Survey Results

- Lake Elmo: No increases in rate schedule except a 6.25% increase for a Municipal Engineer I and a Construction Field Engineer
- Newport: No increases
- Hugo: 3% increase
- Lakeland: Rate increases occur in July, typically comparable to COLA
- Scandia: contract locked in rates from 2013 to 2017
- West Lakeland Township : Same Engineer as Lake Elmo - No increases in rate schedule except a 6.25% increase for a Municipal Engineer I and a Construction Field Engineer

COUNCIL ACTION REQUESTED:

Motion regarding the proposed 2017 rate schedule from WSB for engineering services, which reflects an overall increase of 3%.

WSB 2017 Rate Schedule

	Billing Rate/Hour
Principal	$160-$180
Associate / Sr. Project Manager / Sr. Project Engineer	$143-$180
Project Manager	$125-$137
Project Engineer	$109-$138
Graduate Engineer	$82-$102
Sr. Landscape Architect / Sr. Planner / Sr. GIS Specialist	$113-$142
Landscape Architect / Planner / GIS Specialist	$67-$107
Engineering Specialist / Sr. Environmental Scientist	$94-$135
Pavement Coring	
One-Person Crew	$165
Two-Person Crew	$245
Survey	
One-Person Crew	$135
Two-Person Crew	$172
Three-Person Crew	$189
Underwater Inspection Dive Team	$470
Office Technician	$45-$88

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract.

Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc.

Multiple rates illustrate the varying levels of experience within each category.

Rate Schedule is adjusted annually.

WSB 2017 Unit Rate Test Costs

Description	Unit	Rate
Drilling Charges		
Two-Person Crew Performing Soil Borings and Rock Coring	Per Hour	$200.00
Two-Person Crew Travel Time, Utility Meets, Standby	Per Hour	$160.00
Drilling Rig Mileage	Per Mile	$1.35
Support Truck Mileage	Per Mile	$1.05
Semi-Tractor Transport Mileage	Per Mile	$2.20
Truck-Mounted Drilling Rig	Per Hour	$50.00
Track-Mounted Drilling Rig	Per Hour	$100.00
Trailer Rental (for transport of Track-Mounted Drilling Rig)	Per Project	$350.00
Construction Materials Testing		
Soils		
Unified Soil Classification (ASTM D2487)	Per Sample	$15.00
Visual Soil Identification (ASTM D2488)	Per Sample	$15.00
Hand Penetrometer/Torvane	Per Test	$10.00
Water/Moisture Content (ASTM D2216)	Per Test	$15.00
Dry Density w/ Moisture (ASTM D7263)	Per Test	$40.00
Atterberg Limits, P.I. (ASTM D4318)	Per Test	$125.00
Liquid Limit or Plastic Limit Only	Per Test	$60.00
Shrinkage Limit (ASTM D427)	Per Test	$110.00
Sample Preparation (ASTM D421)	Per Sample	$20.00
Sieve Analysis w/#200 Wash (ASTM D422 & ASTM D1140)	Per Test	$155.00
#200 Wash Only (ASTM D1140)	Per Test	$65.00
Sieve Analysis w/Hydrometer (ASTM D422)	Per Test	$200.00
pH Determination (ASTM G51)	Per Test	$45.00
Specific Gravity (ASTM D854)	Per Test	$120.00
Organic Content (ASTM D2974)	Per Test	$60.00
Topsoil Borrow (MnDOT 3877)	Per Test	$280.00
Electrical Resistivity, Miller Box (ASTM G57 or G187)	Per Test	$90.00
Unconfined Compression (ASTM D2166)	Per Test	$80.00
Proctor Sample Preparation	Per Sample	$30.00

2017 Unit Rate Test Costs

Standard Proctor (ASTM D698)	Per Test	$150.00
Modified Proctor (ASTM D1557)	Per Test	$175.00
Proctor – One Point Check	Per Test	$60.00
Permeability – Falling Head (ASTM D3385)	Per Test	$230.00
Consolidation – Up to 32 TSF (ASTM D2435)	Per Test	$550.00
Sand Equivalent (ASTM D2419)	Per Test	$200.00
Static Cone Penetrometer Rental (ASTM D3441)	Per Test	$30.00
Dynamic Cone Penetrometer Rental (MnDOT Modified)	Per Test	$40.00
Nuclear Density Testing Rental (ASTM D6938)	Per Trip	$25.00
Sand Cone Density Rental (ASTM D1556)	Per Test	$20.00
Double Ring Infiltrometer Rental (ASTM D3385)	Per Day	$200.00
Wenner Probe Rental (ASTM G57)	Per Day	$200.00
Aggregates		
Reducing Sample (ASTM C702)	Per Sample	$20.00
Moisture Content (ASTM C566)	Per Test	$20.00
Sieve Analysis (ASTM C136)	Per Test	$100.00
Sieve Analysis w/#200 (ASTM C136 & ASTM C117	Per Test	$150.00
#200 Wash Only (ASTM C117)	Per Test	$65.00
Clay Lumps & Friable (ASTM C142)	Per Test	$100.00
Organic Impurities (ASTM C40)	Per Test	$60.00
Specific Gravity & Absorption (ASTM C127 or ASTM C128)	Per Test	$110.00
Lightweight Particles (ASTM C123)	Per Test	$130.00
Unit Weight (ASTM C29)	Per Test	$64.00
Abrasion – Los Angeles Rattler (ASTM 131 or ASTM C535)	Per Test	$120.00
Percent Crushing (ASTM D5821)	Per Test	$160.00
Flat & Elongated (ASTM D4791)	Per Test	$150.00
Fine Aggregate Angularity (ASTM C1252)	Per Test	$110.00
Total Spall - Visual (MnDOT 1209)	Per Test	$175.00
Insoluble Residue (ASTM D3042)	Per Test	$240.00
Soundness (ASTM C88)	Per Test	$250.00

2017 Unit Rate Test Costs

Concrete		
Cylinder Molds	Per Mold	$2.50
Preparation of Cylinder Ends	Per Cylinder	$15.00
Compressive Strength – Cylinders (ASTM C39)	Per Cylinder	$30.00
Compressive Strength – Mortar Cubes (ASTM C109)	Per Cube	$30.00
Compressive Strength – Grout Prism (ASTM C1019)	Per Prism	$60.00
Compressive Strength – Masonry Prisms (ASTM C1314)	Per Prism	$160.00
Compressive Strength – CMU Block (ASTM C140)	Per Block	$200.00
Compressive Strength – Beams (ASTM C78)	Per Beam	$100.00
Compressive Strength – Concrete Cores (ASTM C42)	Per Core	$80.00
Floor Flatness & Levelness Rental (ASTM E1155)	Per Day	$200.00
Schmidt Rebound Hammer Rental (ASTM C805)	Per Day	$40.00
Pullout Strength Rental (ASTM C900)	Per Day	$200.00
Ground Penetrating Radar Rental (ASTM D6432)	Per Hour	$60.00
Bituminous		
Pavement Density & Thickness (ASTM D2726)	Per Core	$45.00
Core Thickness (ASTM D2726)	Per Core	$15.00
Saw Trimming of Core Lifts	Per Core	$20.00
Extraction (MnDOT 1852)	Per Test	$160.00
Extraction & Gradation (MnDOT 1852)	Per Test	$210.00
MnDOT Gyratory Mix Properties	Per Test	$525.00
Miscellaneous		
Sprayed Fire Materials Pull Test (ASTM E736)	Per Test	$60.00
Sprayed Fire Materials Thickness & Density (ASTM E605)	Per Test	$65.00
Company Vehicle Miles	Per Mile	$0.70

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above rates. Vehicle mileage fees are not included in our rates.

Rental Rates are in addition to personnel billing rates.

Rate Schedule is adjusted annually.

- Lake Elmo
- W. Lakeland TWP

FOCUS ENGINEERING, inc.

Standard Hourly Rate Schedule

Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

Sr. Municipal Engineer III – Jack Griffin	$120 / hour
Sr. Municipal Engineer II – Cara Geheren	$112 / hour
Sr. Municipal Engineer I – Mark Scholle	$105 / hour
Municipal Engineer III	$98 / hour
Municipal Engineer II – Ryan Stempski	$90 / hour
Municipal Engineer I – Chad Isakson	$85 / hour
Project Engineer – Frank Borich	$72 / hour
Project Engineer – Amanda Groh	$72 / hour
Graduate Engineer	$65 / hour
Interns	$48 / hour
Construction Field Engineer – Hyperion Consulting LLC (Dave Klocker)	$85 / hour

Reimbursable Expenses Schedule

- Vehicle Mileage reimbursed at the current Federal IRS Rate.
- Identifiable printing and reproduction costs when incurred in the direct performance of the City's work.
- Other expenses for items and services as may be required by the City to fulfill the terms of a specific authorization.

City of Scandia

3. Compensation to the CONSULTANT for general engineering services performed by other staff members of the CONSULTANT shall be at the following rates:

Sr. Project Manager - Sr. Principal Engineer/Surveyor	$120-150/hr
Sr. Project Manager - Principal Engineer/Surveyor	$100-150
Project Manager	$100-145
Project/Design Engineer/Planner	$60-135
Licensed Surveyor	$70-135
Project Surveyor	$60-100
Specialist (Nat. Resources, GIS; Traffic; Other)	$70-120
Senior Technician (Inc. Survey[1])	$70-120
Technician (Inc. Survey[1])	$50-90
Administrative Support & Clerical	$35-80
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying Productions	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

[1] No Separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the costs of this equipment is included in the rates for Survey Technicians.

Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for Principals and members of the staff vary according to skill and experience. The rates shall apply for projects for the period through December 31, 2017. These rates may be adjusted annually thereafter to account for changed labor costs, inflation or changed overhead conditions.

4. In addition to the foregoing, CONSULTANT shall be reimbursed at cost for the following Direct Expenses when incurred in the performance of the work.

   a. CITY approved travel and subsistence.

   b. CITY approved outside (facilities not owned by CONSULTANT) computer services.

   c. CITY approved outside professional and technical services (ie, soil borings and geotechnical reports).

   d. Other costs for such additional items and services that the CITY may require the CONSULTANT to provide to fulfill the terms of this Agreement.

5. The CONSULTANT shall provide a monthly itemization of time spent performing general engineering services for the CITY.

SECTION IV - GENERAL

A. STANDARD OF CARE

City of Hugo

2017 Rate Schedule

	Billing Rate/Hour
Principal	$160-$180
Associate / Sr. Project Manager / Sr. Project Engineer	$143-$180
Project Manager	$125-$137
Project Engineer	$109-$138
Graduate Engineer	$82-$102
Sr. Landscape Architect / Sr. Planner / Sr. GIS Specialist	$113-$142
Landscape Architect / Planner / GIS Specialist	$67-$107
Engineering Specialist / Sr. Environmental Scientist	$94-$135
Pavement Coring	
One-Person Crew	$165
Two-Person Crew	$245
Survey	
One-Person Crew	$135
Two-Person Crew	$172
Three-Person Crew	$189
Underwater Inspection Dive Team	$470
Office Technician	$45-$88

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract.

Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc.

Multiple rates illustrate the varying levels of experience within each category.

Rate Schedule is adjusted annually.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Award the Sale of General Obligation Temporary Improvement Bonds, Series 2017A – **Resolution 2017-13**

Background

At its January 17, 2017 meeting, the Council approved moving forward with a bond sale to refinance the General Obligation Temporary Improvement Bonds, Series 2015A, that are providing temporary financing for the downtown improvement projects. The bond sale will be held on February 21. The bids will be provided to the Council at the regular Council meeting, along with a recommendation regarding the low bid. A draft resolution awarding the sale of the bonds is attached. At the Council meeting, a resolution reflecting the low bid will be provided.

Council Action Requested

Motion regarding the adoption of resolution 2017-13 awarding the sale of General Obligation Improvement Bonds, Series 2017A.

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL
CITY OF AFTON, MINNESOTA

HELD: February 21, 2017

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Afton, Washington County, Minnesota, was duly held at the City Hall on February 21, 2017, at 6:30 P.M., for the purpose, in part, of considering proposals and awarding the sale of $2,000,000 General Obligation Temporary Improvement Bonds, Series 2017A.

The following members present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF $2,000,000 GENERAL OBLIGATION TEMPORARY IMPROVEMENT BONDS, SERIES 2017A AND PLEDGING FOR THE SECURITY THEREOF SPECIAL ASSESSMENTS AND LEVYING A TAX FOR THE PAYMENT THEREOF

A. WHEREAS, the City of Afton, Minnesota (the "City"), pursuant to Minnesota Statutes, Chapters 429 and 475, to temporarily finance various improvement projects within the City (the "Improvements"), has heretofore issued $3,755,000 original principal amount of General Obligation Temporary Improvement Bonds, Series 2015A, dated April 16, 2015 (the "Prior Bonds"), pursuant to Resolution 2015-29 of the City Council adopted on March 25, 2015, authorizing the issuance of the Prior Bonds (the "Prior Resolution") which mature on April 1, 2017 (the "Maturity Date"); and

B. WHEREAS, the City Council has also heretofore determined and declared that it is necessary and expedient to issue $2,000,000 aggregate principal amount of General Obligation Temporary Improvement Bonds, Series 2017A (the "Bonds" or individually a "Bond"), pursuant to Minnesota Statutes, Chapters 475 and 429 to pay the Prior Bonds on the Maturity Date; and

C. WHEREAS, the City has retained Springsted Incorporated, in St. Paul, Minnesota ("Springsted"), as its independent financial advisor for the sale of the Bonds and was therefore authorized to sell the Bonds by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9) and proposals to purchase the Bonds have been solicited by Springsted; and

D. WHEREAS, the proposals set forth on Exhibit B attached hereto were received by the Administrator, or designee, at the offices of Springsted, at 11:00 A.M., on the date hereof, pursuant to the Terms of Proposal established for the Bonds; and

E. WHEREAS, it is in the best interests of the City that the Bonds be issued in book-entry form as hereinafter provided; and

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

1. Acceptance of Proposal. The offer of _____ (the "Purchaser"), to purchase the Bonds in accordance with the terms and rates of interest hereinafter set forth, and to pay therefor the sum of $_____, plus interest accrued to settlement, is hereby found, determined and declared to be the most favorable proposal received and is hereby accepted and the Bonds are hereby awarded to the Purchaser. The City Administrator is directed to retain the deposit of the Purchaser and to return to the unsuccessful bidders any good faith checks or drafts.

2. Terms of Bonds.

(a) Original Issue Date; Denominations; Maturities. The Bonds shall be dated March 23, 2017, as the date of original issue, and shall be issued forthwith on or after such date in fully registered form. The Bond shall be numbered R-1 in the denomination of $5,000 each or in any integral multiple thereof of a single maturity (the "Authorized Denominations"). The Bonds shall mature on April 1, 2020.

(b) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York or any of its successors or its successors to its functions hereunder (the "Depository") will act as securities depository for the Bonds, and to this end:

(i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraphs 5 and 10 Authorized Denominations for any Bond shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that Bond.

(ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar (as hereinafter defined) in the name of CEDE & CO, as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").

(iii) With respect to the Bonds neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than

the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the Registered Holder of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository assigns its consenting or voting rights to certain Participants to whose accounts the Bonds are credited on the record date identified in a listing attached to the omnibus proxy.

(iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers with respect to such Bonds, and for all purpose whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to the Holder or the Holders of the Bonds as shown on the bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

(v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 10, references to the Nominee hereunder shall refer to such new Nominee.

(vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or City, as the case may be, to the Depository as provided in the Letter of Representations to the Depository required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Letter of Representations, together with any replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, collectively hereinafter referred to as the "Letter of Representations").

(vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall be limited in principal amount to Authorized Denominations and shall be effected by procedures by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider

the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than fifteen calendar days in advance of such special record date to the extent possible.

(ix) Any successor Bond Registrar in its written acceptance of its duties under this Resolution and any paying agency/bond registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Letter of Representations.

