

CITY COUNCIL AGENDA
AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South
TUESDAY, July 19, 2016
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 July 19, 2016 -

5. APPROVAL OF MINUTES

- A. Minutes of the June 21, 2016 Regular City Council Meeting –
B. Minutes of the June 30, 2016 Special 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. Tom Niedzwiecki, Budget Report -
C. 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 – JUNE - **Resolution 2016-30**

9. CITY COUNCIL BUSINESS

A. Planning Commission Report –

1. Chaim Teitelbaum Minor Subdivision Application at 15511 Afton Hills Drive – **Resolution 2016-31**
2. Brown Trout LLC Variance Application at 15311 Putnam Boulevard and Minor Subdivision Application at 15311 Putnam Boulevard and 2573 Stagecoach Trail – **Resolution 2016-32**
3. Meisner Variance Application at 1520 Stagecoach Trail for Handicap Accessible Restroom – **Resolution 2016-33**
4. Localized LLC Application for Zoning Code Amendment for a Non-Profit Park at 2167 Oakgreen Avenue and Two Adjacent Parcels with PID #s 16.028.20.23.0001 and 16.028.20.23.0002 – **Resolution 2016-34**
5. Drafting of an Ordinance Amendment to Exclude Man-made Steep Slopes from the Regulations Regarding the Disturbance of Steep Slopes
6. Adding Vegetative Screening Requirements to the Subdivision Ordinance

B. Engineering Report -

1. Staff Report/Council Update
 - A. Seal Coat and Crack Seal Price Quote for Afton Hills Drive

C. Administration –

1. Patricia Swanson Request for Consideration of Code Updates
2. 2016 Street Improvement Projects
3. Ordinance Amendment to Update the City Code Chapter 2, Article III. Officers and Employees **Ordinance 08-2016**
4. No Parking on South Side of 32nd Street East of St. Croix Trail – **Resolution 2016-35**
5. Paperless Office and Workflow Management System
6. Adopt Local Designation Nominations of Historic Properties **Resolution 2016-36**
7. Afton Boulevard Cartway Erosion
8. Cluster Mailboxes
9. Temporary Health Care Dwelling Statute
10. NRGCC Recommendation Regarding Septic Compliance Triggers

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.

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

DRAFT City Council Regular Meeting Minutes
June 21, 2016
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

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

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

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

ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Diane Hankee, Planning Commission Chair Barbara Ronningen, City Administrator Ron Moore and City Clerk Kim Swanson Linner.

4. **APPROVAL OF AGENDA** –

A. Agenda for the Regular City Council Meeting of June 21, 2016 – Added Item 9B3, Afton Hills Drive repair; added Item 9C6, Charitable Gambling application from Lumberyard Pub; added Item 9C7, Form a City Grants Committee; added Item 9C8, Screening requirement added to ordinance language; added Item 10H, Easement Acquisition in a CLOSED SESSION; and, moved Item 7A, Sheriff's Report, to after Item 4A, Approval of the Agenda, to accommodate the deputy's schedule.

Motion/Second: Palmquist/Richter. To approve the agenda of the June 21, 2016 Regular City Council Meeting as amended. Motion carried 5-0-0.

7A. Sheriff's Monthly Report – Deputy Jackson reported that citations are down this year compared to last year at this time (176 in 2015; 76 in 2016). There had been several daytime break-ins with entry through garages. Residents were again encouraged to be the eyes and ears of their neighborhood; do not hesitate to CALL 911 for suspicious activity or vehicles.

5. **APPROVAL OF MINUTES** -

A. Minutes of the May 17, 2016 Regular City Council Meeting –

Motion/Second: Bend/Ross. To approve the minutes of the May 17, 2016 Regular City Council Meeting as presented. Motion carried 5-0-0.

B. Minutes of the June 13, 2016 City Council Work Session with the Public Works Committee –

Motion/Second: Bend/Ross. To approve the minutes of the June 13, 2016 City Council Work Session with the Public Works Committee as presented. Motion carried 5-0-0.

6. **PUBLIC INPUT** – none.

