

SPECIAL COUNCIL MEETING AGENDA

AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South (See Note Below)

Tuesday, July 7 at 5:00 p.m.

Note: Due to the Covid-19 Virus and the Governor's Executive Order, the July 7, 2020 Special City Council meeting will be held remotely using the Zoom video conference application.

To Join the Zoom Meeting:

The Link is: <https://us02web.zoom.us/j/87540449149>
Meeting ID: 875 4044 9149

To Dial In, the call-in number is +1 312 626 6799
The meeting ID is 875 4044 9149

One tap mobile
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+13017158592,,87540449149# US (Germantown)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – July 7, 2020 Special Council Meeting**
- 4. CITY COUNCIL BUSINESS**
 - A. Settlement Agreement with Gary Maas/MAGK
 - B. Lake Edith Clear Cutting Enforcement Action
 - C. Additional Speed/ Noise Patrols
 - D. “No Parking” Signage Changes on St. Croix Trail – **Resolution 2020-35**
 - E. 60th Street Base Preparation
 - F. Office Assistant Appointment
 - G. 30th Street Reclamation Project Price Quotes
 - H. Steamboat Park Entrance Signage
 - I. Meeting with Carlson SV Regarding Accounting Services Proposal
 - J. City Administrator Updates
- 5. ADJOURN**

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

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members
From: Ron Moorese, City Administrator
Date: June 29, 2020
Re: Settlement Agreement with Gary Maas

The Council is going to meet with the City Attorney in a closed session at 4:30 p.m. on Tuesday, July 7 to discuss a potential settlement with Gary Maas regarding both the assessment appeal matter and the easement condemnation matter. If the Council agrees on a settlement, the Council can take action regarding a settlement agreement at the Special Council meeting.

Council Action Requested:

Motion regarding a settlement agreement with Gary Maas to resolve the assessment appeal matter and the easement condemnation matter.

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

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moore, City Administrator

Date: June 26, 2020

Re: Illegal Clear Cutting on Lake Edith at 1073 Indian Trail Path

Staff has been working with the City Attorney regarding enforcement action for the illegal clear cutting on Lake Edith at 1073 Indian Trail Path. There are three main elements of the enforcement action. One is fines for the ordinance violations and triple fees for after-the-fact permits, the second is replacement of the trees that were removed, and the third is other damages.

Ordinance Violations

Each of the ordinance violations is a misdemeanor, which has a fine of up to \$1,000 and up to 90 days in jail.

The following is a list of zoning code requirements that were violated by the clear cutting at 1073 Indian Trail Path on Lake Edith.

- Sec. 12-406.B.
 1. **Intensive vegetation clearing within the shore and bluff impact zones and on steep slopes is not allowed in order that structures, vehicles and other facilities are screened as viewed from the water assuming summer leaf-on conditions.**

(Bluff impact zone means a bluff and land located within 40 feet from the top of a bluff)
(Shore impact zone means land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50 percent of the structure setback)

 2. Along rivers and streams, existing shading of water surface shall be preserved.
 3. **In shore and bluff impact zones and on steep slopes, limited clearing of trees** and shrubs and cutting, pruning, and trimming of trees **is allowed** to provide a view to the water from the principal dwelling site and to accommodate the placements of stairways and landings, picnic areas, access paths, livestock watering areas, beach and watercraft access areas, **provided that:**
 - a. **The screening of structures, vehicles, or other facilities as viewed from the water, assuming summer leaf-on conditions, is not substantially reduced;**
 - b. **The cutting, including topping, involves trees less than six inches in diameter at breast height;**
 - c. **The essential character, quality, and density of existing growths is preserved and continuous canopy cover is maintained;**
 - d. Along rivers, existing shading of water surfaces is preserved;
 - e. The above provisions are not applicable to the removal of trees, limbs, or branches that are dead, diseased, or pose safety hazards; and
 - f. **A permit is obtained from the Zoning Administrator.**
- Sec. 12-283

Scenic easement, also referred to as a natural protection easement, means an easement dedicated by a developer restricting the use of lands with steep slopes, floodprone areas as well as other fragile areas. The purpose of the scenic easement is to protect environmentally sensitive lands.

 - A. **Scenic easements shall be required on slopes of 18 percent and greater, wetlands, drainageways, and other lands and soils judged to be fragile by the soil conservation service. Such easements shall be required as a condition of subdivision approval, and shall prohibit the following activities:**
 1. Dumping.
 2. Burning.
 3. Grading.