(c) Termination of Book-Entry Only System. Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the services of the Depository with respect to the Bond if it determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City or the Beneficial Owners.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository is willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City or the Beneficial Owners of the Bond that the Beneficial Owners be able to obtain certificates for the Bonds, the Bonds shall no longer be registered as being registered in the bond register in the name of the Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 10. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 10, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (d) shall limit or restrict the provisions of paragraph 10.

(d) Letter of Representations. The provisions in the Letter of Representations are incorporated herein by reference and made a part of the resolution, and if and to the extent any such provisions are inconsistent with the other provisions of this resolution, the provisions in the Letter of Representations shall control.

3. Purpose; Refunding Findings. The Bonds shall provide funds for a current refunding of the Refunded Bonds (the "Refunding"). It is hereby found and determined that the Refunding is pursuant to Minnesota Statutes, Section 475.61.

4. Interest. The Bonds shall bear interest payable semiannually on April 1 and October 1 of each year (each, an "Interest Payment Date"), commencing October 1, 2017, calculated on the basis of a 360-day year of twelve 30-day months, at the rate of _____% per annum.

5. Redemption. The Bonds shall be subject to redemption and prepayment at the option of the City on October 1, 2018, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected registered holder of the Bonds at least thirty days prior to the date fixed for redemption.

To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar prior to giving notice of redemption shall assign to each Bond having a common maturity date a distinctive number for each $5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers so assigned to such Bonds, as many numbers as, at $5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Bond of a denomination of more than $5,000 shall be redeemed as shall equal $5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the City or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the City and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the City shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

6. Bond Registrar. U.S. Bank National Association, in St. Paul, Minnesota, is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bonds shall be paid to the registered holders (or record holders) of the Bonds in the manner set forth in the form of Bond and paragraph 12.

7. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
WASHINGTON COUNTY
CITY OF AFTON

R-_____ $_____

GENERAL OBLIGATION REFUNDING BOND, SERIES 2017A

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
	April 1, 2020	March 23, 2017	008347 BM7

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

The City of Afton, Washington County, Minnesota (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above, unless called for prior payment, and to pay interest thereon semiannually on April 1 and October 1 of each year (each, an "Interest Payment Date"), commencing October 1, 2017, at the rate per annum specified above (calculated on the basis of a 360-day year of twelve 30-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the U.S. Bank National Association, in St. Paul, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given to Bondholders not less than ten days prior to the Special Record Date. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America. So long as this Bond is registered in the name of the Depository or its Nominee as provided in the Resolution hereinafter described, and as those terms are defined therein, payment of principal of, premium, if any, and interest on this Bond and notice with respect thereto shall be made as provided in the Letter of Representations, as defined in the Resolution, and surrender of this Bond shall not be required for payment of the redemption price upon a partial redemption of this Bond. Until termination of

the book-entry only system pursuant to the Resolution, Bonds may only be registered in the name of the Depository or its Nominee.

Optional Redemption. The Bonds of this issue (the "Bonds") are subject to redemption and prepayment at the option of the City on October 1, 2018, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected Holder of the Bonds at least thirty days prior to the date fixed for redemption.

Prior to the date on which any Bond or Bonds are directed by the Issuer to be redeemed in advance of maturity, the Issuer will cause notice of the call thereof for redemption identifying the Bonds to be redeemed to be mailed to the Bond Registrar and all Bondholders, at the addresses shown on the Bond Register. All Bonds so called for redemption will cease to bear interest on the specified redemption date, provided funds for their redemption have been duly deposited.

Selection of Bonds for Redemption; Partial Redemption. To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar shall assign to each Bond having a common maturity date a distinctive number for each $5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers assigned to the Bonds, as many numbers as, at $5,000 for each number, shall equal the principal amount of the Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of Bond of a denomination of more than $5,000 shall be redeemed as shall equal $5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of $2,000,000, all of like date of original issue and tenor, except as to number, maturity, interest rate, denomination and redemption privilege, issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council of the Issuer on February 21, 2017 (the "Resolution"), for the purpose of providing funds for a current refunding of certain outstanding general obligations of the Issuer. This Bond is payable out of the General Obligation Temporary Improvement Bonds, Series 2017A Fund of the Issuer. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest

when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Denominations; Exchange; Resolution. The Bonds are issuable solely in fully registered form in Authorized Denominations (as defined in the Resolution) and are exchangeable for fully registered Bonds of other Authorized Denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an Authorized Denomination or Denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided herein with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Qualified Tax-Exempt Obligations. The Bonds have been designated by the Issuer as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law, and that this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Afton, Washington County, Minnesota, by its City Council has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

_____

Registrable by: U.S. BANK NATIONAL ASSOCIATION

Payable at: U.S. BANK NATIONAL ASSOCIATION

BOND REGISTRAR'S CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds described in the Resolution mentioned within.

U.S. BANK NATIONAL ASSOCIATION
St. Paul, Minnesota,
Bond Registrar

By: _____
Authorized Signature

CITY OF AFTON,
WASHINGTON COUNTY, MINNESOTA

/s/ Facsimile
Mayor

/s/ Facsimile
Administrator

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM - as tenants in common
TEN ENT - as tenants by the entireties
JT TEN - as joint tenants with right of survivorship and not as tenants in common
UTMA - _____ as custodian for _____
(Cust) (Minor)
under the _____ Uniform
(State)
Transfers to Minors Act

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated:_____ _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

_____

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: _____
_____

_____
(Include information for all joint owners if the Bond is held by joint account.)

8. Execution. The Bonds shall be in typewritten form, shall be executed on behalf of the City by the signatures of its Mayor and Administrator and be sealed with the seal of the City; provided, as permitted by law, both signatures may be photocopied facsimiles and the corporate seal has been omitted. In the event of disability or resignation or other absence of either officer, the Bonds may be signed by the manual or facsimile signature of the officer who may act on behalf of the absent or disabled officer. In case either officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, the signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

9. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless a Certificate of Authentication on the Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and by inserting as the date of registration in the space provided the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue of March 23, 2017. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

10. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration (as provided in paragraph 9) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the Holder, Bonds may be exchanged for Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the Holder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly canceled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the City evidencing the same debt, and entitled to the same benefits under this resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the Holder thereof or his, her or its attorney duly authorized in writing

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates. The Administrator is hereby authorized to negotiate and execute the terms of said agreement.

11. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

12. Interest Payment; Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder") on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten days prior to the Special Record Date.

13. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 12) on, such Bond and for all other purposes whatsoever whether or not such Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

14. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the Administrator to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

15. Fund and Accounts. For the convenience and proper administration of the moneys to be borrowed and repaid on the Bonds, and to make adequate and specific security to the Purchaser and holders from time to time of the Bonds, there is hereby created a special fund to be designated the "General Obligation Temporary Improvement Bonds, Series 2017A Fund"

(the "Fund") to be administered and maintained by the Administrator as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until all of the Bonds and the interest thereon shall have been fully paid. There shall be maintained and created in the fund the "Payment Account" and a "Debt Service Account".

(a) Payment Account. The proceeds of the Bonds shall be deposited in the Payment Account. On or prior to the Maturity Date, the Administrator shall transfer Bond proceeds from the Payment Account in the amounts of $_____ to the paying agent for the Prior Bonds. The sums are sufficient, together with unspent bond proceeds of the Prior Bonds in the amount of $_____, and other available moneys of the City, if any, to pay the principal and interest on the Refunded Bonds on the Maturity Date, including the principal of the Refunded Bonds called for redemption on the Maturity Date. The remainder of the monies in the Payment Account shall be used to pay the costs of issuance of the Bonds. Any monies remaining in the Payment Account after payment of all costs of issuance and payment of the Refunded Bonds shall be transferred to the Debt Service Account.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) all funds paid for the Bonds in excess of the minimum bid; (ii) any balance remaining after the Maturity Date in the Prior Bonds Debt Service Account established by the Prior Resolution; (iii) all collection of special assessments herein covenanted to be levied with respect to the Improvements; (iv) all investment earnings on funds in the Debt Service Account; (v) any taxes herein or hereafter levied for the payment of the Bonds; and (vi) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The amount of any surplus remaining in the Debt Service Account when the Bonds and interest thereon are paid shall be used consistent with Minnesota Statutes, Section 475.61, Subdivision 4.

No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (2) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Bonds or $100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the bonds payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

16. Pledge of Proceeds of Definitive Improvement Bonds, Special Assessments; Coverage Test. To provide moneys for the prompt and full payment of principal and interest on

the Bonds, the City shall issue and sell the definitive improvement bonds for delivery and payment at or prior to the maturity date of the Bonds. The proceeds of the definitive improvement bonds, together with special assessments, if any, and the tax levy for the Improvements to be received before the maturity date of the Bonds, are hereby found, determined and declared to be sufficient in amount to pay when due one hundred five percent of the principal of and interest on the Bonds.

17. Conditions Prior to Issuance of Definitive Improvement Bonds. It is hereby found, determined and declared that all conditions precedent to the offering of definitive improvement bonds of the City to refund the Bonds to the extent necessary within the meaning of Minnesota Statutes, Section 475.61, Subdivision 5, have been met and exist.

18. Assessments. It is hereby determined that no less than twenty percent of the cost to the City of each Improvement financed hereunder within the meaning of Minnesota Statutes, Section 475.58, Subdivision 1(3), shall be paid by special assessments to be levied against every assessable lot, piece and parcel of land benefited by any of the Improvements. The City hereby further covenants and agrees that it will do and perform as soon as they may be done all acts and things necessary for the final and valid levy of such special assessments, and in the event that any such assessment be at any time held invalid with respect to any lot, piece or parcel of land due to any error, defect, or irregularity in any action or proceedings taken or to be taken by the City or the City Council or any of the City officers or employees, either in the making of the assessments or in the performance of any condition precedent thereto, the City and the City Council will forthwith do all further acts and take all further proceedings as may be required by law to make the assessments a valid and binding lien upon such property.

19. Tax Levy; Coverage Test. To provide moneys for payment of the interest on the Bonds, there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

Levy Years	Collection Years	Amount
	See attached schedules	

The tax levies are such that if collected in full they, together with estimated collections of special assessments and any other revenues herein pledged for the payment of the Bonds, will produce at least five percent in excess of the amount needed to meet when due the interest payments on the Bonds. The tax levies shall be irrepealable so long as any of the Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

20. Bondholder Covenant. The provisions of this resolution constitute a covenant with the Holder of the Bonds and the definitive improvement bonds to be issued to refund the Bonds and, with respect to the payment of funds to the Debt Service Account, a pledge of those funds for the benefit of the holder of the Bonds payable therefrom.

21. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

22. Defeasance. When all Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Bonds shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to any Bonds which are due on any date by irrevocably depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date

23. Prior Bonds; Security and Prepayment. Until retirement of the Prior Bonds, all provisions for the security thereof shall be observed by the City and all of its officers and agents.

24. Supplemental Resolution. The Prior Resolutions authorizing the issuance of the Prior Bonds are hereby supplemented to the extent necessary to give effect to the provisions hereof.

25. Certificate of Registration. The Administrator is hereby directed to file a certified copy of this resolution with the County Auditor of Washington County, Minnesota, together with such other information as the County Auditor shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register and that the tax levy required by law has been made.

26. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as

otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

27. Negative Covenant as to Use of Bond Proceeds and Project. The City hereby covenants not to use the proceeds of the Bonds or to use the improvements refinanced by the Prior Bonds (the "Project"), or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

28. Tax-Exempt Status of the Bonds; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Bonds, and (iii) the rebate of excess investment earnings to the United States. The City expects to satisfy the six month expenditure exemption from gross proceeds of the Bonds as provided in Section 1.148-7(c) of the Regulations. The Mayor and or Administrator are hereby authorized and directed to make such elections as to arbitrage and rebate matters relating to the Bonds as they deem necessary, appropriate or desirable in connection with the Bonds, and all such elections shall be, and shall be deemed and treated as, elections of the City.

29. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

(a) the Bonds are issued after August 7, 1986;

(b) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(c) the City hereby designates the Bonds as "qualified tax exempt obligations" for purposes of Section 265(b)(3) of the Code;

(d) the reasonably anticipated amount of tax exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2017 will not exceed $10,000,000;

(e) not more than $10,000,000 of obligations issued by the City during this calendar year 2017 have been designated for purposes of Section 265(b)(3) of the Code; and

(f) the aggregate face amount of the Bonds does not exceed $10,000,000.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

30. Official Statement. The Official Statement relating to the Bonds prepared and distributed by Springsted is hereby approved and the officers of the City are authorized in

connection with the delivery of the Bonds to sign such certificates as may be necessary with respect to the completeness and accuracy of the Official Statement.

31. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at www.emma.msrb.org in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such occurrence.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and Administrator of the City, or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (a) consistent with the requirements under the Rule, (b) required by the Purchaser of the Bonds, and (c) acceptable to the Officers.

32. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

33. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF WASHINGTON
CITY OF AFTON

I, the undersigned, being the duly qualified Administrator of the City of Afton, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to considering proposals and awarding the sale of $2,000,000 General Obligation Temporary Improvement Bonds, Series 2017A.

WITNESS my hand on _____, 2017.

_____
Administrator

EXHIBIT A

BID TABULATION

[To be supplied by Springsted Incorporated]

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Finalize the Amount of the Bond Issue to Finance the 2017 Street Improvements Project

---

Background

At its December 20, 2016 meeting, the Council authorized staff to move forward with the process for a $3 million General Obligation Abatement Bond issue to finance the 2017 Street Improvements Project. At the January 12, 2017 Special City Council meeting, in response to suggestions to add more streets to the 2017 Street Improvements Project, Council member Nelson suggested the Council consider increasing the amount of the bond issue to $3.5 million. Council member Ross has also prepared the attached spreadsheet that shows a $3.5 million bond issue could be funded with the same tax levy as the $3 million bond issue. More recently, there has been discussion regarding using a portion of the bond proceeds to fund, on at least a temporary basis, the paving of the portion of 60th Street between Trading Post Trail and Neal Avenue. The Public Works Committee is meeting on February 21 to review updated cost estimates for the 2017 Street Improvements Project, and will clarify the streets that can be improved within the $3 million bond issue. This information will be provided at the Council meeting.

Council Action Requested

Motion to finalize the amount of the bond issue to finance the 2017 Street Improvements Project.