7. **REPORTS/PRESENTATIONS** -

A. Sheriff's Monthly Report – [was moved to after 4A]

B. Tom Niedzwiecki, Budget Report – [Report given when Mr. Niedzwiecki arrives from another meeting.]

C. Lower St. Croix Fire District Report – Deputy Chief Jim Stanley reported that the Fire Department offers CPR classes that members of the community can take. He reminded that the electronic sign can have community events advertised, such as the Strawberry Festival; the 4th of July event is scheduled to be advertised. He reported that the LSCV Fire Dept bought a “new” used fire truck that is state of the art.

Jim Stanton, LSCV FD budget representative, reported that Afton's 2017 levy will be \$49,843, however, the levy will be lowered by \$8,000 – 10,000 over eight years, totaling \$58,468. He noted that Fire Chief Chris Peterson will retire in 2017; the Department has opted to make the Fire Chief position full-time at that time. The FD

57 accountant will also retire from his day job, so that ancillary costs of professional development, etc. will be covered
58 by the department.

59 **D. Natalie Warren – St. Croix River Association** – presented information on the projects being done: a 3-year
60 project of education and outreach for realtors working along the riverway and providing training for them on
61 subjects such as watersheds, flood plains and land stewardship. They are working with the County on getting the
62 riverway boundaries as a GIS layer for properties. They are developing checklists with City Administrators, are
63 getting involved in pre-application meetings and managing people’s expectations by developing an FAQ Guide to
64 Riverway Landowners, for consistency and transparency. She noted the “Workshop on the River” is scheduled for
65 September 14, from 4:00 – 8:00 pm, topics will include stormwater and MIDS.

66 **E. Bob Sherman – new Executive Director of Youth Service Bureau** – presented information about the
67 services provided to Afton residents. They requested the City contribute \$1,200 for the 1,100 services it provided in
68 2015. The 2016 Budget included \$1,500 in the line-item for Other Fees for Service, which includes the Youth
69 Service Bureau.

70
71 **Motion/Second: Richter/Palmquist. To contribute \$1,500 to the Youth Service Bureau for the anticipated**
72 **services to Afton residents in 2016. Motion carried 5-0-0.**

73
74 **8. CONSENT AGENDA –**

75 **A. Just and Correct Claims**

76 **B. 4M Fund Transfer – MAY - Resolution 2016-23**

77 **C. Authorization for Accountant to pay Utility Bills on AutoPay – Resolution 2016-24**

78
79 **Motion/Second: Richter/Ross. To approve the Consent Agenda, including Resolution 2016-23 and 2016-24 as**
80 **presented. ROLL CALL: All Ayes. Motion carried 5-0-0.**

81
82 **9. CITY COUNCIL BUSINESS -**

83 **A. Planning Commission Report** – Chair Ronningen reported for the Planning Commission.

84 1. Chaim Teitelbaum Minor Subdivision Application at 15511 Afton Hills Drive -

85 **Applicant Request for Continuation** – Administrator Moose explained that at its June 6, 2016 meeting, the
86 Planning Commission approved the minor subdivision with the recommendation that the existing
87 driveway easement which serves a separate parcel to the south and bisects proposed Parcel C, be allowed
88 to be used as the point of access for a future house on Parcel C by an Administrative Permit. As the
89 applicant was not in attendance at the Planning Commission meeting, he did not have an opportunity to
90 respond to this recommendation. The applicant has requested Council continue action to its July 19
91 meeting to enable the applicant to determine whether the recommendation would cause any problems
92 regarding the existing easement agreement. The statutory review period for a subdivision is 120 days vs 60 days
93 for other land use applications. The 120 day review period expires on August 16, 2016.

94
95 **Motion/Second: Richter/Palmquist. To accept the request for continuation by Chaim Teitelbaum for a**
96 **Minor Subdivision Application at 15511 Afton Hills Drive to the July 19, 2016 Regular Council meeting.**
97 **Motion carried 5-0-0.**

98
99 2. Brown Trout LLC Variance Application at 15311 Putnam Boulevard and Minor Subdivision

100 Application at 15311 Putnam Boulevard and 2573 Stagecoach Trail – Applicant Withdrawal of Variance

101 **Application and Request for Continuation of Minor Subdivision Application** – Brown Trout LLC applied for a
102 variance to allow a driveway on an easement through the adjacent property at 2573 Stagecoach Trail to serve a
103 house on 15311 Putnam Boulevard and for a minor subdivision to rearrange the lot line between the parcel at 15311
104 Putnam Boulevard and the parcel at 2573 Stagecoach Trail. The Planning Commission, at its June 6, 2016 meeting,
105 recommended, on a vote of 7-0-0, denial of the variance application and the minor subdivision application based on
106 the two parcels being under the same ownership and being nonconforming. Brown Trout LLC has now withdrawn
107 its variance application due to a change in proposed access and has requested that the Council continue

108 consideration of the minor subdivision application to the July 19, 2016 Regular Council meeting. The statutory
109 review period for a subdivision is 120 days, which does not expire until August 16, 2016.