4. Grazing of domesticated farm animals.
- 5. Vegetative cutting.**
6. Motorized vehicles.
7. Construction of any structure, including driveways.

Tree Replacement/Restitution

The clear cutting violations require the replacement of the trees that were removed. This is either accomplished through the cooperation of the property owner or through a restitution process as part of the criminal complaint which determines the restitution required to remedy the violation. The property owner, to this point, has been cooperative in getting erosion control measures installed and in preliminary discussions regarding the replacement of the trees that were removed. The tree replacement process requires a tree replacement plan, the key elements of which are number/density, size and species of trees.

The City has a tree preservation and reforestation section in Chapter 10 Environment of the City Code. This section requires a 2 to 1 replacement of trees removed without approval. The number of trees to be planted is determined through a stump inventory to determine the number and species of trees removed. Another method of determining the number and density of trees to be planted is to use the DNR's recommendations regarding tree replacements (see attached, particularly the recommended density for a wildlife habitat).

Jay Riggs, the Executive Director of the Washington Conservation District, has assisted in the development of tree replacement plans for a large number of clear cutting situations. Jay inspected the 1073 Indian Trail Path site and reviewed the City's tree replacement ordinance, and has provided recommendations regarding the parameters for a tree replacement plan. His email is attached. Because following the 2 to 1 ratio for tree replacements would result in the density of replacement trees likely exceeding the space available, Jay is recommending that the revegetation contractor prepare a tree replacement plan that restores a native slope area that mimics the density of vegetation on the lot to the south. The density would follow the DNR's recommended spacing for a wildlife habitat area, which is a grid of trees, with one tree for each 8 foot by 8 foot space. He is recommending the 2 inch diameter trees as required by the City's ordinance and he is recommending the following species of trees: linden, red oak, white oak, sugar maple, hackberry and white pine. He is also recommending the following species of shrubs: ironwood, american plum, highbush cranberry, pagoda dogwood and redosier dogwood (near the shore).

Other Damages

Because the clear cutting was done illegally and without a permit; and because the trees to be planted will not replace the screening and canopy of the large trees that were removed for many years, if at all; there are damages that cannot be remedied simply by the planting of trees. There are damages to other properties and property owners on the lake whose view and natural setting will be scarred for many years. There are damages to the lake itself and its natural setting. In addition, a number of council members believe strongly that there should be punitive damages, both to reflect the long term damage to the landscape and to deter other property owners from considering similar violations. From a criminal prosecution perspective, the only damages beyond the misdemeanor penalties are the cost of protecting and restoring the bare slope, including replacing the lost trees.

Other damages that would be somewhat equivalent to punitive damages would require a civil action. The City Attorney would need to determine what the basis of a civil action could be. A possible basis is the long term damages to the lake and properties on the lake, which would reduce the value of the properties and would also reduce the amount of property tax revenue the City would receive.

Enforcement Action Against the Contractor

In addition to taking enforcement action against the property owner, enforcement action can also be taken against the contractor who did the tree removal work. The contractor violated the same ordinance requirements as the property owner.

Council Action Requested

Motion to provide direction to staff regarding criminal action for the ordinance violations, the parameters of a tree replacement plan, and legal action related to other damages.

Ron Moore

From: Jay Riggs <JRiggs@mnwcd.org>
Sent: Thursday, June 25, 2020 12:52 PM
To: Ron Moore
Cc: Tara Kelly
Subject: RE: Morri Project

My recommendations are listed below the excerpts from City Code.

Significant trees. A healthy deciduous tree measuring six (6) inches in diameter or greater or a healthy coniferous tree measuring four (4) inches greater in diameter.

RESPONSE: A stump survey would need to be conducted to determine the number of significant trees lost. See Response below.

Replacement Trees must be at least two (2) caliper inches as defined by the American Standard for nursery stock (ANS 1-2-60) current edition for deciduous trees and at least six (6) feet high for coniferous trees. Replacement trees shall be of the following genus: maple, linden, honey locust, oak, ash, bass wood, birch, fir, spruce, pine and other trees native to Minnesota, or the City.

Tree replacement within Subdivisions and Planned Unit Developments for new home construction. Significant tree loss occurring beyond the indicated tree preservation plan as submitted during the Subdivision or Planned Unit Development process shall require tree replacement at a rate of one (1) inch for every inch of tree lost. If during construction, a tree is lost (unplanned), as described in the definition section, the replacement rate increases to two (2) inches for every inch of tree lost.