BONDING + CASH

Designed By: Stan Ross

LAST UPDATE: 01.12.17

Bond Amount =	$3,500,000
Bond Duration (years) =	10
Bond Rate (%) =	2.0%
2017 PFA One Time Adjust =	$200,000

										Reclamation (25 year life)		Mill & Overlay (10 - 15 year life)		Micro Surfacing / Thin Overlay (Extends life by 25 years)		Crack Seal			
Year	Year Number	Yearly Allocation (includes Budget Increases)	Periodic Adjustment Notes	Dollar Amount Increase based on %	Annual % Road Budget Increase		Annual Projected Cost	Bond Annual Cost (P&I)	Balance After Expense	Distance (Miles)	Cost	Distance (miles)	Cost	Distance (miles)	Cost	Distance (miles)	Cost	Year	Year Number
2016	1	$145,000					$0		145,000	0.0	$0	0.0	$0	0.0	$0	0.0	$0	2016	1
2017	2	$275,800	$25,000	$150,800	104%		$3,726,112	$389,643	5,045	6.8	$2,460,640	5.1	$1,265,472	0.0	$0	0.0	$0	2017	2
2018	3	$577,490	$150,000	$151,690	55%		$0	$389,643	192,892	0.0	$0	0.0	$0	0.0	$0	0.0	$0	2018	3
2019	4	$652,564		$75,074	13%		$404,951	$389,643	50,862	0.0	$0	1.5	$404,951	0.0	$0	0.0	$0	2019	4
2020	5	$724,346		$71,782	11%		$421,149	$389,643	-35,584	0.0	$0	1.5	$421,149	0.0	$0	0.0	$0	2020	5
2021	6	$796,780		$72,435	10%		$291,997	$389,643	79,557	0.0	$0	1.0	$291,997	0.0	$0	0.0	$0	2021	6
2022	7	$955,523	$95,000	$63,742	8%		$621,246	$389,643	24,190	0.0	$0	1.8	$531,434	0.0	$0	11.8	$89,812	2022	7
2023	8	$1,003,299		$47,776	5%		$631,647	$389,643	6,199	0.0	$0	2.0	$631,647	0.0	$0	0.0	$0	2023	8
2024	9	$1,053,464		$50,165	5%		$422,888	$389,643	247,132	0.0	$0	1.3	$410,571	0.0	$0	1.5	$12,317	2024	9
2025	10	$1,106,137		$52,673	5%		$866,797	$389,643	96,829	0.0	$0	0.0	$0	5.0	$853,987	1.5	$12,810	2025	10
2026	11	$1,161,444		$55,307	5%		$719,399	$389,643	149,231	0.0	$0	0.0	$0	4.0	$710,517	1.0	$8,881	2026	11
2027	12	$1,479,516	$260,000	$58,072	5%		$1,603,311	$0	25,437	0.0	$0	0.0	$0	8.0	$1,477,876	13.6	$125,435	2027	12
2028	13	$1,553,492		$73,976	5%		$1,198,853	$0	380,076	0.0	$0	0.0	$0	6.1	$1,179,641	2.0	$19,212	2028	13
2029	14	$1,631,166		$77,675	5%		$27,474	$0	1,983,768	0.0	$0	0.0	$0	0.0	$0	2.8	$27,474	2029	14
2030	15	$1,712,725		$81,558	5%		$15,585	$0	3,680,908	0.0	$0	0.0	$0	0.0	$0	1.5	$15,585	2030	15
2031	16	$1,798,361		$85,636	5%		$10,806	$0	5,468,463	0.0	$0	0.0	$0	0.0	$0	1.0	$10,806	2031	16
2032	17	$1,888,279		$89,918	5%		$152,611	$0	7,204,132	0.0	$0	0.0	$0	0.0	$0	13.6	$152,611	2032	17
2033	18	$1,982,693		$94,414	5%		$23,375	$0	9,163,450	0.0	$0	0.0	$0	0.0	$0	2.0	$23,375	2033	18
2034	19	$2,081,828		$99,135	5%		$33,426	$0	11,211,852	0.0	$0	0.0	$0	0.0	$0	2.8	$33,426	2034	19
2035	20	$2,394,102		$312,274	15%		$18,962	$0	13,586,992	0.0	$0	0.0	$0	0.0	$0	1.5	$18,962	2035	20
				$1,082,725			$11,190,587	$3,896,428		6.76	$2,460,640	14.07	$3,957,221	23.14	$4,222,021	56.5	$550,705		

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 15, 2017

Re: Annual Appointments Revised – **Resolution 2017-14**

Background

At its January 12, 2017 Special meeting, the Council adopted a resolution making annual appointments for 2017. The list of appointments approved at that time did not include an appointment to the Branding Committee or the appointment of alternates for the Planning Commission Liaison or the Heritage Preservation Commission Liaison. Attached is the revised list of appointments and a resolution to reflect the revised list of appointments.

Council Action Requested
Motion to adopt resolution 2017-14 approving a revised list of appointments for 2017.

RESOLUTION 2017-14

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION ESTABLISHING ANNUAL APPOINTMENTS

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 annually made appointments in January of each year; and

WHEREAS, at its January 12, 2017 special meeting, the City Council adopted Resolution 2017-01 establishing annual appointments for 2017; and

WHEREAS, three appointments were omitted from the list of appointments; and

WHEREAS, an updated list of appointments including the omitted appointments has been prepared.

NOW, THEREFORE BE IT RESOLVED that the Afton City Council does hereby make the following appointments through 12/31/2017 per **ATTACHMENT A - 2017 City of Afton Annual Appointments Revised**.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21st DAY OF FEBRUARY, 2017.

SIGNED:

_____
Richard Bend, Mayor

ATTEST:

_____
Ronald J. Moorse, City Administrator

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

ATTACHMENT A

2017 City of Afton Annual Appointments Revised

Item	CITY OF AFTON	2016 APPOINTMENTS PRIMARY / ALTERNATE	2017 APPOINTMENTS PRIMARY / ALTERNATE
1	Mayor Pro Tem	Richter	Ross
2	Planning Commission Liaison	Ross / Bend	Richter/ **(?)**
3	Design Review/Heritage Preservation Commission Liaison	Palmquist / Bend	Bend/ **(?)**
4	Emergency Preparedness	Palmquist Nelson	Ross/Bend
5	Finance Committee	Bougie Moorse Niedzwiecki Richter	Richter Ross Niedzwiecki Moorse
6	Parks Committee	Palmquist Nelson	Ross Palmquist
7	Personnel Committee	Bend Ross	Nelson Bend
8	Public Works Committee	Richter Nelson	Richter Ross
9	Technology and High Speed Internet Access Committee	Ross / Richter	Ross Nelson
10	NRGC	Bend	Palmquist
11	Branding Committee	Ross	**(?)**
12	City Weed Inspector	Bend	Bend
13	City Forester	Tim Power	Tim Power
	COMMUNITY	**2016 PRIMARY / ALTERNATE**	**2017 PRIMARY / ALTERNATE**
14	Lower St. Croix Valley Cable Representatives	Richter Bend	Nelson Bend
15	St. Croix Valley Alliance	Bend	Bend
16	MSCWMO Representative	Annie Perkins	Annie Perkins
17	I-94 Corridor Coalition --TAC	Nelson / Palmquist Moorse	Nelson/Palmquist Moorse
18	Yellow Ribbon Network	Judy Seeberger	Judy Seeberger
19	LSCV Fire Protection District Board Representatives	Bend Nelson / Alt. Richter	Bend Nelson/ Alt.Richter
20	Lower St. Croix Partnership Team	Palmquist	Palmquist
21	Washington County Groundwater Advisory Committee	Bend	Bend
22	Washington County Water Consortium	Bend	Bend
23	Great Rivers	Bend	Palmquist

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Volunteer Commission Reappointments

Background

The terms of three members of the Planning Commission and two members of the Heritage Preservation Commission are expiring in February. The members are eligible to be reappointed to additional three-year terms expiring in February of 2020. The following is a list of the members, all of whom have indicated they are interested in serving an additional three year term.

Planning Commission
Sally Doherty
Scott Patten
Kris Kopitzke

Heritage Preservation Commission
Jim Randers
Kathy

Council Action Requested
Motion regarding the reappointment of the following commission members to additional three year terms expiring on February 15, 2020:
Planning Commission
Sally Doherty
Scott Patten
Kris Kopitzke

Heritage Preservation Commission
Jim Randers
Kathy Bolton-Iverson

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Appointment of Bartlett (Bake) Baker to the Natural Resources and Groundwater Committee

---

Bartlett (Bake) Baker has applied for appointment to the vacant position on the Natural Resources and Groundwater Committee (NRGC). Mr. Baker will attend the February 21 Council meeting to provide an opportunity for the Council to discuss with Mr. Baker his interest in serving on the NRGC. The vacant term is an unexpired term that expires on December 31, 2017. Mr. Baker will then be eligible for reappointment to a full three-year term.

Council Action Requested

Motion regarding the appointment of Bartlett (Bake) Baker to an unexpired term on the Natural Resources and Groundwater Committee that expires on December 31, 2017.

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

DATE 1/21/17 **PLEASE CHECK ONE:** ✓ **New Application** __ **Reappointment**

NAME BARTLETT "BAKE" J. BAKER, JR.
ADDRESS 15674 37TH ST. SO., P.O. BOX 83 AFTON, MN 55001
(Provide P.O Box if applicable)
HOME PHONE 651.436.4190 CELL 612.508.3691 WORK 651.630.4668
EMAIL ADDRESS bbaker@mcgough.com
YEARS AS AFTON RESIDENT 18 WARD # 1

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?
NATURAL RESOURCES & GROUNDWATER COMMITTEE

2. CURRENT OR PREVIOUS PARTICIPATION ON AFTON CITY OR CIVIC COMMITTEES, COMMISSIONS, PROJECTS:
- AFTON OPEN SPACE COMMITTEE
- ULI ADVISORY COMMITTEE
- 1000 FRIENDS/ ENVISION MINNESOTA BOARD

3. OTHER CITIZEN, PROFESSIONAL OR POLITICAL EXPERIENCE YOU FEEL IS RELEVANT TO SERVING ON THIS COMMITTEE/COMMISSION:
NATURAL RESOURCES &
- ARCHITECT, AIA, NCARB, LEED AP
- 35 YRS DESIGN, PLANNING, DEVELOPMENT CONSTRUCTION EXPERIENCE

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS COMMITTEE/COMMISSION?
- LISTEN
- STUDY
- SYNTHESIZE
- DISCUSS
- LISTEN

} CONSTRUCTIVE PROCESS OF REVIEW & RECOMMENDATIONS TO PROTECT NATURAL RESOURCES & GROUNDWATER

(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 Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Appointment of Maureen Acosta to the Grants Committee

Maureen Acosta has applied for appointment to a three-year term on the newly created Grants Committee. Ms. Acosta will attend the February 21 Council meeting to provide an opportunity for the Council to discuss with Ms. Acosta her interest in serving on the Grants Committee.

Council Action Requested

Motion regarding the appointment of Maureen Acosta to a three-year term on the Grants Committee expiring on February 28, 2020.

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

DATE 2.15.17 **PLEASE CHECK ONE:** ✓ **New Application** __ **Reappointment**

NAME Maureen Acosta
ADDRESS 14265 So. 50th St. AFTON, MN 55001
(Provide P O Box if applicable)
HOME PHONE _____ CELL 651.968.6353 WORK 651.793.1804
EMAIL ADDRESS maureen_acosta819@metrostate.edu
YEARS AS AFTON RESIDENT 16 WARD # _____

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?
   Grants Committee

2. CURRENT OR PREVIOUS PARTICIPATION ON AFTON CITY OR CIVIC COMMITTEES, COMMISSIONS, PROJECTS: None

3. OTHER CITIZEN, PROFESSIONAL OR POLITICAL EXPERIENCE YOU FEEL IS RELEVANT TO SERVING ON THIS COMMITTEE/COMMISSION:
   Have 20+ years as professional fundraiser. Currently I'm the development director at Metropolitan State University → been there 11 yrs

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS COMMITTEE/COMMISSION?
   To assist the city of Afton to raise funds for key programs + projects.

(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 Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Pay Adjustment for Office Assistant Interim Additional Duties

---

Effective January 9, 2017, Deb Meade, Office Assistant, was assigned to take on the duties of the City Clerk position in the interim period during the vacancy in the City Clerk position. These duties are beyond the classification and pay level of the Office Assistant position. The City's Personnel Policies do not address pay adjustments for interim assignments to take on duties of a position at a higher classification. Information obtained from the League of Minnesota Cities Human Resources staff indicate the City has discretion as to whether to provide pay adjustments for interim assignments and as to the amount of a pay adjustment. Examples provided by the League of Minnesota Cities include a 5% pay adjustment or an adjustment to the first step of the higher level position, and a maximum adjustment of 20%.

The current pay rate of Deb Meade is $14.28 per hour. The first step of the City Clerk pay range is $23.00 per hour. A 20% pay adjustment would result in a pay rate of $17.14 per hour. It is recommended that the pay rate of Deb Meade be increased to $17.14 per hour for all hours worked during the interim assignment, and that the pay adjustment be made retroactive to the date Ms. Meade first began the interim assignment.

Council Action Requested

Motion regarding adjusting the pay rate of Deb Meade, Office Assistant, to $17.14 per hour during her interim assignment to take on the duties of the City Clerk position, effective January 9, 2017.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Contract with the Central St. Croix Valley Joint Cable Commission for Local Access Programming

---

Cable TV Local Access Programming Agreement

The Lower St. Croix Valley Cable Commission (LSCVCC) is a joint powers entity representing the Cities of Lakeland, Lakeland Shores, Lake St. Croix Beach, St. Mary's Point and Afton to administer the cable TV franchise with Comcast. The Central St. Croix Valley Joint Cable Commission is a joint powers entity representing the cities of Bayport, Oak Park Heights, Stillwater, and the townships of Baytown and Stillwater in a similar capacity, and also provides additional services related to local access programming, particularly the programming and cablecasting of local access channels, including the four channels that serve the LSCVCC cities. This service includes the equipment required to program and cablecast the local access channels and a studio that is available to the cities and the public for local access programming. There is an agreement between the two Cable Commissions regarding the local access programming services, through which the LSCVCC pays a portion of the costs of operating the local access programming. The cost to the LSCVCC is approximately $21,000 per year. The funding for this service comes from the franchise fee revenue the cities receive from Comcast.

Local Access Fee Increase and Consideration of Alternatives

In 2015, the Central St. Croix Valley Joint Cable Commission proposed that the fee paid by the LSCVCC be increased to make it comparable to the fees paid by the cities of the Central Valley Commission. This caused the LSCVCC to rethink whether the local access programming is still needed, given that there are other options and sources for creating and accessing local programming. For example, City Council and Planning Commission meetings can now be accessed on-line. The current local access programming agreement has expired, and the Central St. Croix Valley Joint Cable Commission has sent the attached letter indicating that, if the agreement is not renewed and payment received by March 2, 2017, all local access programming services will be terminated.

Local Access Programming

The local access programming includes City Council and School Board meetings as well as cablecasting of school events including sports and arts. The Afton/Lakeland School has six to ten programs broadcasted per year. There is also an audio/visual technician who works with cities on projects. There are four local access channels that broadcast government meetings, church services and high school sports.

Cost Savings of Eliminating Local Access Programming

The cost of continuing the local access services is approximately $21,000 per year. If the cost was eliminated, it would make this amount of franchise fee revenue available for other uses, such as technology. Afton's share of the $21,000 is 21.72% or $4,561 per year.

Resident Feedback and Risks

A survey in Afton's City Newsletter asking for feedback regarding the elimination of the local access channels resulted in two responses favorable to maintaining the local access programming. There is a risk that there are a significant number of residents who do not understand that the local programming is tied to the local access channel availability and so would not be concerned until the local access channels were eliminated. Also, if the local access channels are eliminated,

Comcast would immediately take over those channels and use them for revenue-generating programming. Once this happens, it would be very difficult and very expensive to return those channels to local access programming.

Interim Option

The ultimate decision will be whether or not to maintain the local access services, particularly the local access channels and programming. However, to avoid the risk of eliminating the local access channels and then receiving substantial complaints regarding the loss of the channels, an option discussed by the LSCVCC is to eliminate programming on the local access channels on a temporary basis (one or more weeks) and see if complaints are received. While this would require extending the contract with the for at least one month, as indicated in the attached letter, the Central St. Croix Valley Joint Cable Commission has indicated it will not temporarily extend the contract any further. Richard Glasgow, Chair of the LSCVCC, is in the process of contacting the Central St. Croix Valley Joint Cable Commission regarding flexibility in providing a temporary extension.

Council Direction

The LSCVCC will be voting on this issue in the coming weeks. This is an issue regarding which the City's representative on the LSCVCC is requesting direction from the Council.

Council Action Requested

Motion regarding the local access services agreement with the Central St. Croix Valley Joint Cable Commission.

1492 W Frontage Road
Stillwater, MN 55082

Phone: 651.439.8803
Fax: 651.275.1766
centralstcroix@comcast

Central St. Croix Valley Joint Cable Communications Commission

Lower Valley Cable Commission

February 7, 2017

Re: Termination Notice

Dear Commissioners:

Please accept this letter as formal notification that all public access services will be discontinued to your residents effective close of business, March 2, 2017 if a contract has not been returned with the required payment. No further extensions of this agreement will be authorized.