110
111 **Motion/Second: Richter/Ross. To accept the withdrawal of the Variance Application and accept the request**
112 **for continuation by Brown Trout LLC for a Minor Subdivision at 15311 Putnam Boulevard and 2573**
113 **Stagecoach Trail S to the July 19, 2016 Regular Council meeting. Motion carried 5-0-0.**

114
115 Chair Ronningen commented that she understands that the Council wanted to have less detail in their meeting
116 minutes. However, she requested that more details be put into the Planning Commission minutes, as they will
117 inform Council of the reasons why recommendations are made to them by the Planning Commission.

118
119 **Council agreed to discuss the issue at the July City Council meeting or place on a work session agenda.**

120
121 **B. Engineering Report** – Engineer Diane Hankee reported:

122 1. Staff Report/Council Update - 2016 Crack Fill and Seal Coat project quotes were received from two
123 contractors. Astech Corp was the low bidder in the amount of \$29,450. Quotes were as follows:

	<u>Contractor</u>	<u>Grand Total Quote</u>
1.	Astech Corp.	\$29,450.00
2.	Allied Blacktop Company	\$56,557.00

124
125 WSB followed up with the low quote received by Astech Corp. and found they had performed a field visit and
126 identified less cracking than anticipated (2004 paved roadways). Additionally, Astech Corp. is currently
127 experiencing a lower than anticipated workload and bid the project competitively. This work will use the excess
128 seal coat rock stored at the City Garage on Stagecoach Trail.

129
130 **Motion/Second: Richter/Ross. To accept the quote of the low bidder Astech Corp in the amount of \$29,450**
131 **for the 2016 Crack Fill and Seal Coat project. Motion carried 5-0-0.**

132
133 2. Status of Wastewater Treatment System Bids – Administrator Moose explained that the City received
134 bids for the wastewater treatment system earlier this spring, but has not awarded the bid because of the timing of
135 the Section 106 Process and the certification of the bids by the MPCA. The low bid contractor has extended his bid
136 to remain valid until July 1. Staff and Wenck Associates have been working with the contractor to further extend
137 his bid through July to enable the bid to be certified by the MPCA and to clarify the amount of flexibility the City
138 has, and any risks to the City, of awarding the bid prior to the final completion of the Section 106 Process. Work
139 continues on these issues with the City Engineer and Environmental Attorney, as well as with the Minnesota
140 Pollution Control Agency and the Public Facilities Authority.

141
142 **A Special City Council meeting was scheduled for Thursday, June 30, at 3:30 p.m. for discussion of the issues**
143 **related to the award of the wastewater treatment system bid.**

144
145 3. Afton Hills Drive repairs – Council Member Ross had this item added to the agenda. He stated that he
146 was unaware of a “city road plan” and so the City Council has a work session with the Public Works Committee to
147 review the road work needed and to prioritize the work. He stated he is in favor of pothole filling to hold over Afton
148 Hills Drive until such time that a reconstruction can be budgeted, assuming that the road can be prioritized.

149
150 **Motion/Second: Bend/Nelson. To authorize pothole filling not to exceed \$11,000 for the patch repair on**
151 **Afton Hills Drive as previously described at the May City Council meeting.**

152
153 Council Member Richter, Chair of the Public Works Committee, felt the “smear coat” would likely fall apart
154 after one winter and felt this “fix” did not address the underlying problem of the culvert and water drainage
155 damaging the road.