RESPONSE: If the City follows this ratio, the density of replacement trees would likely exceed the space available. My recommendation is to have the contractor prepare a revegetation plan that restores a native slope area that mimics the lot to the south. That would include spacing of new trees and shrubs per MnDNR Specifications: <https://www.dnr.state.mn.us/forestry/nursery/layout.html>.

Recommended tree species: Linden, Red Oak, White Oak, Sugar Maple, and Hackberry.
Recommended shrub species: Ironwood, American Plum, Highbush Cranberry, Pagoda Dogwood, and Redosier Dogwood (near the shore).

Stump treatment of the cut buckthorn is also recommended to avoid resprouting, although it might not be very effective because of the application delay.

I can chat after 3pm today.

Jay Riggs, WCD Manager
651.587.6622

From: Ron Moore
Sent: Tuesday, June 23, 2020 11:34 AM
To: Jay Riggs
Cc: Tara Kelly
Subject: RE: Morri Project

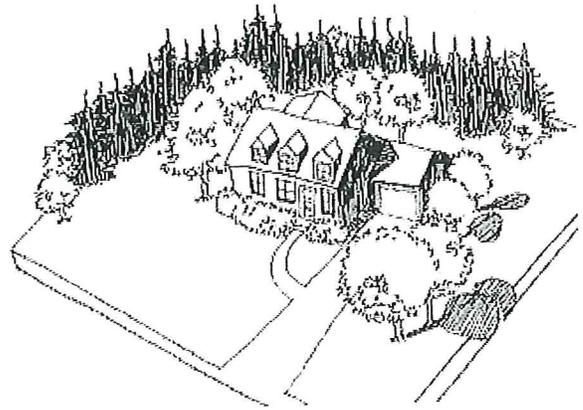
DNR RESPONSE TO COVID-19: For details on adjustments to DNR services, [visit this webpage \(https://www.dnr.state.mn.us/covid-19.html\)](https://www.dnr.state.mn.us/covid-19.html). For information on the state's response, visit the [Department of Health website \(https://www.health.state.mn.us/diseases/coronavirus/index.html\)](https://www.health.state.mn.us/diseases/coronavirus/index.html).

[\(/index.html\)](#)

Page Menu

Planting Layout

The first step in planning your reforestation project is to think about how it relates to your short- and long-term goals. Such goals might include producing income from timber or wood fiber, improving wildlife habitat, or windbreaks/shelterbelts. Remember that many goals are compatible with each other, allowing a single forest planting to serve multiple purposes.



Proper spacing for your trees is critical. Because tree seedlings are small, there is a tendency to plant them too close together. Keep in mind the mature size of the trees you will plant, and space them far enough apart so you can maintain them with your equipment.

Planting Spacing Recommendations

Just like in nature, the spacing between seedlings can vary and don't have to be planted in a grid pattern. Matching the right species to the site and picking the best planting spot will help your seedlings grow into healthy trees.

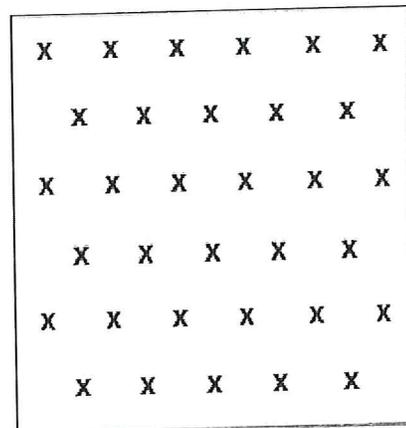
		Distance between trees in rows (feet)	Distance between Rows (feet)	Number of trees/acre
Windbreaks You can plant seedlings closer to establish in less time but must plan to remove trees as they grow and fill in windbreak.	Shrubs and small stature trees	2-4	4	~4,000
	Spruce/Fir	4-6	6	1,815
	Pines	5-8	8	1,090
	Deciduous Trees	6-8	8	900

Wildlife Habitat Usually fewer trees per acre than for timber production and create gaps with no seedlings, mixed species recommended. Find a balance of distances.	Shrubs and small stature trees	4-6	6	1,815
	Spruce/fir	6-8	8	900
	Pines	7-9	8	778
	Deciduous Trees	8-9	9	605
Fiber Production Spruce should be planted in thinned areas with some remaining overstory trees or in open areas such as old fields. Do not plant a monoculture of spruce.	Shrubs and small stature trees	n/a	n/a	n/a
	Spruce/fir	7-9	8	778
	Pines	7-9	8	778
	Deciduous Trees	8-10	10	544

Wildlife Habitat

Mixed plantings of trees and shrubs on a 7 by 8 foot or 8 by 8 foot grid pattern—remember you can allow for variation in spacing. Create gaps of unplanted areas so sun-loving plants that wildlife forage on can grow