Best Regards,

Mark Swenson
Chairman

cc: Penny Mealhouse, Central St. Croix Valley Cable Administrator
Greg Piekarski, Valley Access Channels Manager
Central St. Croix Valley Joint Cable Communications Commissioners

Central St. Croix Valley Joint Cable Communications Commission
Valley Access Channels
1492 Frontage Rd. W., Stillwater MN 55082
(651) 439-8803

April 29, 2016

Lower St. Croix Valley Joint Cable Communications Commission Sent via Email

Re: Access Center and Channel Agreement

Dear Commissioners,

As you are aware, our commissions had a long-standing agreement through which the Lower Valley cable subscribers receive Valley Access's four channels. In return, the Lower Valley commission makes financial contributions in the amount of $4,200 quarterly. Our agreement expired on December 31, 2015 and we have been operating without an agreement since that time. The Lower Valley subscribers have continued to receive the channels and we have continued to receive a financial contribution. Earlier this year, we requested a new agreement but, unfortunately, the Lower Valley and the Central Valley have not been able to see eye to eye.

Cable commissions can collect fees through two methods. One method is a PEG fee. PEG stands for Public, Educational, and Governmental. A PEG fee is a flat fee charged directly to the subscriber and is listed as a line item on their bill. The PEG fee must go directly to public access. The Central Valley charges its subscribers $1.50 per month as a PEG fee. The Lower Valley's $4,200 contribution is based on $1.40 per subscriber per month, the PEG fee rate when the agreement was signed, and the assumption there were 1000 subscribers. The Lower Valley's contribution hasn't risen in several years even though the Central Valley's PEG fee rose. As a result, the cable subscribers in the Central Valley are paying a disproportionate share. Earlier this year, we requested that the Lower Valley's contribution be increased to reflect an equal contribution per subscriber. We recognize that this is a significant rise but the significance is due to not only raising the rate per subscriber but also because there are now approximately 1,200 subscribers in the Lower Valley.

The other method of collecting fees is a franchise fee, which is collected directly from Comcast. A franchise fee is very much like rent charged to cable companies for running their cables through cities' right-of-ways. Franchise fees are typically a small percentage of the cable company's revenue from a franchise area and are significantly higher than PEG fees. Franchise fees have risen significantly over the years due to higher prices subscribers to receive cable service. Both the Lower Valley and the Central Valley collect franchise fees. The member cities of the Central Valley contribute all of their franchise fees to running Valley Access. The franchise fees make up approximately 70% of the Valley Access budget. The Lower Valley's contribution is currently approximately 3% of the budget even though they have approximately 14% of the total subscribers. It is important to note that we are ONLY asking Lower Valley's contribution to be equal to the Central Valley cable subscribers' contribution and we are NOT asking for the member cities of the Lower Valley to contribute their franchise fees as well. It is our understanding that the Lower Valley has chosen to pay their contribution with a small portion their franchise fees rather than have their subscribers pay a PEG fee. Since franchise fees have risen since the

last time the Lower Valley's contribution was negotiated, the Lower Valley is able to bear the requested increase through its higher franchise fees.

We attended your April 6, 2016 meeting in hopes of renewing our agreement. However, we could not come to an agreement as to the amount of the Lower Valley's contribution. As you requested, enclosed please find information regarding how much the Lower Valley cities, residents, and non-profits use our channels and facilities. Also enclosed is a copy of the Access Center and Channel Agreement. Please discuss the agreement and informational materials at your next meeting. We would like to come to an agreement by the end of this quarter, June 30, 2016. You are welcome to join us at our next meeting if you wish to discuss this matter face-to-face. If we cannot reach an agreement, we intend on ceasing service to the Lower Valley on June 30, 2016.

Please let us know if you have any questions or concerns.

Sincerely,

Mark R Swiss

Central St. Croix Valley Joint Cable Communications Commission

cc: City of Afton
City of St. Mary's Point
City of Lakeland
City of Lakeland Shores
City of Lake St. Croix Beach

Central St. Croix Valley Joint Cable Communications Commission
Valley Access Channels
1492 Frontage Rd. W., Stillwater MN 55082
(651) 439-8803

The following information has been compiled for the Lower Valley Cities of Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach and St. Mary's Point. Its purpose is to inform the LV Cable Commission Officers, City Managers, Mayors and City Councils of the services and programming provided by Valley Access Channels (VACTV).

VACTV is the local community cable access center for the public, cities, schools and others to use for creating and sharing programming relating to the St. Croix Valley as well as programming produced from other communities in Minnesota and around the country.

VACTV has four cable channels on Comcast cable. They are channels 14, 15, 16 & 18. Our facility is also available to produce programs using our checkout cameras, studio and edit suites. All of this is offered for free.

Please feel free to contact the Cable Commission at (651) 439-8803 or Valley Access Channels at (651) 430-2921 with any questions.

The Central St. Croix Suburban Cable Commission consists of the cities of Bayport, Baytown Township, Oak Park Heights, Stillwater and Stillwater Township.

Line extensions include the cities of Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach and St. Mary's Point and West Lakeland Township.

Valley Access Channels Community Cable Television (VACTV) is a vibrant and important part of all the communities we serve. The success of our channels and services reflects the importance and value our member cities put in our mission.

Our cable channels are just one facet of what we do. Our four cable channels provide local and public programming and events, local government meetings, local school programming and so much more. Scheduling and preparing programs for viewing on our four cable channels requires the dedication from our staff to provide this wide variety of programming.

Services and Community Involvement

VACTV staff provides technical assistance and equipment to the Lower Valley cities when available. We have allowed the use of our equipment for various events all over the St. Croix Valley at no charge.

VACTV offers the public classes in how to use professional television equipment like cameras, microphones, lighting and more. These skills are then used by residents to create their own programs we can play back on our cable channels for the community to see. We also give classes in professional non-linear editing to add music, graphics and special effects to programs. VACTV also has a full HD studio for use by the public to do programs and talk shows. All of this is free of charge to residents.

Non-profits, schools and scout troops visit VACTV for tours and classes to produce unique programming and to give young people exposure to the world of television production.

One of our most successful endeavors is our paid training and production opportunities for high school and college students. Our freelance program offers youth an opportunity to gain skills in camera, audio, editing and studio production. Many of them become our future directors of programs at the schools and in the community. Some have even become part of our staff. They learn not only production skills but also how to work with others on a crew and becoming a team. We have received positive feedback over the years from parents who have told us how much they have noticed how our program has prepared their child for seeking a career in fields related to television production. College age freelancers have told us how they have found the experience valuable to their growth in the profession.

VACTV and the Valley Ridge Mall host a yearly "Breakfast with Santa" event using our studio for Santa to greet the kids in our community.

VACTV works with the Stillwater Youth Service Bureau with its community service program.

Comcast Cable Channels

Channel 14 (Public)

Programming includes local community events like Lumberjack Days concerts, Summer Tuesday's concerts, **Afton Parade, St. Mary's Art in the Park** and many more community programs produced by both residents of our communities and the staff of VACTV. Approximately 500 programs were produced by both staff and the public for this channel in 2015.

Channel 15 (Educational)

Programming includes District 834 School Board Meetings, District school programs including Afton/Lakeland Elementary, Lumberjack Days Parade, Stillwater Area High School football and hockey games and various educational programming from around the St. Croix Valley and the state of Minnesota. VACTV also produces programs for Stillwater Area High school and Oakland Jr. High.

Last year VACTV did 6 school productions for **Afton/Lakeland Elementary in 2015**. These programs are then prepared on DVD for parents to purchase and for playback on Channel 15. VACTV produced a total of 165 programs from local schools in the St. Croix Valley in 2015.

Channel 16 (Government)

Programming includes all local live and replays of government meetings in the St. Croix Valley, Washington County Board meetings, veterans programs and other community programming related to our local and state governments.

VACTV received **68 local government meetings and programs** from the cities in the Lower St. Croix Valley. All lower Valley Cities receive time slots for their meetings on Channel 16.

VACTV produced and/or received a total of 223 local government meetings or programs from all our cities in the St. Croix Valley in 2015. About 150 local government meetings were also cablecast live on Channel 16.

Channel 18 (Inspirational)

Programming includes local live church services from St. Michaels Catholic and Trinity Lutheran. It will also include services and programs by many local churches in the St. Croix Valley.
St. Peters church in Afton has a regular service replayed on Channel 18. This church provided about 48 programs in 2015.
Approximately 700 new programs were produced for this channel in 2015.

Examples of production costs for staff producing a community program.

Afton/Lakeland School Program (5 hour setup to tear down time)	
Director	$71.00
3 Camera Crew	$180.00
3 hours editing	$51.00
Incidental Costs - (DVD copies/mailing/scheduling)	$100.00
Total	**$402.00**

St. Mary's Point Art in the Park (5 hour setup to tear down time)	
Staff Director	$85.00
3 Camera Crew	$180.00
3 hours editing	$51.00
Incidental Costs - (DVD copies/mailing/scheduling/ PA System)	$150.00
Total	**$466.00**

Lumberjack Days Parade (6 hour setup to tear down time)	
Staff Director	$102.00
5 Person Crew	$300.00
3 hours editing	$51.00
Incidental Costs - (Comcast live test/scheduling/Hosts)	$200.00
Total	**$653.00**

Stillwater Area High School Boys Hockey Game (6 hour setup to tear down time)	
Staff Director	$102.00
2 Camera Crew	$171.00
3 hours editing/Highlights	$150.00
Announcer	$100.00
Web Host	$100.00
Incidental Costs - (DVD's/scheduling/research/show graphics)	$150.00
Total	**$773.00**

ACCESS CENTER AND CHANNEL AGREEMENT

This agreement entered into on _____, by and between the Central St. Croix Valley Joint Cable Communications Commission and the Lower St. Croix Valley Joint Cable Communications Commission.

RECITALS

WHEREAS, the Central St. Croix Valley Joint Cable Communications Commission has an access center located in Stillwater (Valley Access Channels) and provides programming on the Public, Educational, Inspirational and Government Channels to its residents, and

WHEREAS, the Lower St. Croix Valley Joint Cable Communications Commission would like to contract for its residents to be able to utilize the access center and to allow its subscribers to receive programming on the Public, Educational, Inspirational and Government Channels from the Central St. Croix Valley Joint Cable Communications Commission, and

WHEREAS, the parties desire to enter into an agreement regarding use of the Access Center (Valley Access Channels) and Programming to the cities of the Lower St. Croix Valley Joint Cable Communications franchise.

NOW THEREFORE BASED UPON THE FOREGOING, the parties agree as follows:

1. The Central St. Croix Valley Joint Cable Communications Commission shall continue to broadcast the signals for Public, Educational, Inspirational and Government Channels to the cities and subscribers in the Lower St. Croix Valley Joint Cable Communications Commission communities for one year.

2. The residents of the Lower St. Croix Valley Joint Cable Communications Commission communities shall have the right to check out equipment and use the Access Center studio located in Stillwater for the one year period, which begins February 1, 2016 and ends January 31, 2017.

3. The Central St. Croix Valley Joint Cable Communications Commission shall provide adequate employees and staff to meet its obligations herein and shall provide the Lower St. Croix Valley Joint Cable Communications Commission with character generator services for placing notices on the channel's community bulletin boards as needed.

4. The Lower St. Croix Valley Joint Cable Communications Commission shall pay the same amount per subscriber per month as the subscribers in the Central St. Croix Valley

Joint Cable Communications Commission. The current fee (PEG fee in the Central St. Croix Valley) is $1.50 per subscriber per month and if the PEG fee gets increased by the Central St. Croix Valley Cable Commission, with notice the fee will go up the same amount in the Lower St. Croix Valley.

The Central St. Croix Valley Cable Commission will send out a quarterly billing by email for fees due. The Lower St. Croix Valley Joint Cable Communications Commission shall provide the Central St. Croix Valley Cable Commission with a copy of their subscriber count report at the end of each quarter for billing purposes.

5. In the event that the Lower St. Croix Valley Joint Cable Communication Commission's quarterly franchise fee payments received from the cable operators decreases by twenty percent (20%) from one (1) calendar year to the next, or such franchise fees are terminated by state or federal legislation, this agreement may be terminated at the option of the Lower St. Croix Valley Cable Communications Commission upon ninety (90) days written notice to the Central St. Croix Valley Joint Cable Communications Commission, and following such ninety (90) days notice, no access fees shall be owed to the Central St. Croix Valley Joint Cable Communications Commission and the Lower St. Croix Valley Joint Cable Communications Commission's obligations hereunder shall cease.

The parties have set their hands on the date above written.

CENTRAL ST. CROIX VALLEY JOINT CABLE COMMUNICATIONS COMMISSION	LOWER ST. CROIX VALLEY JOINT CABLE COMMUNICATIONS COMMISSION
_____	_____
_____	_____

1492 W Frontage Road
Stillwater, MN 55082

Phone: 651.439.8803
Fax: 651.275.1766
centralstcroix@comcast

Central St. Croix Valley Joint Cable Communications Commission

Lower Valley Cable Commission

February 7, 2017

Re: Termination Notice

Dear Commissioners:

Please accept this letter as formal notification that all public access services will be discontinued to your residents effective close of business, March 2, 2017 if a contract has not been returned with the required payment. No further extensions of this agreement will be authorized.

Best Regards,

Mark Swenson
Chairman

cc: Penny Mealhouse, Central St. Croix Valley Cable Administrator
Greg Piekarski, Valley Access Channels Manager
Central St. Croix Valley Joint Cable Communications Commissioners

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Replacement of I.T. Consultant

In December of 2016, the City's then-current I.T. consultant, Pressenter, notified the City that they would no longer be providing I.T. services to the City. Pressenter provided references for two I.T. consulting firms they believed would be a good fit for the services the City needs. The two firms were CIT and StarTech. Staff has met with both firms and has obtained proposals from both firms.

As part of the proposal process, StarTech conducted a system assessment to ensure a clear understanding of the City's I.T. systems, to identify current system maintenance needs and to assist the City in determining the level of I.T. services needed. The level of service needed is the level that the City was receiving from Pressenter, which is two hours of service per month, virus protection and email protection (spam).

Cost Comparison

A cost comparison of the proposals from the two firms and the former cost with Pressenter is attached. While CIT has the lowest cost per month, StarTech's cost is similar to the former Pressenter cost and includes on-going monitoring of the City's network. In addition, while CIT has a lower cost per month, that cost is charged whether we use 2 hours of service or none. With StarTech, the City gets a bank of 24 hours per year, rather than two hours per month, to be used as needed. The $420 cost for the initial installation of the Flexsupport and anti-virus software can be applied to the bank of service hours.

Service Comparison

While both firms are able to provide the desired level of service, StarTech appears to be the best match for this level of service and working with small organizations. CIT is more focused on serving larger organizations. StarTech provided references from small organizations whom they serve. Staff contacted two customers who have been with StarTech for five to seven years who are both very pleased with the quality of service and responsiveness of StarTech. StarTech demonstrated its capabilities during the system assessment, through which it identified a number of system maintenance deficiencies. StarTech has six technicians who work out of its Hudson, Wisconsin office.

Staff Recommendation

Based on the information above, staff recommends selecting StarTech as its IT services provider.

Council Action Requested

Motion regarding selecting StarTech to provide IT services at a cost of $240 per month for an average of two service hours per month, and $103 per month for its Flexsupport service including anti-virus protection, email protection and network monitoring.

Cost Comparison – IT Consultant Services

	StarTech	CIT	Pressenter
2 Hrs. Service/mo.	$240	$130	$270
Email Protection	$18	$69	$25
Anti-virus and total network monitoring	$85	included w/service hrs	$42.50 (Excl'g network monitoring)
Subtotal cost/mo.	**$343**	**$199**	**$270**
One-time set-up	$420	$500	

StarTech COMPUTING, INC.
www.startech-comp.com

FlexSupport STM Estimate

To: City of Afton
Attention: Ronald Moorse
3033 St. Croix Trail S.
Afton, MN 55001

Date: 2/13/2017

Service Description	Agents	Cost	Total
FlexSupport for Servers with Webroot Endpoint Protection	6	10.00	60.00
FlexSupport for Desktops-Laptops with Webroot Endpoint Protection	5	5.00	25.00
Add-on: Reflexion Total Control Email Security/Anti-spam	9	2.00	18.00

Services can be billed either monthly or quarterly:

Total for Monthly Billing **$103.00**

Professional Services	Hours	Cost Estimate
FlexSupport Agent Deployment (Labor)	2	280.00
Antivirus Deployment (Labor)	1	140.00

Total Nonrecurring Implementation: **$420.00**

Recurring billing for these services will begin once we've installed and configured our agent software on each of your computers and will be prorated for the first month/quarter. Your first bill will include both your first full month/quarter as well as any prorated period. Changes to your service can be made at any time. You will only be charged for services actually used during each billing period.