156 Ken Johnson, Public Works Supervisor, was asked if the culvert was included. He stated the culvert repair was
157 within the budget.
158

159 **C. Administration –**

160 1. Designation of Cemetery Road as a Minimum Maintenance Road – Resolution 2016 -25 –

161 Administrator Moose explained that the roadway that bisects the property at 15711 Upper 34th Street and continues
162 up a steep hill to the Mount Hope Cemetery is substantially substandard. In 2011 the City claimed a prescriptive
163 easement over the road based on the long term use of the road to provide public access to the Cemetery. At the May
164 17 Council meeting, a petition from two property owners along the road was presented requesting the City to
165 upgrade and take over maintenance of the road. No residents at the top of the hill had signed the petition. Moose
166 continued that the City has not maintained this road, as it has been maintained by the residential property owners
167 who use it for access to their properties. At its May 17 meeting, the Council directed the City Attorney to draft a
168 resolution designating the road as a minimum maintenance road.
169

170 **Motion/Second: Palmquist/Nelson. To adopt Resolution 2016-25 designating the road that bisects the**
171 **property at 15711 Upper 34th Street and serves Mount Hope Cemetery as a minimum maintenance road.**
172 **This designation includes posting signage to that effect at the beginning of the road to inform conditions.**
173 **ROLL CALL: All Ayes. Motion carried 5-0-0.**
174

175 2. Resolution to Disband High Speed Internet Committee – Resolution 2016-26 – At its May 17 meeting,
176 Council directed staff to draft a resolution disbanding the High Speed Internet Committee, as it had completed its
177 work. Council Member Ross reported that the internet expansion project is to commence in two weeks and be
178 completed by September.
179

180 **Motion/Second: Palmquist/Ross. To disband the City’s High Speed Internet Committee per Resolution 2016-**
181 **26 as it has completed its work. Motion carried 5-0-0.**
182

183 3. Amend Regulations to City-Owned Cemeteries - Ordinance 07-2016 and Summary Ordinance 06-
184 2016 – Administrator Moose reported that the Council, at its May 17, 2016 meeting, adopted an ordinance for the
185 maintenance and operation of City Cemeteries. Because the ordinance is lengthy, a summary ordinance is needed to
186 enable cost-effective publication of the ordinance. **Summary Ordinance 06-2016** was provided. In addition, a
187 review of the ordinance language determined a revision was needed for the language related to the allowance of
188 future burials. Rather than indicating the City does not expect either cemetery will be used on an ongoing basis for
189 burial purposes, the language needs to indicate the City will not approve any future burials beyond those already
190 approved. This language is needed because State statutes require that, if the City approves the request of one person
191 to be buried, it cannot deny the request of another person to be buried. **Ordinance 07-2016** reflected the amended
192 language.
193

194 **Motion/Second: Palmquist/Bend. To adopt Summary Ordinance 06-2016 and Ordinance 07-2016 amending**
195 **Section 16-27 of the City Cemetery Operation and Maintenance ordinance. ROLL CALL: All Ayes. Motion**
196 **carried 5-0-0.**
197

198 4. Hiring of Contracted Videographer for Planning Commission and City Council meetings –

199 Administrator Moose indicated that Mark Nelson had served as a contracted videographer to operate the video
200 recording equipment during Council meetings for a number of years and that he has chosen not to continue in that
201 role and requested the City hire a replacement. Also, Pat Joyce, former Office Assistant, videotaped the Planning
202 Commission meetings prior to his retirement. Therefore, the City needs a videographer for both the City Council
203 and the Planning Commission meetings. The hourly rate paid to Mark Nelson is \$20 for the first hour and \$12 for
204 all additional hours. The hourly rate paid to Pat Joyce was his regular rate of \$14.44. The market rate for
205 contracted part-time videographers is higher than those rates. An outline of rates paid by nearby cities is was
206 provided: Lakeland: \$100 per meeting for Council meetings which generally are two hours long; Lakeland
207 Shores: \$75 per meeting; Lake Elmo: A minimum of \$55 per meeting up to 4 hours and additional pay for a
208 meeting longer than 4 hours.

209 Staff recommended an hourly rate of \$25 per hour. This would make the cost for the average Planning
210 Commission meeting \$50, as those meetings normally do not extend beyond two hours. The cost for Council
211 meetings would be between \$75 and \$100 depending on the length. The City received two applications and staff
212 recommended hiring Spencer Klover, due to his educational background and experience in videography. Staff
213 believed it was important to have a person in this role who has some educational background in videography, so
214 that, as the city upgrades the audio equipment and possibly the video equipment, the person can readily learn how
215 to operate the equipment. Moore explained the General Fund Budget includes \$1,000 for the contract
216 videographer. Cost estimates for City Council meetings at 3.5 hours long would be \$1,050. Planning Commission
217 meetings at 2 hours would cost an additional \$600.