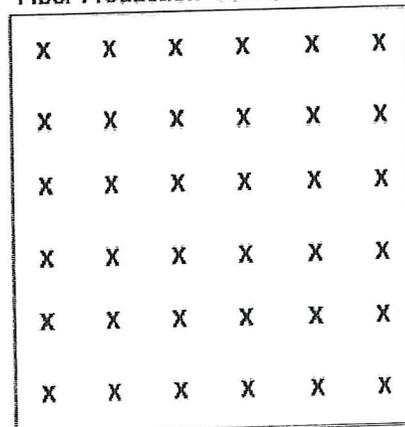
Wildlife Habitat- conifers and deciduous trees
 Fiber Production- deciduous trees



Fiber Production

The species you plant will depend on the type of fiber you want to produce. Plant seedlings on a 7 by 8 foot or 8 by 8 foot grid pattern—remember you can allow for variation in spacing.

Fiber Production- conifers

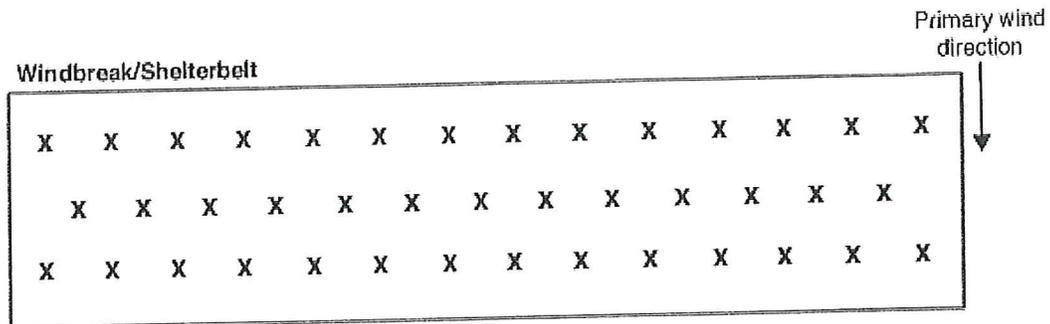


Windbreaks/Shelterbelts

Plant shrubs and trees perpendicular to prevailing wind directions. Plant conifers that keep their lower branches as they mature if you only have room for one row of trees or shrubs. If you have room for two rows, plant slow growing trees or shorter stature trees on the side

the wind is coming from and taller trees on the side where the wind is going. If you have room for three or more rows, plant the tallest trees in the middle row to provide stability to your windbreak.

Spacing of seedlings depends on the species you select and how fast you want your windbreak to develop. Windbreaks will develop faster if trees are planted closer together but requires more maintenance to remove declining trees that didn't receive enough resources to grow strong and healthy.



(/)

Questions?

Call 651-296-6157 or 888-MINNDNR (646-6367)

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

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members
From: Ron Moorese, City Administrator
Date: June 29, 2020
Re: Additional Speed/Noise Enforcement Patrol Options

The Washington County Sheriff's Department was asked to provide options for additional speed/noise enforcement patrols to address concerns regarding noise and safety related to speeding vehicles. In response, the Sheriff's Department provided the attached report, which sets out goals, options and costs for additional patrols. The options include a range of additional patrol hours with commensurate costs. The costs range from \$4,254 to \$24,773, depending on the number of additional patrol hours. The 2020 budget currently includes \$5,000 for additional speed/noise enforcement patrols.

The Council, at its June 16 meeting, approved Option 2, which would provide for extra patrols on every Friday, Saturday and Sunday of the summer and on Labor Day. The cost of Option 2 was \$10,760, vs. the current budget of \$5,000.

City-Wide Speed and Noise Concerns

While the main focus of the extra speed enforcement patrols has been on the downtown area and St. Croix Trail to the south, the Council members each indicated there are speed and noise concerns in areas across the City. This raises the question of whether 4 hours of extra patrol time on Saturdays and Sundays is sufficient to address problems city-wide.

Additional Patrol Options

Options the Council may want to consider are to increase the extra patrols on Saturdays and/or Sundays from 4 hours to 8 hours.

Cost Impacts of Additional Patrol Options

The Sheriff's Option 2 proposal included extra patrol hours on weekends beginning in early June. Because no additional patrol hours were scheduled earlier in June, the cost of Option 2 implemented at this time would be \$2,252 less than the \$10,760 cost reflected in the proposal, for a new cost of \$8,508.