Applicable sales tax is not included in these totals but will be billed.

www.startech-comp.com

FLEXNET™
COMPUTER SERVICES CONTRACT

Agreement made, effective as of **February 01, 2017**, by and between StarTech Computing, Inc., a Minnesota Corporation, 1755 West Main Street, Red Wing, MN 55066 (hereinafter referred to as "StarTech"); and **City of Afton, 3033 Saint Croix Trail, PO Box 219, Afton, MN 55001** (hereinafter referred to as "Customer").

In consideration of the mutual agreements of the parties and other valuable consideration, the parties agree as follows:

SECTION ONE
DEFINITIONS

The following terms shall be defined as follows:

1.1 Equipment. Computer hardware and peripheral items supplied by StarTech to Customer as specified in Section 3.3.

1.2 Equipment Charges. The amount owing for Equipment supplied by StarTech to Customer as specified in Section 4.4.

1.3 Initial Term. A one year period of time from the date of this Agreement until **January 31, 2018**, during which the terms of this Agreement shall be in full force and effect.

1.4 Maintenance. Maintenance means the reasonable efforts and services supplied by StarTech during normal office hours (as defined in Section 1.5, below) for overcoming, resolving or correcting any operational issues encountered by Customer in the use its computer systems. Maintenance includes those steps necessary to correct, restore, update, fix or maintain the Customer's computer system.

1.5 Normal Business Hours. The period of time from 8:00 AM to 5:00 PM, Central Time, Monday through Friday.

1.6 Renewal Date. The first day of each Renewal Period.

1.7 Renewal Period. A one year period of time following the Initial Term or a previous Renewal Period during which the terms of this Agreement shall be in full force and effect.

1.8 Services. Those items of computer services provided by StarTech for the purpose of construction, maintenance, repair or replacement of Customer's computer hardware, software or other equipment, including Support and Maintenance services as agreed upon between StarTech and Customer.

1.9 Service Charges. The amount owing for Services rendered by StarTech to Customer as specified in Section 4.1.

1.10 Software Charges. The amount owing for Vendor Software or StarTech Software supplied by StarTech to Customer as specified in Section 4.3.

1.11 StarTech Software. All computer programming, software and related intellectual property and documentation prepared by StarTech whether on disk, in read only memory, or on any other media or in any other form.

1.12 Support. Support means any services supplied by StarTech other than Maintenance, (i.e. any services to correct, restore, update, fix, maintain, design, customize, implement, document, consult concerning or train concerning Customer's computer system, or any update thereto) which shall be paid by Customer to StarTech pursuant to the invoice terms and as set forth in this Agreement.

1.13 Term. The period of time during which this Agreement is in force as specified in Section 2.1 of this Agreement, including the Initial Term and all Renewal Periods.

1.14 Vendor Software. Computer programming and software purchased by StarTech from a third party vendor and sold to Customer under the terms of this Agreement.

1.15 Normal Business Hour Rate. The hourly rate charged for Services rendered by StarTech during Normal Business Hours as described in Section 4.1 of this Agreement.

1.16 Outside Business Hour Rate. The hourly rated charged for Services rendered by StarTech outside of Normal Business Hours as described in Section 4.1 of this Agreement.

SECTION TWO
TERM

2.1 Term. The Initial Term of this Agreement shall run for a period of one year, from the effective date of this Agreement until **January 31, 2018**. Unless terminated in accordance with Section 5 of this Agreement, the term of this Agreement shall be automatically renewed for successive Renewal Periods.

SECTION THREE
SERVICES, SOFTWARE AND EQUIPMENT

3.1 Services. StarTech agrees to provide the Services to Customer upon the terms described in this Agreement.

3.2 Software. In addition, StarTech agrees to provide certain Vendor Software or StarTech Software to Customer for use in connection with Customer's computer system upon the terms specified in this Agreement. All Vendor Software and StarTech Software provided by StarTech under this Agreement shall be subject to the terms and conditions of applicable software license agreements.

3.2.1 **Limited License, No Duplication, Limited Use.** Customer is hereby granted a limited non-exclusive license to use StarTech Software and agrees to comply with the terms and conditions of all Vendor Software license agreements. StarTech warrants that Vendor Software supplied and installed by StarTech fully complies with such product license agreements. StarTech Software is licensed, not sold, to Customer by StarTech for use only under the terms of this Agreement and StarTech reserves all rights not expressly granted to Customer. The rights granted herein are limited to StarTech's intellectual property rights in the StarTech Software and do not include any other patents or intellectual property rights. Even though Customer owns (or operates) the media on which the StarTech Software is recorded, StarTech and/or StarTech's licensor(s) retain ownership of the StarTech Software itself. The terms of this Agreement will govern any software upgrades provided by StarTech that replace and/or supplement the original StarTech Software product, unless such upgrade is accompanied by a separate license in which case the terms of that license will govern. Customer agrees and warrants that it will not duplicate, copy or transfer any StarTech Software in any form whatsoever, except for purposes of backup to its own computer system, nor shall Customer allow any third party to use, duplicate, copy or transfer such StarTech Software without the express prior written consent of StarTech. Nothing in this Agreement provides for Customer to re-license or assign the StarTech Software to any third party and no such provisions shall be inferred hereunder. Except as and only to the extent expressly permitted in this Agreement or by applicable law, Customer may not copy, decompile, reverse engineer, disassemble, modify, or create derivative works of the StarTech Software or any part thereof.

3.2.2 **Proprietary Rights & Enhancements** Customer recognizes that StarTech Software and/or Vendor Software licensed under this Agreement are proprietary, and agrees that StarTech shall retain ownership of all rights, title and interest to such StarTech Software. Enhancements made on behalf of Customer by StarTech shall be proprietary to and belong to StarTech only, except where a template is made for the sole use of Customer and StarTech agrees in writing that Customer may have proprietary rights thereto.

3.2.3 **Confidential & Valuable Substance** Customer acknowledges that StarTech Software has substantial monetary value and is confidential, proprietary and a trade secret of StarTech. Customer further acknowledges that Vendor Software products have substantial monetary value and are the confidential, proprietary and a trade secret of third parties. StarTech maintains strict control

over StarTech Software and/or Vendor Software products; Customer therefore agrees that it shall exercise the utmost care to prevent unauthorized disclosure of any and all StarTech Software supplied and/or licensed to it.

3.2.4 **LIMITATION OF WARRANTY & DAMAGES** CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES THAT USE OF STARTECH SOFTWARE AND/OR VENDOR SOFTWARE IS AT HIS/HER/ITS SOLE RISK AND THAT THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT IS WITH CUSTOMER.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, STARTECH SOFTWARE IS PROVIDED 'AS IS", WITH ALL FAULTS AND WITHOUT WARRANTY OF ANY KIND, AND STARTECH SOFTWARE LICENSORS HEREBY DISCLAIM ALL WARRANTIES AND CONDITIONS WITH RESPECT TO THE STARTECH SOFTWARE, EITHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES AND/OR CONDITION OF MERCHANTABILITY, OF SATISFACTORY QUALITY, OF FITNESS FOR A PARTICULAR PURPOSE, OF ACCURACY, OF QUIET ENJOYMENT, AND NON-INFRINGEMENT OF THIRD PARTY RIGHT.

STARTECH DOES NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE STARTECH SOFTWARE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS IN THE STARTECH SOFTWARE WILL BE CORRECTED. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY STARTECH OR STARTECH AUTHORIZED REPRESENTATIVES SHALL CREATE A WARRANTY. SHOULD THE STARTECH SOFTWARE PROVE DEFECTIVE, CUSTOMER ASSUMES THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION.

TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW, IN NO EVENT SHALL STARTECH BE LIABLE FOR PERSONAL INJURY, OR ANY INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, LOSS OF DATA, BUSINESS INTERRUPTION OR ANY OTHER COMMERCIAL DAMAGES OR LOSSES, ARISING OUT OF OR RELATED TO THE USE OR INABILITY TO USE THE STARTECH SOFTWARE, HOWEVER CAUSED, REGARDLESS OF THE THEORY OF LIABILITY (CONTRACT, TORT OR OTHERWISE); EVEN IF STARTECH HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OF LIABILITY FOR PERSONAL INJURY, OR OF INCIDENTAL OR CONSEQUENTIAL DAMAGES SO THIS LIMITATION MAY NOT APPLY. IN NO EVENT SHALL STARTECH'S TOTAL LIABILITY TO YOU FOR ALL DAMAGES (OTHER THAN AS MAY BE REQUIRED BY APPLICABLE LAW IN CASES INVOLVING PERSONAL INJURY) EXCEED THE LICENSE FEE FOR THE SOFTWARE. THE FOREGOING LIMITATIONS WILL APPLY EVEN IF THE ABOVE STATED REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

WHERE STARTECH SPECIFICALLY GUARANTEES STARTECH'S SOFTWARE OR VENDOR SOFTWARE AS TO ITS CONDITION, AND THERE IS A BREACH OF SUCH WARRANTY, CUSTOMER'S SOLE AND EXCLUSIVE REMEDY SHALL BE TO REQUIRE STARTECH TO DELIVER TO CUSTOMER A SUITABLE REPLACEMENT OF SUCH STARTECH SOFTWARE OR VENDOR SOFTWARE TO REMEDY THE DEFECT. CUSTOMER SHALL NOTIFY STARTECH BY REGISTERED MAIL OF A BREACH OF WARRANTY WITHIN 30 DAYS OF DISCOVERY THEREOF, WHICH BREACH SHALL BE WITHIN THE WARRANTY PERIOD SET OUT BELOW, OTHERWISE THE CLAIM SHALL BE WAIVED. STARTECH SHALL NOT BE LIABLE FOR ANY LOST PROFITS OR ANY CLAIM OR DEMAND AGAINST CUSTOMER BY ANY OTHER PARTY RELATING IN ANY WAY TO PRODUCT, AND IN NO EVENT SHALL STARTECH BE LIABLE FOR CONSEQUENTIAL DAMAGES EVEN IF ADVISED OF POSSIBILITY OF SUCH DAMAGES.

3.2.5. **DISCLAIMER OF IMPLIED WARRANTY.** THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE DESCRIPTION ON THE FACE OF THIS AGREEMENT, INCLUDING IMPLIED WARRANTY OF MERCHANTABILITY. CUSTOMER AGREES PRODUCT IS SOLD "AS IS."

3.3 Equipment. In addition, StarTech agrees to sell, lease or otherwise make available to Customer certain Equipment for use in connection with Customer's computer system upon the terms specified in this Agreement. All Equipment provided by StarTech under this Agreement shall be covered by the applicable warranties and service agreements with the manufacturer of such Equipment, and Customer agrees to look solely to the manufacturer of such Equipment for such warranties.

SECTION FOUR
COMPENSATION

4.1 Charges for Services. Customer shall pay StarTech the sum of **$120.00** per hour for Services rendered during Normal Business Hours (the "Normal Business Hour Rate"). For Services rendered outside of Normal Business Hours, Customer shall pay StarTech the sum of **$180.00** per hour for Services rendered (the "Outside Business Hour Rate"). All such charges for Services rendered at the Customer's premises shall be subject to minimum charges calculated as follows: (a) there shall be a minimum charge of **two (2)** hours' time at the Normal Business Hour Rate if Services are rendered within Normal Business Hours; or (b) there shall be a minimum charge of **two (2)** hours' time at the Outside Business Hour Rate if Services are rendered outside of Normal Business Hours for each Customer business location visited by StarTech. The Parties understand that the hourly rate for Services may be increased at any time during the Term of the Contract by StarTech. StarTech will give Customer 30 days' notice of any increase in the hourly rate for Services rendered by StarTech either during Normal Business Hours or outside of Normal Business Hours.

4.2 Deposit and Installment Payments. Customer agrees to pay StarTech a sum equivalent to **24** hours at the Normal Business Hours Rate as a "Deposit" against Service Charges to be incurred during the Initial Term of this Agreement and for each applicable Renewal Period under this Agreement. The Deposit for the Initial Term and for each applicable Renewal Period shall be paid by Customer to StarTech in monthly installments of **$240.00** each commencing on the date of execution of this Agreement and continuing on the same day of each month thereafter. In the event that StarTech notifies Customer of an increase in the hourly rate for Services in accordance with Section 4.1 of this Agreement, then the amount of the monthly installment of the "Deposit" shall be increased commencing with the next monthly installment payable after the expiration of the 30 day notice period referred to in Section 4.1 of this Agreement. StarTech shall apply the installments against Service Charges incurred or to be incurred under the terms of this Agreement. Except as noted in this paragraph, the Deposit and all installments of the Deposit shall be nonrefundable. In the event that this Agreement is renewed as provided by Section 2 of this Agreement, any Deposit from the prior period which has not been used and applied to Service Charges incurred in the prior period (the "Carryover Deposit") shall carryover and be available to Customer for application against Service Charges incurred or to be incurred during the Renewal Period. If at any time during the Term of this Agreement, the amount of the Deposit for applicable period plus any applicable Carryover Deposit is not sufficient to pay the Service Charges incurred during the period in question, Customer shall immediately pay StarTech the amount of any Service Charges in excess of the Deposit and Carryover Deposit upon receipt of a written invoice. In the event that Customer breaches its obligations under this Agreement or this Agreement is terminated for any reason other than the expiration of its Term, Customer shall forfeit the entire amount of any unused Deposit and any unused Carryover Deposit, and the entire balance of any unpaid Service Charges rendered as of the date of termination shall be immediately due and payable. At the expiration of the Term of this Agreement, Customer shall immediately pay StarTech the balance of any unpaid Service Charges; or, if the total of any unused Deposit and any unused Carryover Deposit is greater than the amount of any unpaid Service Charges, StarTech shall refund one-half (1/2) of the difference provided that Customer is not in default of any of its obligations under this Agreement.

4.3 Software Charges. Customer shall pay StarTech Software Charges set forth on an invoice from StarTech to Customer for such Software immediately upon receipt of such invoice.

4.4 Equipment Charges. Customer shall pay StarTech Equipment Charges set forth on an invoice from StarTech to Customer for such Equipment immediately upon receipt of such invoice.

4.5 Purchase Money Security Interest. Customer, as debtor, grants StarTech, as secured party, a purchase money security interest in any Software and Equipment, including all accessions and attachments thereto and any proceeds thereof, until the applicable Software Charges and Equipment Charges are paid in full. A reproduction of this Agreement shall be sufficient as a security agreement and financing statement. StarTech is hereby authorized to take any and all action necessary to perfect its security interest in any Equipment or Software, including the filing of any financial statements or other evidence of perfection with the appropriate filing office, if necessary.

SECTION FIVE
TERMINATION

5.1 Termination. This Agreement may be terminated as follows:

(a) By either party at the end of the Initial Term or each Renewal Period, whichever is applicable, by giving written notice 60 days in advance of the expiration of the Initial Term or the Renewal Period.

(b) By either party at any time during the term of this Agreement upon giving written notice to the other party of such party's failure to fulfill any term, condition or provision of this Agreement.

5.2 Obligations Upon Termination. Upon termination of this Agreement, StarTech, at its option, may declare all unpaid Service Charges, Software Charges and Equipment Charges immediately due and payable.