218
219 **Motion/Second: Palmquist/Richter. To authorize hiring Spencer Klover as a contracted videographer to**
220 **make recordings of the City Council and Planning Commission meetings at an hourly rate of \$25.00. Motion**
221 **carried 5-0-0.**

222
223 5. Reimbursement and/or Contribution for Plants at the City “gateway” signs – Administrator Moore
224 explained that the volunteers planting the “gateway” signs at the north and south ends of the City have requested
225 reimbursement. It was reported to city staff that the AABA had paid Little Foot Farms \$750 in the past to maintain
226 the sign garden for the season.

227 Council reviewed the background of the “gateway” signs in that the city was asked to contribute funds to build
228 the signs, which it did, but that the Afton Area Business Association (AABA) owns the signs and therefore
229 maintenance is the responsibility of the AABA.

230
231 **Motion/Second: Bend/Richter. To DENY the request for reimbursement for plants purchased to beautify the**
232 **City “gateway” signs and to DENY the request for the City to contribute an amount annually for the**
233 **“gateway” sign plants. Motion carried 5-0-0.**

234
235 6. Charitable Gambling Application from Merrick, Inc. for Lumberyard Pub – Council Member Palmquist
236 reported that the City received an application for charitable gambling and the Lumberyard Pub has indicated that
237 their proceeds go to local non-profit organizations such as the River Valley Riders and the Afton Historical
238 Museum.

239 Mayor Bend suggested that since this was just handed out to Council at the meeting, that staff draft a memo of
240 conditions for the Lumberyard Pub to follow in regards to appropriate uses of funds and operations expected.

241 Council members felt that state statute detailed the conditions that must be followed for charitable gambling
242 and that Council may not have the discretion or authorization to regulate it further.

243 **The issue was placed on the agenda for the scheduled June 30 Special City Council Meeting.**

244
245 7. Form a Grants Committee – Mayor Bend suggested that the City form a Grants Committee that could
246 work on applying for grants to benefit the community in the arts, city beautification and environmental efforts.

247
248 **Motion/Second: Bend/Nelson. To authorize that a City Grants Committee be formed and have a draft**
249 **mission for Council to consider at the July meeting. Motion carried 5-0-0.**

250
251 8. Screening Ordinance language – Mayor Bend suggested that the City discuss new requirements for
252 screening structures from the roads to provide flexibility of design and to retain rural character.

253 It was suggested that the issue be sent to the Planning Commission for a recommendation.

254
255 **D. Committee Reports -**

256 1. Public Works – Richter commented that he’d like the committee to review and reconcile the old road
257 CIP with the new road CIP. It was suggested that staff update the CIP and keep it on file in City Office records.

258 2. Personnel – Ross reported that a recommendation for the document storage and task management
259 software will be at the July CC meeting.

260 3. Parks – Palmquist reported that the committee has requested \$1,000 from the Parks Dedication Fund to
261 have construction drawings completed in order to get an accurate bid. Richter reminded that items incurring costs
262 from the city should be on the agenda, with background information to be considered.
263

264 **Motion/Second: Palmquist/Richter. To authorize \$1,000 from the Parks Dedication Fund to have**
265 **construction drawings completed in order to get an accurate bid for the Town Square Park restroom**
266 **building. Motion carried 5-0-0.**
267

268 4. HPC/DR – Moore reported they are getting 13 properties for the local designation process sent to
269 SPHO. Will have two more to complete. At the July CC meeting there should be some to approve.

270 5. Natural Resources and Groundwater – the committee is proceeding with the well testing.
271

272 **7B. Tom Niedzwiecki, Budget Report** – Mr. Niedzwiecki reviewed the Financials with Council and staff in
273 preparation for the 2017 Budget process.
274

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

276 **A.** Ward 1 Council Member Palmquist –none.

277 **B.** Ward 2 Council Member Richter – none.

278 **C.** Ward 3 Council Member Ross – none.

279 **D.** Ward 4 Council Member Nelson – none.

280 **E.** Mayor Bend – none.

281 **F.** City Attorney Knaak – Prosecution Report is on file.

282 **G.** City Administrator Moore – none.