The cost of additional hours to increase the extra patrol hours on Saturdays from 4 hours to 8 hours for the remainder of the summer would be \$2,753. Similarly, an increase from 4 hours to 8 hours on Sundays for the remainder of the summer would cost an additional \$2,753. The total cost of Option 2 with 8 hour shifts on Saturdays and Sundays would be \$14,014, vs. the \$10,760 cost of the Sheriff's original Option 2 proposal, which would result in an additional cost of \$3,254. These cost impacts are also shown in the table below. The Council may want to consider these additional patrol options.

Cost Impacts Table

Approved Cost of Original Option 2	\$10,760		\$10,760
Less cost of early June hours not provided	<u>2,252</u>		
Actual Original Option 2 Cost		8,508	
Additional Cost of 8 hours vs. 4 hours on Saturdays	<u>2,753</u>		
Additional Cost of 8 hours vs. 4 hours on Sundays	<u>2,753</u>		
Total Additional Cost of 8 hours vs. 4 hours on Saturdays and Sundays		<u>5,506</u>	
Total Cost of Option 2 with 8 hours vs. 4 hours on Saturdays and Sundays			<u>14,014</u>
Cost Difference of Option 2 with 8 hours vs. 4 hours on Saturdays and Sundays			\$ 3,254

COUNCIL ACTION REQUESTED:

Motion regarding additional speed/noise enforcement patrols.

WASHINGTON COUNTY SHERIFF'S OFFICE 2020 AFTON SUMMER SPEED & NOISE REDUCTION PROPOSAL

Sheriff Dan Starry

OVERVIEW

The Washington County Sheriff's Office in cooperation the City of Afton is interested in identifying the cost of adding additional patrols during the summer months to address the ongoing concerns related to speeding and loud motorcycles in and around the downtown area. It is our understanding that the largest need is centered on the weekends including Friday evening, Saturday and Sunday, therefore this proposal is focused on those days of the week.

The Objective

The objective of this proposal is to address the number of speeding vehicles in the City of Afton primarily in the downtown area, but also in other areas of the City including, but not limited to St Croix Trail between downtown and 50th Street South, Stagecoach Trail, 40th Street South and Neal Ave South.

In addition to the speeding concerns there is also a problem related to loud vehicle noise. The majority of noise complaints are mostly related to loud individual motorcycles and with large groups of motorcycles as they either enter or leave downtown. When these vehicles engage in actions that create their exhaust to be amplified by their use of the throttle it has a negative impact on the quality of life for residents and other visitors.

Goals

- Goal #1: Calm traffic in the downtown Afton area to reduce speeding and amount of loud vehicles.
- Goal #2: Address speeding in other areas of the City.
- Goal #3: Address loud vehicle concerns in other areas of the City
- Goal #4. Work with the City of Afton and County Public Works to research the use of signage and other traffic calming options for more permanent solution.

2020 INCREASED AFTON PATROL PROPOSAL

One additional Deputy assigned exclusively to traffic education/enforcement in the City of Afton paying special attention to the downtown area during the summer of 2020. The deputy will be assigned a marked patrol vehicle equipped with a radar. In addition the deputy will be issued a laser speed detection device

for use. The focus of the deputies working this detail will be to address speeding and loud vehicles by traffic interdiction, using a combination of verbal warnings, written warnings and citations based on the severity of the violation.

Increased Patrol Options

Increased enforcement shifts on the weekends between June 1, 2020 and Labor Day.

Option #1 (43/9 hour shifts) (396 hours)

- Friday Evening 9 hours 2:30 pm until 11:30 pm
- Saturday 9 hours 10:30 AM until 7:30 PM
- Sunday 9 hours 10:30 until 7:30 PM
- 9 hour shift on Labor Day

Option #2 (43/4 hour shifts) (172 hours)

- Friday Evening 4 hours 3:30 pm until 7:30 pm
- Saturday 4 hours 10:30 AM until 2:30 PM
- Sunday 4 hours 10:30 until 2:30PM
- 4 hour shift on Labor Day

Option #3 (29/4 hour shifts) (116 hours)

- Saturday 4 hours 10:30 AM until 2:30 PM
- Sunday 4 hours 10:30 until 2:30PM
- 4 hour shifts on Labor Day

Option #4 (17/4 hour shifts) (68 hours)

- Every other weekend.
- Saturday 4 hours 10:30 AM until 2:30 PM
- Sunday 4 hours 10:30 until 2:30PM
- 4 hour shift on Labor Day

COST ASSUMPTIONS

5 Year Deputy OT Rate	Squad Car
\$ 62.56 per hour	No Charge

Proposal Total Cost Projections

(The 5 year deputy overtime rate is used to project the cost for each option, deputies are part of a union and overtime is award by seniority, the total cost could either be slightly higher or slightly lower depending on which deputy works the shift. The Sheriff's Office uses a 5 year deputy rate as an average. Deputies earn holiday pay on Memorial Day and Labor Day which will increase the cost of those shifts.)