SECTION SIX
GENERAL PROVISIONS

6.1 Disclaimer of Warranties. Customer acknowledges that StarTech is not the manufacturer of the Equipment or Vendor Software purchased for Customer, nor manufacturer's agent. Customer further agrees that StarTech has made and makes no representations or warranties of whatsoever nature, directly or indirectly, expressed or implied, including but not limited to any representations or warranties with respect to suitability, durability, fitness for use and merchantability of any such Equipment or Vendor Software, the purposes and uses of the Customer or otherwise. Customer specifically waives all rights to make claim against StarTech herein for

breach of any warranty of any kind whatsoever. StarTech hereby passes to Customer all warranties, if any, received by StarTech relating to the Equipment or Vendor Software. StarTech shall not be liable to Customer for any loss, damage or expense of any kind or nature caused directly or indirectly by any Equipment or Vendor Software, for the use or maintenance thereof, or for the failure of operations thereof, or for the repairs, service, or adjustment thereto, or by any delay or failure to provide any thereof, or by any interruption of service or loss of use thereof or for any loss of business or any other damage whatsoever and howsoever caused.

6.2 Limitations of Claims. Except for claims relating to Services Charges, Software Charges and Equipment Charges (collectively, "Charges"), no claim, regardless of form, which in any way arises out of this Agreement or the use of, or inability to use, Customer's computer system may be made, nor action based upon such claim brought, by either party hereto more than one (1) year after the basis for the claim becomes known to the party desiring to assert it.

6.3 Billing and Payment. All Software Charges and Equipment Charges will be invoiced upon delivery. Software Charges and Equipment Charges are exclusive of sales, use and other taxes, which are the responsibility of Customer. If full payment is not made within 30 days of receipt of an invoice, Customer shall pay interest at the rate of 8% per annum on the unpaid balance. In the event that StarTech hires an attorney to collect any amounts owing under this contract or for any other matters relating to this contract, then Customer shall pay all attorneys' fees and costs incurred by StarTech.

6.4 Authority. Customer warrants and represents that it has the requisite power and authority to enter into this Agreement and perform its obligations under this Agreement and the individual executing it on behalf of Customer is duly authorized and empowered to do so on behalf of Customer.

6.5 Entire Understanding and Amendment. This Agreement embodies the entire understanding between the parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, oral or written, relating thereto. Any amendment of this Agreement must be in writing and signed by both parties.

6.6 Force Majeure. StarTech's performance hereunder is subject to interruption and delay due to causes beyond its reasonable control such as acts of God, acts of any government, war or other hostility, equipment failure, industrial or labor dispute, inability to obtain necessary supplies and the like.

6.7 Notices. All notices hereunder shall be given in writing to the parties as follows:

StarTech Computing, Inc.
Attn: Julie Winger
1755 Old West Main St.
Red Wing, MN 55066

City of Afton
Attn: Ronald J. Moorse
3033 Saint Croix Trail, PO Box 219
Afton, MN 55001

6.8 Governing Law; Venue. This Agreement shall be governed by and construed under the laws of the State of Minnesota. All actions brought under this Agreement shall be venued in Goodhue County, Minnesota, and Customer hereby submits to the jurisdiction of the courts of Goodhue County, Minnesota.

6.9 No Assignment. Neither this Agreement nor any part or portion hereof shall be assigned or otherwise transferred by Customer without StarTech's prior written consent.

6.10 Severability. Should any provision of this Agreement be held to be void, invalid, unenforceable or illegal by a court, the validity and enforceability of the other provisions shall not be affected thereby.

6.11 Waiver. Failure of either party to enforce any provisions of this Agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.

6.12 Headings. The headings and captions contained in this Agreement are inserted for convenience only and shall not constitute a part hereof.

6.13 Proprietary Information. StarTech agrees that all client data and information, financial data and information, operational data and information, or other computerized data maintained on or in customer computer system(s) is strictly confidential, and will be accessed by StarTech or its employees only as necessary to accomplish this contract, and shall not be disclosed to any other person by StarTech or its employees, nor will any use be made of such data by any StarTech employee under any circumstances.

6.14 Nonsolicitation. Customer agrees on behalf of itself, its shareholders, directors, officers, managers, employees, agents, successors and assigns, that it will not, on behalf of itself or any other person, firm, corporation, or other entity, in any manner, directly or indirectly, solicit, entice, lure, disturb or interfere with any other customer or employee of StarTech nor will Customer in any manner, directly or indirectly, solicit, divert, or take away, any other customer or employee of StarTech, its affiliates or subsidiaries. Customer recognizes that breach of the covenants contained in this paragraph would result in damages to StarTech which are difficult to ascertain. Therefore, in the event of such breach Customer agrees that StarTech shall be entitled to the following:

(a) To institute proceedings in District Court, Goodhue County, Minnesota, at law or in equity, or both, and to enjoin Customer from the breach or threatened breach of the covenants contained in this paragraph. The parties agree that the remedy at law for breach of these covenants may be inadequate and in the event of such breach StarTech is entitled to equitable relief including, but not limited to, specific performance and injunctions. Such equitable relief shall be in addition to and not in lieu of any right StarTech may have to recover money damages for such breach; and

(b) To recover from Customer liquidated damages for Customer's breach of the restrictive covenants contained in this paragraph in the amount of $50,000, in addition to any additional actual damages; and

(c) To recover from Customer all costs and expenses, including attorney's fees and costs incurred by StarTech as a result of the breach or threatened breach of the terms of this Agreement.

6.15 Supersedes Prior Agreements. This Agreement shall replace and supersede any prior Agreements between the Parties regarding the terms of this Agreement, all of which Agreements shall be canceled unless any unpaid fees or other obligations remain unperformed under the terms of the prior Agreements.

6.16 Guaranty. The undersigned **Representative, as Guarantor** (or Guarantors, jointly and severally, if there is more than one) absolutely and unconditionally guarantee to StarTech the full and prompt payment of all amounts and performance of any and all liabilities and obligations of Customer to StarTech now existing or hereafter arising under the terms of this Agreement. In the event that Customer fails to observe or perform any terms or conditions to be kept or performed by Customers under the terms of this Agreement, Guarantor(s) agree to perform all obligations of Customer under this Agreement and pay upon demand the amounts owing under the terms of this Agreement, together with any expenses or costs of collection at any time incurred by StarTech, including, without limitation, reasonable attorneys' fees. This is an absolute, unconditional and continuing guaranty. No act or thing except performance of Customer's obligations under this Agreement, including full payment of the amounts owing under this Agreement, shall release Guarantor(s) from liability under this Guaranty. Guarantor(s) shall not be released from liability under this Guaranty by any act or omission of any kind by StarTech, including, without limitation, any act or omission which might be construed as a discharge of a surety. Guarantor(s) hereby waive all such defenses, counterclaims or off-sets which Guarantor(s) have or may have by reason of such action. The death of Guarantor(s) or any co-Guarantor shall not release Guarantor(s) from liability under this Guaranty. If there is more than one Guarantor, then the liability of the Guarantors under the terms of this Guaranty shall be joint and several. **The undersigned is (are) executing this Agreement both as Representative of Customer and personally as Guarantor(s). By executing this Agreement, the undersigned does hereby individually absolutely and unconditionally guarantee to StarTech the amounts owing and performance of Customer's obligations under the terms of this Agreement.**

STARTECH COMPUTING, INC.

By: _____ Date: 1/26/17

Its: Director, Business Development

CITY OF AFTON

By: _____ Date: _____

Its: _____

AND ALSO AS GUARANTOR

J:\CLIENTS\FlexNet\FlexNet Contract Templates

Managed Services Schedule

City of Afton

WE MAKE TECHNOLOGY
WORK FOR BUSINESS

FOCUS 16

MANAGED SERVICES | CYBERSECURITY | EQUIPMENT & HARDWARE | SOFTWARE & APPLICATIONS | WEBSITE & MOBILE SOLUTIONS | CABLING | TRAINING

Tim Mangle, Account Manager ● 651.255.5752 ● Tim.Mangle@cit-net.com

December 16, 2016

Star Tribune TOP WORK PLACES 2015

WE MAKE TECHNOLOGY
WORK FOR PEOPLE

Star Tribune TOP WORK PLACES 2016

CIT
COMPUTER INTEGRATION TECHNOLOGIES

Computer Integration Technologies, Inc.
2375 Ventura Drive
Woodbury, MN 55125-3930

Main Office: 651.450.0333
Fax: 651.450.0300
Call Center: 651.255.5777

WWW.CIT-NET.COM

CIT Managed Services Portfolio

If you've thought about outsourcing certain information technology responsibilities, you're thinking Managed Services (or IT Outsourcing). Managed Services is where we become responsible for elements of your technology based on your need. It's like hiring a staff of experts and paying less than one qualified employee. In this new economy, Managed Services is the scalable solution that can grow and contract, depending on the technology needs of the organization.

Of course, there is no "one size fits all" answer to Managed Services but rather a careful consideration of your needs and how technology can meet them. Our Managed Services offerings are designed to fill in the gaps in your IT Outsourcing needs and generally fall into the following categories:

Network Design Consultation Services
Network Monitoring
Colocation
Data Backup / Recovery
Desktop & Server, AV, Patch Management
Security Assessments
Web Hosting
Virtual CIO (vCIO)

The foundation of Managed Services offers a well-rounded package of services that will give you the peace of mind that your systems, data, website and hardware are functioning correctly and fully protected. CIT proposes to provide the following services and functions. Please note this is an estimate that may change based on additional information provided and timing of purchase.

- 24x7 Monitoring
- Remote Management & Patch Management
- Phone Support and access to CIT Call Center Support
- Reoccurring On-site Support hours per month (Evening and Sat at time ½ and Sundays/Holidays are double time)
- Monthly status report of devices monitored
- Quarterly meeting with CIT Service Manager
- ISP/WAN Vendor Management

Managed Service Plans

Managing an IT environment, no matter what size, uptime, availability and security are key to business operations. It requires each component to function efficiently in order to maintain optimal network performance and business continuity. To do the job right, a network and systems management toolset capable of monitoring and reporting on the entire IT environment is needed.

Managed Services Standard

CIT's Managed Service Standard (MSS) deploys that all-encompassing network and systems management tool on your network to provide alerts to your IT administrators on systems issues such as: low disk space, high CPU, stopped or failed services, Antivirus / malware issues, Windows update issues. These alerts are customizable and offer visibility into your IT environment to ensure it is functioning correctly and fully protected. Alerts are generated from CIT's monitoring tool which creates ticket notifications to your IT administrator for resolution. If internal resolution is not attainable, those tickets can be escalated to CIT's Technical Engineers for further review and assistance and is part of your allotted hours for onsite and remote support.

CIT also includes re-occurring monthly hours for onsite and remote support from our Technical Engineers when your IT staff does not have the scope or bandwidth to resolve network issues internally. Additional support over the allotted

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monthly hours is available and will be billed on a time and materials basis; onsite support is tracked in ¼ hour increments with one-hour minimum and remote support from our Help Desk is tracking in 10 minute increments.

24x7 Monitoring & Remote Support	Spyware Management	Service Monitoring and Alerts
License & Performance Monitoring	Third Party Patching (Java, Adobe, iTunes, Skype, etc.)	Service Monitoring and Alerts (MS Exchange, SQL, & SharePoint)
Microsoft Patch Monitoring Mgmt.	Anti-Virus	Server Monitoring/Management
Open DNS	End User Help Desk Ticketing	Password Administration
AV Monitoring and Management	Firewall Management, Router LAN, VPN, SAN, & WAN	Windows Event Monitoring/Alerts
Hardware & Software Inventory	Vendor and ISP Management	Quarterly Technology Meetings
Help Desk & Ticketing	Network Asset Mgmt. & Printers	Secure Remote PC Support
Initial Technology Assessment	Reporting	Software Deployment Updates

Services to recover client backups are T&M unless covered by a CIT Managed Backup Agreement. Note: The backup environment must be currently licensed, CIT vendor-supported server or network-based backup solution.

Scope of Work

This Scope of Work (SOW) is issued pursuant to the Master Service Agreement between City of Afton ("Client") and Computer Integration Technologies, Inc. ("Contractor").

CIT will install a management tool on your network and systems. This will give us secure remote access and control of the desktop systems, servers and various other network devices. CIT engineers will be able to shadow a user and see exactly what problem they are experiencing, and they can take control of the system to perform maintenance tasks remotely. The management tool will reside on the network to provide 24x7x365 monitoring of Key Network Elements (KNEs) and provides the following features:

- Provides reporting on the KNEs to allow CIT to be more proactive in planning and budgeting, rather than reactive. Proactive management and upgrades will allow City of Afton to control expenditures, especially when the cost of lost productivity is factored in.
- Configured to constantly monitor the critical KNEs of the City of Afton network. The management tool will send an alert at the first sign of trouble and we will begin the remediation process to reduce or possibly eliminate system down-time.
- Provides reporting on processor and memory utilization, bandwidth issues, hardware device states, etc. This reporting helps you plan for growth and for hardware replacement before a crisis may occur
- Services include a quarterly review with a CIT Senior Technical Manager to review trends and possible future upgrade recommendations.
- Project Management includes resource scheduling, project/deployment planning, internal communication, customer communication, and weekly status updates on budgets and deliverables. This is billable service, incorporated into the project proposal. The Project Manager is the primary point of contact for this project and will be assigned after contract execution.

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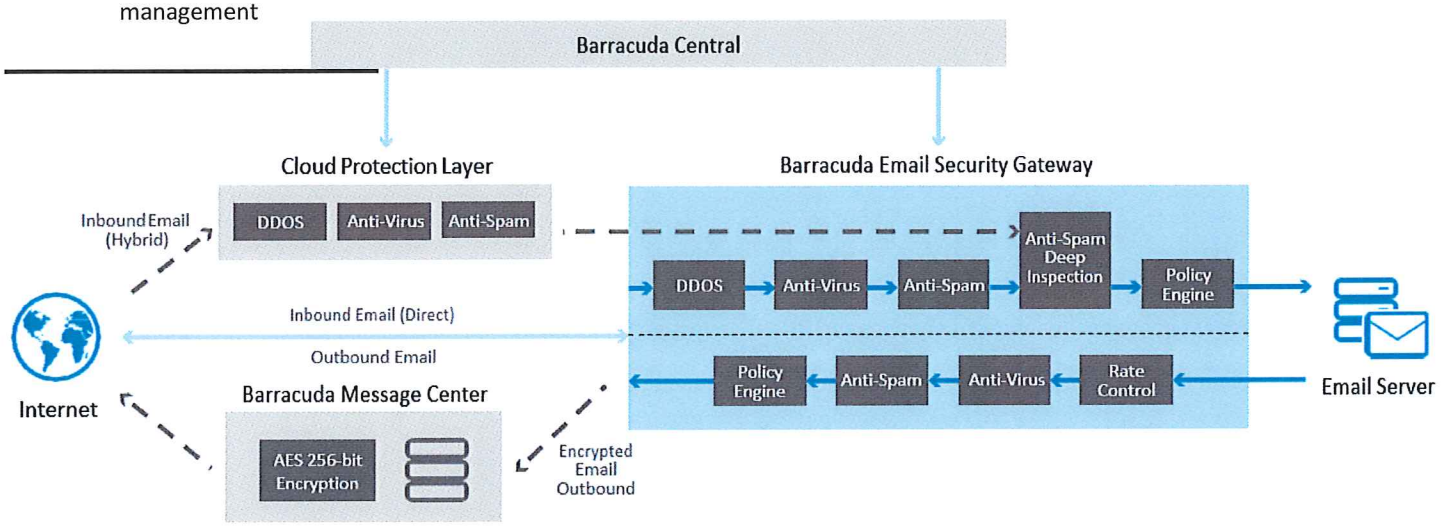
CIT Optics Email Security – Hosted SPAM

CIT Optics Email Security is a comprehensive email security solution powered by Barracuda, that manages all inbound email traffic to protect your organization from email-borne threats. CIT Optics Email Security multilayered approach to email security provides the most comprehensive protection available, while providing flexibility of customizing per-user settings, per-user quarantine mailboxes, and more. As new requirements emerge, it is automatically updated with new capabilities to ensure continuous protection.