283 **H.** Easement Acquisition – **Motion/Second: Nelson/Palmquist. To enter a CLOSED SESSION at 9:44**
284 **p.m. to authorize an offer for easement for Knutson. Motion carried 5-0-0.**
285

286 **Motion/Second: Nelson/Richter. To come out of CLOSED SESSION at 9:59 p.m. Motion carried 5-0-0.**
287

288 **11. ADJOURN –**
289

290 **Motion/Second: Nelson/Richter. To adjourn the meeting at 10:00 p.m. Motion carried 5-0-0.**
291

292 Respectfully submitted by:
293
294

295 _____
296 Kim Swanson Linner, City Clerk
297

298 **Approved by Council (on July 19, 2016) as (check one): Presented: _____ Amended: _____**
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301 **Signed by Mayor Richard Bend _____ Date _____**

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

DRAFT City Council Special Meeting Minutes
June 30, 2016
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
3:30 P.M.

1. **THE MEETING WAS CALLED TO ORDER** at 3:30 P.M. by Mayor Bend.

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

ALSO PRESENT: City Attorney Fritz Knaak, City Engineers Diane Hankee and Todd Hubmer, City Administrator Ron Moore and City Clerk Kim Swanson Linner.

3. **APPROVAL OF AGENDA –**

A. Agenda for the Special City Council Meeting of June 30, 2016 –

Motion/Second: Palmquist/Ross. To approve the agenda of the June 30, 2016 Special City Council Meeting as presented. Motion carried 5-0-0.

4. **CITY COUNCIL BUSINESS –**

A. Merrick, Inc. Minnesota Lawful Gambling Premises Permit Application at 3121 St. Croix Trail – Resolution 2016-27 – Administrator Moore reviewed an application by Merrick, Inc. for a Minnesota Lawful Gambling Premises Permit to conduct lawful gambling (pull-tabs) at the Lumberyard Pub at 3121 St. Croix Trail. Merrick, Inc. is licensed by the State to conduct lawful gambling. The City's ordinance regarding lawful gambling requires that any organization licensed to conduct lawful gambling within the City of Afton shall donate ten percent of its net profits from lawful gambling each month to the City, to be held in the City's Special Charitable Gambling Fund and used for lawful purposes as defined by Minnesota Statutes Section 349.12, Subd. 25. The Lumberyard Pub has indicated its desire to donate all other net proceeds to two local non-profit organizations: River Valley Riders and Afton Historical Museum.

Motion/Second: Bend/Palmquist. To authorize Merrick, Inc. to conduct lawful gambling (pull tabs) according to Minnesota Lawful Gambling Premises Permit at 3121 St. Croix Trail per Resolution 2016-27 as amended, to add a second "Be it further resolved" statement for the Lumberyard's desire to donate to local non-profit organizations . ROLL CALL: Ayes: Nelson, Bend, Palmquist. Abstain: Ross (Due to being President of one of the organizations that were cited to receive donations from the Lumberyard Pub.) Motion carried 3-0-1.

B. Wastewater Treatment System Project Bid Award – Resolution 2016-28 – Administrator Moore explained that on February 2, 2016, the City received three bids for the construction of the large subsurface sewage treatment system to serve the downtown area. The low bid was received from Ellingson Drainage, Inc. in the base bid amount of \$1,826,724.00, and a total bid amount (including Alternate No. 1, replacing cost item No.9) of \$1,831,949. The base bid amount was under the Engineer's estimate by 3.9%. He explained that because of the uncertainty and extended timeframe of the Minnesota Pollution Control Agency's (MPCA) certification of the treatment system plans due to the Section 106 review process, the low bidder, Ellingson, was asked to extend the expiration date of their bid to June 30. He noted the City has been working with the MPCA to complete their certification of the project plans by June 30, as certification is necessary to ensure the project is eligible for the funding that is available in the 2016 funding cycle.

Discussion was centered on whether the contractor could be expected to maintain a "not to exceed" amount. Engineer Hubmer indicated that if costs go over 5% of the bid, they must be documented and would be approved

57 through a change order. Hubmer also commented that the date for Substantial Completion may need to slide, due to
58 a starting date based on certification by the MPCA. He said any changes in dates would also be documented by
59 Change Order.