Options	Cost
Option #1	\$24,773.00
Option #2	\$10,760.00
Option #3	\$7,256.00
Option #4	\$4,254.00

Summer Schedule

Schedule	Friday	Saturday	Sunday	Monday
June	5 th	6 th	7 th	
June	12 th	13 th	14 th	
June	19 th	20 th	21 st	
June	26 th	27 th	28 th	
July	3 rd	4 th	5 th	
July	10 th	11 th	12 th	
July	17 th	18 th	19 th	
July	24 th	25 th	26 th	
July	31 st			
August		1 st	2 nd	
August	7 th	8 th	9 th	
August	14 th	15 th	16 th	
August	21 st	22 nd	23 rd	
August	28 th	29 th	30 th	
September	4 th	5 th	6 th	7 th

Equipment Needs

- Squad Car and all related equipment
- Laser Speed Detection Device
- Deputies will use the Remote Sheriff's Office to complete necessary paperwork

Billing

- The Sheriff's Office will create a work order# in the time card system to track the hours worked.
- Washington County Sheriff's Office will bill the City of Afton Monthly

EXPECTED RESULTS

The increased and consistent presence of a deputy in the area who is actively engaged with the public will reduce the number of drivers willing to either drive in excess of the posted speed limits or drive in a manner that creates a louder than allowed noise to emit from their exhaust. We expect the word of our increased presence to spread and act as a deterrent to those that may otherwise not follow the traffic laws.

CONCLUSION

It is the Mission of the Washington County Sheriff's Office to work in partnership with our community to address their concerns. The Sheriff's Office sees this proposal as an example of working in partnership with the City of Afton to help increase driver awareness and community safety while addressing a long standing concern of speed and traffic related noise in the City of Afton. This proposal is a framework of some ideas that we have. If the City has other ideas or options they would like to propose we are open to hearing them and look forward to working with the City to make them come to fruition. This proposal is in addition to the other initiatives the Sheriff's Office has already planned to address these concerns. We fully intend to continue to use the available resources we do have to address traffic concerns throughout the County, including in Afton.

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

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members
From: Ron Moorse, City Administrator
Date: June 29, 2020
Re: Changes to “No Parking” Signage on St. Croix Trail – **Resolution 2020-35**

Due to concerns regarding the safety of the pedestrians that use the crosswalk in the area just north of Upper 34th Street near Selma’s Ice Cream Parlor, Mayor Palmquist has worked with Wayne Sandberg of Washington County regarding changes to the “No Parking” signage in this area. Two “No Parking” signs on St. Croix Trail in the area of the pedestrian crosswalk are located 20 feet from the crosswalk, which allows vehicles to park too close to the crosswalk. These vehicles then block the view of pedestrians using the crosswalk who are trying to see vehicles on the road. Moving the No Parking sign on the east side of St. Croix Trail (for northbound traffic) 10 to 15 feet farther south, and moving the sign on the west side of St. Croix Trail (for southbound traffic) 10 to 15 feet farther to the north would substantially improve visibility in relation to the crosswalk. In addition, painting white hash marks in the area of these signs would provide an additional visible cue regarding the parking restriction.

Also, the “No Parking End” sign located just north of the Steamboat Park lot on St. Croix Trail is proposed to be moved from the north side of the lot entrance to the south side of the lot entrance. This would add parking on the north side of the entrance, where there is a sufficient shoulder area for parking, and would clarify the prohibition of parking on the south side, where there is not a sufficient shoulder for parking.

Resolution

Attached for the Council’s consideration is a resolution regarding “minor revisions to “No Parking” signage on St. Croix Trail.

Council Action Requested:

Motion regarding the adoption of Resolution 2020-35 regarding minor revisions to “No Parking” signage on St. Croix Trail.