Comprehensive Protection	DLP & Reputation Loss	Spam Filter	Advanced Policy Control
Industry-leading spam and virus filtering Prevents spoofing, phishing and malware Denial of Server (DoS/DDos) protection Directory harvest protection Inbound email filtering Real-Time Protection Advanced, granular policy management	Maintain compliance Prevents reputation loss and blacklisting Pre-defined filters	Rate control IP reputation analysis Rules-based scoring algorithms No per-user or per-server fees.	IP and content-based filtering Bulk email categorization Sender/Recipient filtering Keyword blocking Reverse DNS blocking



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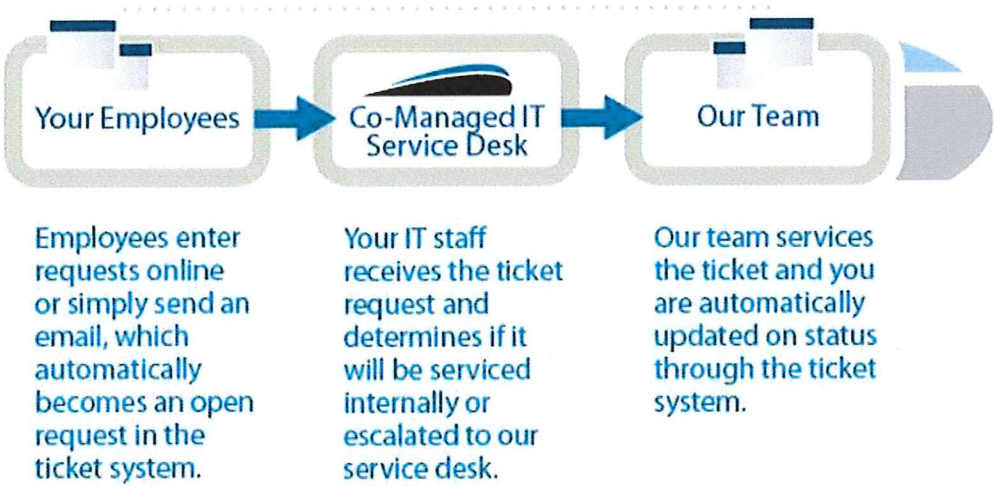
Streamline IT

Streamline IT, powered by Connectwise, lets you seamlessly link your IT service desks to CIT's and essentially have CIT's Technical Engineers become an extension of your internal support teams. This co-managed IT system provides all support staff a common ticketing system so when issues cannot be handled by your internal staff and need to be escalated, CIT can be added as a resource to the ticket and assist with the issue.

The benefits come fast.

- Retain complete control over service issues; you decide when tickets get escalated to us.
- Keep everyone happy. The award-winning Streamline*IT* automation platform is easy for staff to use and for you to manage. There's less downtime. And more time for you to get things done.
- Improve your productivity by using a tool that helps you manage and prioritize end-user requests.
- Work with your IT peers. We understand technology and the nature of responsibilities and the expectations that go with them. Working together, we will provide the additional support and expertise that will complement your IT department.



Scope of Work

This Scope of Work (SOW) is issued pursuant to the Master Service Agreement between City of Afton ("Client") and Computer Integration Technologies, Inc. ("Contractor").

CIT will setup and provision the following components related to this service:

- Creation of customer service board with default Status Types
- Provisioning of contracted StreamlineIT license accounts
- CIT will provide contact spreadsheet and import end-user contact information
- CIT to provide electronic training manual to customer's primary contact

Client Responsibilities:

- Procure and provision a corporate email account specific for StreamlineIT
- Provide CIT with login and password credentials and allow access to this email account
- City of Afton to complete the CIT end user contact spreadsheet and provide to CIT for import
- City of Afton is responsible to maintain all updates to StreamlineIT tabs and adding and/or removing contacts as needed.

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Estimated Investment

Managed Services Standard

CIT's alert management services with scalable remote and onsite support.

Standard Managed Service		Count
Device Count (0 to 5)		5
Server Count (0 to 1)		2
Monthly Onsite/Remote Hours		2
Standard Fee		$ 130.00
Add Remote/Onsite Hours	1.5	$ 168.00
Monthly Fee		$ 298.00

☑	Managed Setup Fees	One Time Fee
	12 Month Agreement	$ 500.00
	24 Month Agreement	$ 500.00
	36 Month Agreement	$ 500.00

Hosted SPAM & Streamline IT

☑	Managed Service Add-on Services	Qty	Monthly Fee	Setup Fee
	Hosted SPAM < 50 Users		$ 69.00	$ 250.00
	(1) Domain Included with Hosted SPAM ($10 per Additional Domain)			
	Streamline IT /$45 per admin user		$ -	$ 100.00
	Streamline IT Web-Based Training (1hr)			$ 100.00
	Streamline IT Onsite Training (1hr)			$ 135.00

Streamline IT customization will be billed on Time and Material basis at customer's standard billing rate

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Service Level Agreement

CIT is providing a maintenance contract that includes the following services for the Customer's contracted users and devices under this agreement as detailed in Appendix A. CIT will 1) perform an initial Technology Assessment, 2) perform Monitoring services, and 3) provide routine Technical Assistance and Support to Customer.

CIT will guarantee that at least 90% of the time it will be able to respond to Customer tickets in the following manner:

- P1 – Remediation of **CRITICAL** customer issues, generally impacting over 50 % of users. Respond < 2 business hours; resolve < 6 business hours.
- P2 – Remediation of **SERIOUS** customer issues, generally impacting less than 50% of users. Respond < 4 business hours; Resolve < 24 business hours.
- P3 – Remediation of **STANDARD** customer issues, generally defined as a single user impacted. Respond < 8 business hours; Resolve < 3 business days.

CIT will respond to telephone calls for support made during regular business hours. After-hours critical support calls will receive a response within 90 minutes and normal technical support calls will receive a response the next business day. CIT engineers will attempt to work with the user to remotely manage or repair the support issue. If the issue cannot be resolved remotely, CIT will discuss with City of Afton staff the severity of the issue and either schedule the repair for the next scheduled visit, or dispatch the next available engineer for an onsite visit.

CIT and City of Afton will setup a process for the staff to request support and CIT staff to access any such requests. CIT engineers will work with City of Afton managers to prioritize support requests and update the request list. CIT utilizes a ticketing system for all support requests, which will also facilitate discussion and prioritization of projects planned for the future.

CIT engineers and Technical Manager will take leadership and bring future project ideas and options to the attention of City of Afton management. CIT and City of Afton will work together to prioritize and plan budgets and project implementation timelines.

Additionally, we've made it simple to request support:

- **Email:** support@cit-net.com
- **Phone:** 651.255.5799
- **Web:** http://support.cit-net.com/support and enter your email address and password.
- **Hours:** 6:00am - 6:00pm Monday-Friday & 9:00am - 6:00pm Saturday-Sunday

IT Fee Structure - Rates, Retainers, Hours and Mileage

HOURLY BILLING RATES	
Production Builds	$100 per hour (½ hour minimum)
Network Engineer Services	$160 per hour (1 hour minimum)
Advanced Network Services	$190 per hour (1 hour minimum)
Specialty Services*	$225 per hour (1 hour minimum)
Software & Web Development	$150 per hour
Business Analysis or Senior Software Developer	$175 per hour
Advanced Development Services	$190 per hour
Quality Assurance	$190 per hour
Security Services	$190 per hour
Project Management	$125 per hour
Standard Training Services (Excludes Security Training)	$135 per hour (plus applicable facility/setup fees)
Cabling Services	Please call 651.450.0333 for billing rates
Telephone Support Services	Billed at Client's current rate (15 minute increments)
Scheduled After-Hours (Monday through Friday from 5 p.m. to 8 a.m. and all day Saturday)	Billed at Client's current rate x 1.5 (2 hour minimum)
Emergency Service (same day, Sundays and National Holidays)	Billed at Client's current rate x 2 (2 hour minimum)
Immediate Dispatch Fee	$400

* Specialty Services are determined by CIT on a case-by-case basis.

SERVICE RETAINERS

Pre-paid retainers are available at a discounted price. Other amounts available on a case-by-case basis. Retainer amounts do not expire.

Retainer Amount	Discount
$5,000.00	5%
$10,000.00	10%
$20,000.00	20%

SERVICE CALL PROCEDURES (Seven County Metro Area)

Scheduled Service Calls—Service calls placed during normal business hours are usually scheduled for service within five to seven business days. The technician will typically bring the appropriate hardware and software solution to the site. Matters requiring immediate attention will be deemed an "Emergency Service Call."

Emergency Service Calls—Non-scheduled, after-hours, weekend and holiday service calls are considered "Emergency Calls." *To initiate emergency service, call CIT's Call Center at (651) 255-5777.* For CIT Managed Services customers, if you are calling outside of regular business hours our voice mail system will prompt you with emergency service procedures and a technician will return your call within thirty to ninety minutes. All other calls will be returned by the beginning of the next business day.

Immediate Dispatch Fee—Client deems it necessary to have a technician dispatched immediately to client site. This may entail rerouting a CIT technician from another CIT client site.

POLICY DEFINITIONS

- Standard Service Rates are billed for work performed during normal business hours, which are defined as 8 a.m. to 5 p.m., Monday through Friday (except holidays).
- 24-hour Emergency Service is available by calling (651) 255-5777 and accessing our Call Center voicemail system.
- Drive time is billed one-way for on-site service calls outside the seven county metro area.
- A half hour trip charge will be billed for service calls that are less than four hours and are within the seven-county metro area (unless client has a recurring maintenance schedule, CIT Optics Agreement or Service Level Agreement).
- This is not an offer to enter into a contract. The rates, warranties, procedures, and definitions are subject to change, without notice, at the sole discretion of CIT.

Client Responsibilities

The following general assumptions have been made in the development of our work plan and are directly associated with our agreement. Please verify accuracy of pricing by carefully reviewing the following assumptions:

- City of Afton will allow appropriate CIT staff access to all information, areas and equipment needed to ensure a successful completion of the proposed project.
- City of Afton will be responsible for designating a primary contact that will be available to work with CIT staff members and will be a resource within the City of Afton organization for this project.
- CIT will not be held responsible for delays in the time table due to the unavailability of information or resources from City of Afton sources.
- City of Afton meets the minimum system requirements and supported applications defined in the proposal appendix(s) below. A CIT account authorized to request support with cloud application vendors.
- On-Site hours that exceed the included monthly amount will be billed at current service rates listed below.
- Upgrades to software, operating systems and hardware are not covered under this agreement and are subject to hourly billing.
- Drive time outside of the metro 7 county area will be deducted from hourly billing.
- On-Site services before 8:00 am and after 5:00 pm and Saturdays will be billed at time and half rates. On-Site services on Sundays and Holidays will be billed at double time rates.
- Upgrades and Installation of new hardware will be billed on a Time & Materials basis.
- Existing Hardware must meet CIT minimum specifications to qualify for service.
- City of Afton responsibility to maintain current software licensing and support.
- City of Afton responsibility to maintain hardware warranty and support.

Engagement Change Orders & Acceptance

An Engagement Change Order will be the vehicle for communicating change at any stage prior to final acceptance. The request must describe the change; the rationale for the change and the impact the change will have on the project. City of Afton will review the proposed change and approve or reject it. CIT will specify any charges associated with the request. Any change request must be signed by both parties to authorize implementation.

The undersigned has reviewed this Project for City of Afton and agrees with the project's scope, estimated investment and description of the deliverables. The undersigned understands and will support the responsibilities described herein for their organization and has read and accept the Managed Service Schedule to the MSA and Appendixes.

Authorized Signature:_____ Date:_____

CIT:_____ Date:_____

© 2016 It is agreed that all information contained in this proposal, which is being supplied to you, is the proprietary information of Computer Integration Technologies, Inc., and shall be held to be confidential and will not be disclosed to any other party.

9C10

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Audio/Visual Equipment Replacements and Upgrades for the Council Chambers

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The Council has discussed upgrading the audio capabilities of the Council Chambers by providing microphones for the Council dais and the lower dais, and by replacing the current projector with a large screen TV. Council member Ross has worked with the City's videographer to identify audio needs and also to identify video equipment needs, and has obtained a price quote to address all audio/visual equipment needs.

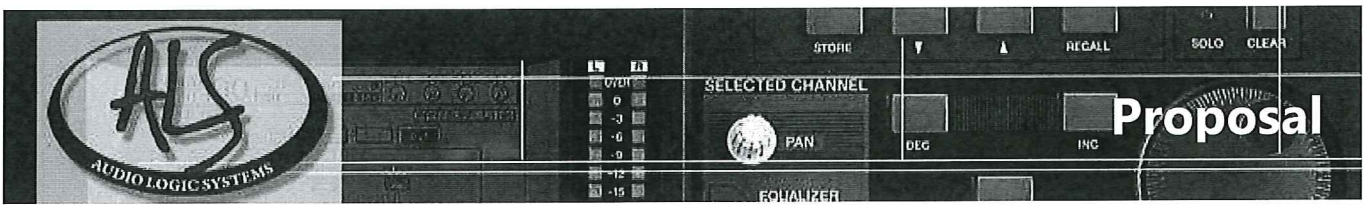
The package includes:

1) 7 - Microphones and desk stands.
2) Cables and trip prevention (wire mold) covers.
3) 8 channel Audio Mixer.
4) 2 new monitors.
5) New camera and tripod.
6) 65" presentation TV and floor stand.
7) Wireless connection from PC to TV.
8) Installation and setup.

The price quote and related information is attached. The total cost is $16,192.90. These costs could be funded partially by using the $4,394 of interest earnings in the Special Activities Fund, and partially by using a portion of the 2016 General Fund Surplus by transferring it to the City Hall Improvements account in the Building and Land Capital Fund

Council Action Requested

Motion regarding the audio/visual equipment needs in the Council Chambers.



17-02_Council Chambers Microphone & Record Update

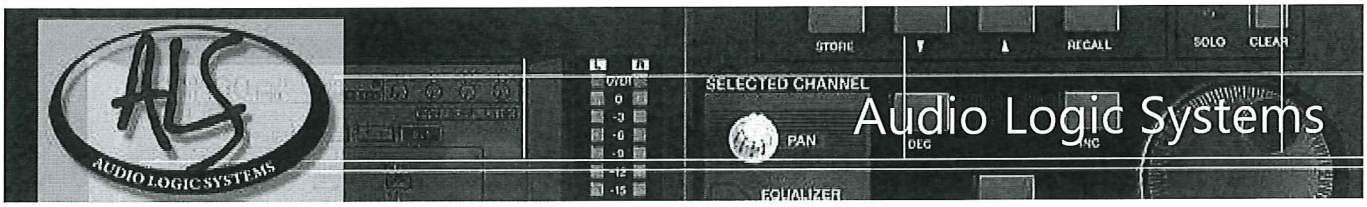
City of Afton

3033 St Croix Trail S,
Afton, MN 55001
(651) 436-5090

Presented By:

Audio Logic Systems
7512 Washington Ave. South
Eden Prairie, MN 55344 USA
952-400-2222
http://audiologicsystems.com/

Number:	ALS-0249
Modified:	2/8/2017
Revision:	1



Council Chambers Audio

Unassigned

1

This proposal does not include federal, state, county, or city sale/use tax. Client is responsible for any applicable sales or use tax relating to this purchase.

Unassigned Total: $0.00

Microphones

1

Misc Connectors / Shop Supplies - Includes custom metal plate to cover cables in front of fire door exit.