60 Attorney Knaak advised that the Council could adopt the contract as is, with any changes to costs and dates due
61 to the 106 Process, will be documented by Change Order, and that the City has informed the contractor that they
62 have given a ceiling on costs.

63 Council amended the resolution to include the statement: "The City expects that the contractor will not expend
64 funds until the City has issued a 'Notice to Proceed,' as referred to in the contract language."
65

66 **Motion/Second: Palmquist/Nelson. To award the bid for the Wastewater Treatment System Project to**
67 **Ellingson, per Resolution 2016-28 as amended, for the total low bid amount of \$1,831,949. ROLL CALL: All**
68 **Ayes. Motion carried 4-0-0.**

69
70 Mayor Bend commented that the City will continue to respect the Tribes' requests to keep the Effigy Mound as
71 a sacred religious site and not to advertise its location.

72
73 **11. ADJOURN –**

74
75 **Motion/Second: Palmquist/Nelson. To adjourn the meeting at 4:14 P.M. Motion carried 4-0-0.**

76
77 Respectfully submitted by:

78
79
80 _____
81 Kim Swanson Linner, City Clerk

82
83 **Approved by Council (on June 30, 2016) as (check one): Presented: _____ Amended: _____**

84
85
86 **Signed by Mayor Richard Bend _____ Date _____**

7A

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: AFTON

From Date: 6/01/2016 To: 6/30/2016

AFTON

Offense Date	Offense Time	Location	Citation #
6/05/2016 Statute 169	1035 14 2	NEAL AV / 10TH ST SPEED 65/50	CT8224496
6/07/2016 Statute 171	0552 03 5	MANNING AV / VALLEY CREEK RD FAIL TO CHANGE DL	CT8219533
6/10/2016 Statute 169	0905 14 2A	MANNING AV/ 10TH ST SPEED 65/55	CT8230002
6/14/2016 Statute 152	1530 027 4	60TH ST / NEAL AV POSSESS SMALL AMT MJ	CT8225928
6/17/2016 Statute	1357	MANNING AV / VALLEY CREEK PASS ON RIGHT	W109652
6/19/2016 Statute 169	0720 14 2A3	MANNING AV / 60TH ST SPEED 65/55	CT8230026
6/20/2016 Statute 169	0720 18 4	MANNING AV / 22ND ST PASS ON SHOULDER	CT8225993
6/20/2016 Statute 169	0815 14 2A3	MANNING AV / 15TH ST SPEED 69/55	CT8225994
6/20/2016 Statute 169	1020 18 4	MANNING AV / 22ND ST PASS ON SHOULDER	CT8225995
6/23/2016 Statute 152	0320 027 4A	MANNING AV / 15TH ST SMALL AMOUNT MJ	CT8221810

Total for City: AFTON

10

** END OF REPORT **

Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for AFTON
 For the Period 6/01/16 To 6/30/16