RESOLUTION 2020-35

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

**MINOR CHANGES TO “NO PARKING” SIGNAGE ON COUNTY STATE AID HIGHWAY
(CSAH) No. 21 (ST. CROIX TRAIL) IN THE CITY OF AFTON DOWNTOWN VILLAGE AREA**

WHEREAS, there is a pedestrian crosswalk on County Road 21 between 34th Street and Upper 34th Street that is used by pedestrians going to and from the Town Square Park and Selma’s Ice Cream Parlor; and

WHEREAS, vehicles parking on County Road 21 near the crosswalk obstruct the sightlines of the pedestrians using the crosswalk to passing traffic; and

WHEREAS, there are “No Parking” signs located 20 feet from the crosswalk, to prevent vehicles from parking within 20 feet of the crosswalk, but this distance is not sufficient to provide adequate sightlines for pedestrians using the crosswalk; and

WHEREAS, moving the “No Parking” signs 10 to 15 feet farther from the crosswalk would provide improved sightlines for the pedestrians; and

WHEREAS, there is a “No Parking Ends” sign on the north side of the entrance drive to the Steamboat Park lot. However, the sign is located north of the beginning of the area that has a shoulder sufficient to allow on-street parking; and

WHEREAS, moving the “No Parking Ends” sign to the south side of the entrance drive to Steamboat Park would open up additional on-street parking on the north side of the entrance drive where the shoulder is sufficient for on-street parking.

WHEREAS, Washington County requests a City resolution regarding revisions to existing parking restrictions before installation/relocation of any parking-related signage; and

WHEREAS, the City acknowledges that the revised parking restrictions will apply to all parked vehicles within the affected zone, regardless of the residency of the vehicle owner or operator.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby approve moving the “No Parking” signs in the area of the crosswalk on County Road 21 between 34th Street and Upper 34th Street so that they are ten to fifteen feet farther from the crosswalk to provide improved sightlines for the pedestrians using the crosswalk, and does also request that Washington County relocate the signs.

BE IT FURTHER RESOLVED:

That the City Council of the City of Afton does hereby approve moving the “No Parking Ends” sign on County Road 21 from the north side of the Steamboat Park entrance drive to the south side of the entrance drive, and does also request that Washington County relocate the sign.

BE IT FURTHER RESOLVED:

That the City of Afton supports full enforcement of the revised parking restrictions by city and/or county law enforcement personnel.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 7TH DAY OF JULY,
2020.**

SIGNED:

Bill Palmquist, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Nelson:

Ross:

Wroblewski:

Perkins:

Palmquist:

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

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members
From: Ron Moore, City Administrator
Date: June 26, 2020
Re: 60th Street Base Preparation

In 2019, the Council authorized Tri County to prepare the base of 60th Street for paving at an estimated cost of \$35,000. This involved ensuring the base had a minimum of 4 inches of class 5 aggregate. This work has been completed and the base is firm in areas of poor soils that had the potential to require excavation and soil correction. The City Engineer has suggested, and Tri County concurs, that while the 4 inches of class 5 should provide a reasonable life for the road, an additional 2 inches of class 5 would provide a significantly longer life, (an estimated 20 years vs. 15 years before an overlay is needed) and would likely result in less need for repairs over the life of the road. Also, because 60th Street is the preferred route for construction traffic related to the new home construction in the Afton Creek Preserve subdivision, the street will be getting more than its share of heavy traffic. The additional class 5 would provide additional strength to better handle the construction traffic.

The cost of increasing the amount of class 5 base from 4 inches to 6 inches is \$20,000. While \$20,000 is not a small cost, it is a reasonable cost in terms of the City's street improvement funding plan and in terms of avoiding repairs and delaying the need for future improvements to the roadway. Staff is requesting direction from the Council regarding expending the additional \$20,000 to increase the depth of class 5 on the base of 60th Street from 4 inches to 6 inches.

Council Action Requested.

Motion regarding increasing the depth of class 5 on the base of 60th Street from 4 inches to 6 inches at a cost of \$20,000.

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members
From: Ron Moore, City Administrator
Date: June 29, 2020
Re: Office Assistant Appointment

Based on the Council's direction, staff moved forward with an offer to Jenny Moore regarding the Office Assistant position. While the offer was accepted and the hire was finalized, staff is bringing the terms of the offer to the Council for a formal approval.

The terms of the appointment are as follows:

- Start Date: July 8, 2020
- Pay Rate: \$23.50 per hour
- Vacation Leave: accrual as set out in the Personnel Policies, but with a lump sum credit of 60 hours as of the start date
- Sick Leave: accrual as set out in the Personnel Policies, but with a lump sum credit of 30 hours as of the start date

Council Action Requested

Motion regarding the approval of the terms of the appointment of Jenny Moore to the position of Office Assistant.