7

Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base

Alternates

7 Subtract ($760.20)

Cardioid-12" Dual-Section Gooseneck Condenser Microphone, Inline Preamplifier, Flange Mount, Black - INCLUDES CVD DESKTOP BASE

50

1P 22G STR B/SHLD PVC Black

Microphones Total: $1,982.70

CAT5 Snake System

2

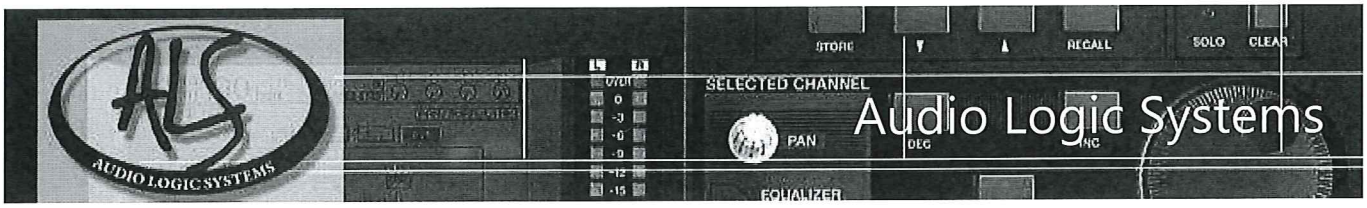
4ch receiver, with balanced outs, uses shielded cat-5

4

4ch transmitter, with balanced i/o, uses shielded cat-5 (Located one on each end of tables)

300

4 Pair 24AWG Solid Overall Foil Shield Category 5E PVC Jacket - Gray



CAT5 Snake System Total: $806.28

Auto Mixer

1

8 channel mic/line mixer with DSP control via computer. Allows for dynamic signal processing for each channel while keeping the front interface simple for the daily user.

Auto Mixer Total: $1,700.00

Training/Setup

1

Programming Costs

Training/Setup Total: $375.00

Installation Labor

1

Installation Commercial Labor

Installation Labor Total: $1,540.00

Admin

1

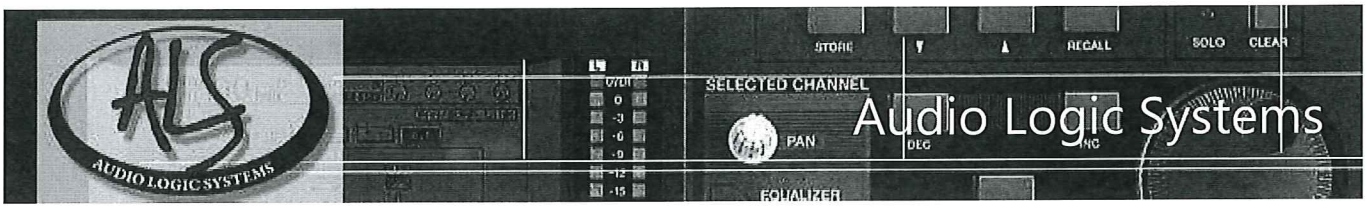
Labor for a technician to be on site for a maximum of three hours during the first use to make any adjustments that may be needed is included.

1

Normal ground shipping charges

Admin Total: $80.00

Council Chambers Audio Total: $6,483.98



Council Chambers Video

Video Camera

1

Convert from SDI to analog component, S-Video or composite.

1

ProHD handheld camcorder

1

Manfrotto MVH500A Fluid Drag Video Head with MVT502AM Tripod and Carry Bag

Video Camera Total: $3,356.90

Video Screens

2

Convert from analog component, S-Video or composite to SDI.

2

Large 17" full high definition 6 rack unit SDI/HD-SDI/3G SDI monitor with central software control

1

6U Shallow Roto Rack with Steel rails (front/back), 10.5" deep (rail-to-rail)

Video Screens Total: $2,487.21

Optional VideoWireless Transport

1

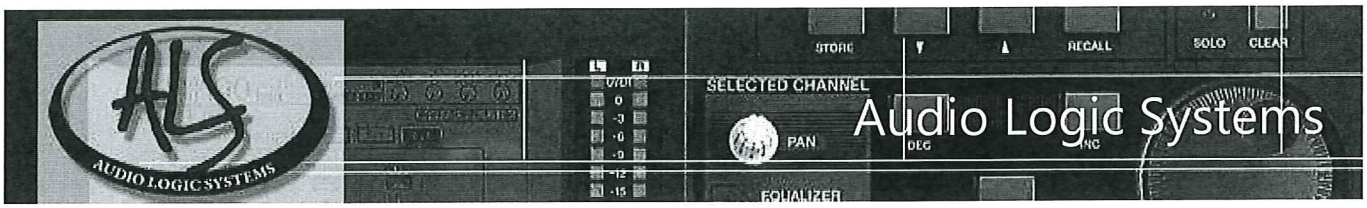
Barco CS-100 Small Meeting Room Standalone Wireless Presentation System

Optional VideoWireless Transport Total: $1,050.00

65" LED TV with Stand

1

Large FUSION Cart Manual Adjustable, BLK



1

65" class (64.53" diagonal) ultra-slim direct LED commercial widescreen

65" LED TV with Stand Total: $2,251.75

Video Infrastructure

1

Misc Connectors / Shop Supplies

1

The recording decks are not being upgraded in this quote. The camera and the monitors are all HD ready and the decks can be upgraded at a future date.

100

Rg-6 18 solid bare cmr sdi COAX

Video Infrastructure Total: $88.06

Training/Setup

1

Training and Support

Training/Setup Total: $0.00

Installation Labor

1

Installation Commercial Labor

Installation Labor Total: $385.00

Admin

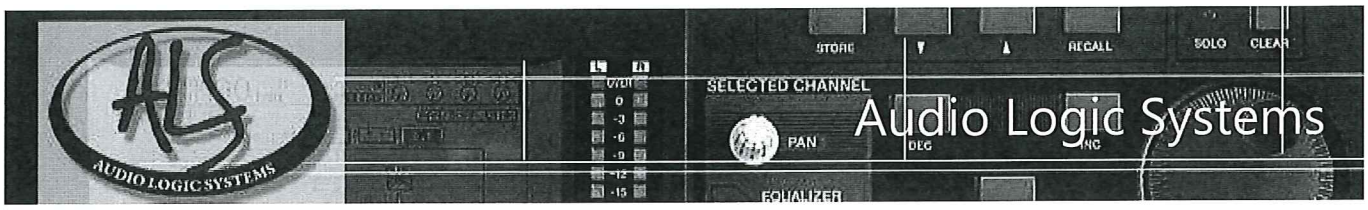
1

Normal ground shipping charges

Admin Total: $90.00

Council Chambers Video Total: $9,708.92

Project Subtotal: $16,192.90



Project Summary

Equipment:	**$13,892.90**
Labor:	**$2,300.00**
Grand Total:	**$16,192.90**

Client: **Stan Ross** **Date**

Contractor: **Audio Logic Systems** **Date**

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Policy to Clarify the Roles of Council Members on the City's Volunteer Committees

---

At the Special Council meeting of January 12, 2017, Mayor Bend suggested the need for a policy to clarify the roles of Council members on volunteer commissions and committees. Currently, there are three types of roles. One is a "liaison" role, under which the Council member does not actively participate in the commission's discussion and does not have a voting role. A second is a "member" role, under which the Council member actively participates in both discussion and voting. A third is a member role in which the Council member or members also play a leadership role on the committee. Currently, Council members serve in a liaison role on the Planning Commission, Heritage Preservation Commission and the Natural Resources and Groundwater Committee. Council members serve in a member role on the Branding Committee and Parks Committee and Council members serve in a leadership role on the Personnel Committee, Public Works Committee, Finance Committee and Emergency Preparedness Committee.

Council Action Requested

Motion regarding a policy to clarify the roles of Council members on volunteer commissions and committees.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Schedule Joint Work Session with the Planning Commission

The City Code calls for the Planning Commission to meet with the City Council on an annual basis to develop an annual work plan, including a list of projects, points of interaction on projects, programs and goals for the year. The March meeting of the Planning Commission is scheduled for 7:00 p.m. on Monday, March 6. If this date and time works for the Council, staff will notify the Planning Commission of the joint work session.

Council Action Requested

Motion regarding scheduling a joint work session with the Planning Commission.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Schedule Council Work Session

The Council members have indicated they are available to meet in a work session at 1:30 p.m. on Monday, March 6 to discuss funding and timing of the Downtown Village Improvements Project and to have an initial discussion regarding goal setting for 2017. If there are other items to be included on the work session agenda, they should be added at this time.

Council Action Requested

Motion regarding scheduling a Council work session at 1:30 p.m. on Monday, March 6, 2017.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Schedule Special Council Meeting for City Clerk Interviews

---

The Personnel Committee has completed its interviews of City Clerk candidates, and has selected three candidates for interviews with the full City Council. The applications of the three selected candidates are being provided in a separate confidential envelope. Due to several Council members being unavailable at various times in late February and early March, it appears that the time when all Council members may be available is on Tuesday, March 7.

Council Action Requested

Motion regarding scheduling a Special Council meeting to interview City Clerk candidates.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Schedule Public Hearing Regarding Planned Highway 95/Manning Avenue Improvement Project South of County Road 18/Bailey Road.

The Minnesota Department of Transportation (Mn/DOT) is planning construction on Highway 95/Manning Avenue between County Road 18/Bailey Road and 70th Street in 2018 and between 70th Street and Highway 61 in 2019. The work will include widening shoulders, adding turn lanes, resurfacing the roadway and updating drainage. Information regarding the project and an open house planned for Thursday, March 2 at the community room in the new Jerry's Foods in Woodbury is attached.

Municipal Consent Process

The project planning process includes a municipal consent process, which involves the Council holding a public hearing to obtain public input and action by the Council regarding the planned project. The public hearing requires a notice published 30 days in advance of the hearing in the City's official newspaper. The 30 day notice requirement does not allow the hearing to be held at the March 21 Council meeting, but allows the hearing to be held at the April 18 Council meeting.

Council Action Requested

Motion regarding scheduling a public hearing, to be held at 7:00 p.m. on Tuesday, April 18, 2017, concerning the Mn/DOT Highway 95/Manning Avenue construction project.

DEPARTMENT OF TRANSPORTATION

Highway 95/Manning Avenue Construction Open House on March 2nd

You're invited to learn about the Highway 95/Manning Avenue safety improvement construction projects at an upcoming open house in Woodbury.

In the spring of 2018, MnDOT is planning construction on Hwy 95/Manning Avenue between Bailey Rd/County Rd 18 and 70th St/County Rd 22. The work will include widening shoulders, adding turn lanes, resurfacing roadway and updating drainage. Open house attendees will have an opportunity to find out about project staging, traffic impacts and detours. There will be no formal presentation.

In addition, MnDOT staff will be on hand to answer questions about two other construction projects planned on Hwy 95 at Valley Creek Rd in 2017 and Hwy 95 between 70th St and Hwy 61 in 2019.

Thursday, March 2, 2017
4 p.m. to 6 p.m.
Jerry's Foods – 2nd Floor Community Room
7760 Hargis Pkwy
Woodbury, MN

For more information visit the project's web site:
mndot.gov/metro/projects/hwy95safetyimprovements

To request an ASL interpreter call 651-366-4720. To request other reasonable accommodations, call 651-366-4718; the Minnesota Relay Service toll-free at 1-800-627-3529 (TTY, Voice or ASCII) or 711, or email your request to ADArequest.dot@state.mn.us.

For more information contact:

Denise Workcuff, MnDOT Communications
651-234-7502
Denise.Workcuff@state.mn.us

Dmitry Tomasevich, MnDOT Project Manager
651-234-7715
Dmitry.Tomasevich@state.mn.us

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2017

Re: Schedule Joint Work Session with the Natural Resources and Groundwater Committee

---

The description and operational outline of the Natural Resources and Groundwater Committee (NRGC) indicates that the Committee will meet with the City Council in March of each year to develop an annual work plan, including a list of projects, points of interaction on projects, programs and goals for the year. The March meeting of the NRGC is scheduled for 5:00 p.m. on Tuesday, March 7. If this date and time works for the Council, staff will notify the NRGC members of the joint work session.

Council Action Requested

Motion regarding scheduling a joint work session with the Natural Resources and Groundwater Committee.

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

Meeting Date Feb. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 16, 2017

Re: 2016 General Fund Surplus - Transfers – **Resolution 2017-15**

Attached is the cover sheet for the Financial Reports for 2016, which includes a discussion of the 2016 General Fund surplus of $265,895 and the City Accountant's recommendation regarding the use of the surplus. The City Accountant is recommending the bulk of the surplus be transferred to the Streets Capital Improvement Fund. In past years, a portion of the General Fund surplus has also been transferred to the Land and Buildings Capital Fund. The Council may want to consider again transferring a portion of the surplus to the Land and Buildings Capital Fund to fund upgrades to the Council Chambers audio/visual equipment and to provide funding for the planned Deputies/Public Works building.

Council Action Requested

Motion regarding the adoption of resolution 2017-15 approving transfers from the General Fund related to the 2016 General Fund surplus.

City of Afton – Financial Reports
Full Year 2016 (final except for Y/E transfers)

Description	Pages
Balance Sheet	A1
Statement of Changes in Fund Balance: Current Month	B1
Statement of Changes in Fund Balance: Year to Date	C1
Statement of Revenue and Expenditures: General Fund Summary plus Detail for All Other Funds	D1 to D8
Detail Statement of Revenue and Expenditures: General Fund Only	E1 to E6
Summary of Special Activities Fund	F1 to F5
LTD Summary and YTD Detail of City Infrastructure Fund	G1 to G7

Accountant's Discussion:

The 2016 Annual Financials are considered final except for year end transfers. The General Fund ends the year at a favorable variance to budget of $265,895. Some key contributors to the favorable variance were:

Revenue:

- Strong property tax collections – 100.1% of budget (including prior yrs). The total amount of delinquent taxes outstanding is $15,690, of which $12,974 are from 2016. This is in the ***excellent*** category as it represents .7% of the 2016 $1,858,692 levy.
- Better than budgeted building permits (Net favorable of $78,362)

Expenses:

- Better than budgeted Staff Wages/Benefits and Other Admin Expenses ($38,000)
- Better than budgeted Street Maintenance & Oth Public Works ($127,848). $31,090 is due to favorable variance for Snow & Ice and the balance of $96,758 for deferring or reduced street maintenance (cracksealing, sealcoating, etc).

Accountant's Recommendation:

I believe the greatest need is Street Improvements and Maintenance and to continue funding the Snow & Ice Reserve but as discussed there are a couple less significant categories that the City Administrator and Council may want to consider as well as leaving a modest amount in the General Fund to assist with cash flow.

Prepared by Thomas H. Niedzwiecki, Accountant

RESOLUTION 2017-15

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION APPROVING A YEAR END TRANSFER FROM THE GENERAL FUND OPERATING SURPLUS

WHEREAS, the General Fund operating budget ended the 2016 year with a surplus of approximately $265,000; and,

WHEREAS, Council has generally transferred the General Fund year-end surplus to the Street Improvement Capital Fund and other funds; and,

WHEREAS, the City Accountant has advised that it would be safe to transfer most or all of the General Fund surplus out of the General Fund; and,

WHEREAS, the Council discussed the need to transfer a portion of the General Fund operating surplus to the Building and Land Capital Fund and to the Street Improvement Capital Fund.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Afton, County of Washington, Minnesota, authorizes the following transfers from the General Fund:
To the Street Improvements Capital Fund: $_____
To the Buildings and Land Capital Fund: $_____
To Other Funds: $_____

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF FEBRUARY, 2017.

SIGNED:

_____
Richard Bend, Mayor

ATTEST:

_____
Ronald J. Moorse, City Administrator

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

Frederic W. Knaak*
fknaak@klaw.us

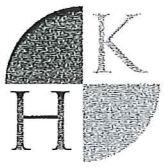
Wayne B. Holstad**
wholstad@klaw.us

Craig J. Beuning
cbeuning@klaw.us

*Also Licensed in Wisconsin & Colorado

*Qualified Neutral under Rule 114

**Also Licensed in Iowa, Federal Court of Claims, & US Court of Appeals Washington, D.C.



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: February 1, 2017

This past month, our office has represented the City in a total of 8 prosecutions that were followed through to conviction or alternative disposition. They break down as follows:

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

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

0% Resolved

Afton

Customers	0
Citations	0
Charges	0
Disposed	0
CFD/DUP	0
Contest/NG	0
DNQ	0
Extension	0
No Guidelines	0
Parking	0
Petty Misdemeanor	0
Misdemeanor	0