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

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members
From: Ron Moorse, City Administrator
Date: June 26, 2020
Re: 30th Street Reclamation Project Price Quotes

The City Engineer has provided a price quote package for the 30th Street reclamation project to a number of contractors. Price quotes are due at 10:00 a.m. on Tuesday July 7, and will be provided to the Council at the Special Council meeting.

Council Action Requested

Motion regarding the acceptance of a price quote for the 30th Street reclamation project.

4H

City of Afton
3033 St. Croix Trl, P.O. Box 211
Afton, MN 55001

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members
From: Ron Moorse, City Administrator
Date: July 1, 2020
Re: Steamboat Park Signage and Bollards

Signage

Steamboat Park does not currently have adequate park entrance signs that communicate the park hours and allowed park usage. There are a number of entrance points to the park that should each have a park entrance sign. There are five areas where signage is needed:

1. Windmill Marina entrance
2. Ramp entrance off levee (when it is rebuilt)
3. Beach where Kelle's Creek meets the river
4. Main beach by the grill
5. The southernmost point of the levee where it turns back west toward St. Croix Trail

The signs are proposed to read as follows:

City Park
Open Sunrise to Sundown
Natural Preservation Area, Leave No Trace
Open Fires and Motorized Vehicles Strictly Prohibited
Violations Subject to a \$1,000 Fine

The signs would be white with black lettering, unless the Council wants a different color. Staff will provide cost information for the signs at the meeting.

Bollards and Signage

Bollards should also be installed at the driveway to the Gehrke property as soon as the property transfer is completed. A sign is also needed for the trail planned for that area. The sign would read as follows:

City Trail
Open Sunrise to Sundown
Motorized Vehicles Strictly Prohibited

Staff will provide cost information for the sign and bollards at the meeting.

Council Action Requested

Motion regarding signage and bollards for Steamboat Park

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

Meeting Date July 7, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorese, City Administrator

Date: June 30, 2020

Re: Meeting with Carlson SV Regarding Accounting Services Proposal

Carlson SV has been providing accounting services to the City of Lakeland for about two years. Tom Niedzwiecki worked with them while he was in Lakeland and was favorably impressed with their work. They provide all of the reports that Tom currently provides. Their price is higher than Tom's but substantially lower than other accounting firms. Tom is planning to retire in June of 2021. A proposal letter from CarlsonSV is attached. Roger Schanus, who has been the City's main contact person at CarlsonSV and will oversee the accounting work, will be available via Zoom to discuss how Carlson SV would provide accounting services for Afton.



July 7, 2020

To the Honorable Mayor & City Council
City of Afton
Washington County, Minnesota

We are pleased to submit this letter for providing accounting and payroll services for the City of Afton, Minnesota beginning on June 1, 2021.

CarlsonSV LLP is a regional firm with approximately ninety full-time staff and eight partners in Minnesota and Western Wisconsin. The firm currently works with 23 Minnesota cities, plus some Townships, and Wisconsin Municipalities. This gives us unique and up-to-date information on Minnesota City issues. The work will be performed by staff from our Golden Valley office. Roger Schanus will oversee the account and Kim Guyer, with assistance from other Golden Valley personnel, will perform the bulk of the daily work.

We currently work with your neighboring City of Lakeland providing nearly the same services we will provide for Afton. Their services are provided with the same software and system currently used at Afton. We also currently audit the City of Afton, so we have intimate knowledge of your systems and personnel.

These services include preparation of monthly financial reports, monthly escrow and permit fee accounting and reports, monthly, quarterly, and annual payroll taxes and building inspection accounting and reports, benefit plan reporting, on call for accounting questions, annual update of budget template, preparation of audit work papers and other documentation needed for the annual audit including trial balances for all funds, annual meeting with the Auditor, processing of all invoices, preparation of check and invoice packets, semi-monthly payroll for staff, monthly payroll for the Council, preparation of monthly Claims to be approved reports, internal control monitoring, cash flow management, fund transfers, monthly bank reconciliations, petty cash accounting, and data entry of deposits.

Our fees for these services for the 12 months ending May 31, 2022 will be \$3,200 per month with 3.5% increases each 12 months after that.

We hope our proposal will be favorably received. Please do not hesitate to contact us with any questions.

Respectfully submitted,

Matt Guyer CPA
Matt Guyer, CPA
Partner

City of Afton
3033 St. Croix Trl, P.O. Box 211
Afton, MN 55001

Meeting Date July 7, 2020

Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: July 2, 2020

Re: City Administrator Updates

There are no updates at this time. This item was included on the agenda in case there are updates that need to be provided to the Council at the Special Council meeting.