Date	Time	ICR #	ID#	Street Name	Complaint
6/01/16	12:07:06	116019440	0160	800 BLK	ILLEGAL DUMPING
6/01/16	12:25:39	116019443	0187	NEAL AV	ALARM
6/01/16	13:37:21	116019455	0160	60TH ST	ALARM
6/01/16	14:01:44	116019460	0085	45TH ST	ALARM
6/02/16	12:03:41	116019584	0133	HUDSON RD	WALK IN REPORT-LEC
6/02/16	22:44:23	116019693	0176	AFTON HILLS DR	C/O ALARM SOUNDING
6/03/16	7:49:06	116019712	0160	AFTON HILLS DR	BURGLARY REPORT
6/03/16	12:18:46	116019755	0160	AFTON HILLS DR	BURGLARY
6/03/16	15:04:33	116019793	0084	NORSTED AV	HUNTING CONCERN
6/03/16	17:29:22	116019812	0084	AFTON HILLS DR	BURGLARY REPORT
6/03/16	19:03:38	116019827	0176	STAGECOACH TR	TREE ON FIRE
6/03/16	20:08:35	116019831	0176	INDIAN TR	POWERLINE DOWN
6/04/16	7:50:21	116019856	0081	NEAL AV	DOMESTIC SITUATION
6/04/16	18:33:11	116019918	0075	33RD ST	WELFARE CONCERN **RSTK**
6/04/16	21:41:00	116019928	0170	UPPER 34TH ST	MEDICAL LEVEL 1
6/04/16	23:10:22	116019940	0089	INDIAN TR	GUN SHOT HEARD
6/05/16	10:38:45	116019960	0130	NEAL AV	TRAFFIC SPEED
6/05/16	15:11:12	116019987	0061	I94	DRIVING COMPLAINT
6/05/16	15:18:17	116019989	1272	ST CROIX RIVER	WATERCRAFT VIOLATION
6/05/16	15:43:07	116019993	1272	ST CROIX RIVER	WATERCRAFT VIOLATION
6/05/16	16:01:04	116019997	0061	33RD ST	EXTRA PATROL REQUEST
6/05/16	18:30:05	116020025	1272	SAINT CROIX RIV	WATER CRAFT VIOLATION
6/05/16	20:34:15	116020040	0147	I94	AOA **RSTK TROOPER ASKING R
6/06/16	8:21:47	116020072	0063	HUDSON RD	WELFARE CONCERN *RESTACK-LSC
6/06/16	12:02:45	116020104	0094	STAGECOACH TR	BURG REPORT
6/06/16	20:26:01	116020176	0170	15TH ST	FOUND DOG
6/07/16	4:03:16	116020194	0100	OAKGREEN AV	MEDICAL LEVEL1
6/07/16	5:52:42	116020200	1209	MANNING AV	TRAFFIC - CITE NON-RESIDENT DL
6/07/16	13:51:28	116020284	0130	INDIAN TR	ABANDONED TRACTOR
6/07/16	16:04:01	116020308	0068	WINDMILL MARINA	911 OPEN LINE
6/07/16	16:53:08	116020317	0091	STAGECOACH TR	SUSPICIOUS VEHICLE
6/08/16	7:34:18	116020367		INDIAN TR	RECEIPT# 160002904
6/08/16	7:38:18	116020368		INDIAN TR	RECEIPT# 160002905
6/08/16	9:41:35	116020378	0160	3900 BLK	ILLEGAL DUMPING
6/08/16	11:18:15	116020393	0096	33RD ST	SUSP ACTIVITY
6/08/16	19:48:20	116020468	0079	STAGECOACH TR	911 OPEN LINE
6/09/16	7:23:07	116020507	0088	TRADING POST TR	TRAFFIC HAZARD
6/09/16	9:44:51	116020526	0088	RIVER RD	INFORMATION
6/09/16	10:04:45	116020534	0088	I94	ROAD RAGE INCIDENT
6/09/16	10:04:45	116612963		I94	ROAD RAGE INCIDENT ***NEED COM
6/09/16	19:31:49	116020614	0176	SAINT CROIX TR	TRAFFIC
6/10/16	6:59:19	116020648	0096	NEAL AV	DOMESTIC
6/10/16	7:04:15	116020650	0172	MANNING AV	TRAFFIC-SPEED
6/10/16	13:17:00	116020729	0068	I94	911 ABND
6/10/16	15:08:47	116020750	0100	MANNING AV	POSS IMPAIRED DRIVER
6/10/16	17:09:36	116020772	0063	PHEASANT CT	ALARM
6/11/16	8:43:45	116020833	0081	MANNING AV	DRIVING COMPLAINT
6/11/16	19:59:09	116501467		EASTBOUND I94	SPEED 91/70 **TZD**
6/11/16	23:21:39	116020933	1252	ST CROIX RIVER	WATERCRAFT VIOLATION X4
6/11/16	23:22:40	116020934	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
6/11/16	23:30:50	116020939	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
6/11/16	23:32:37	116020940	1252	ST CROIX RIVER	WATERCRAFT VIOLATION

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 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for AFTON
 For the Period 6/01/16 To 6/30/16

Date	Time	ICR #	ID#	Street Name	Complaint
6/12/16	13:17:34	116021015	0081	32ND ST	AUD ALARM
6/12/16	13:37:09	116021018	0096	NEAL AV	BURG ALARM
6/12/16	19:30:51	116021058	0174	I94	ROAD HAZARD
6/13/16	8:17:29	116021097	0130	37TH ST	INFORMATION
6/13/16	15:58:31	116021160	0100	8TH ST	OFFICERS INFO
6/13/16	17:54:34	116021179	0078	41ST ST	911 ABND
6/13/16	21:17:01	116021194	0174	TRADING POST TR	ROAD HAZARD
6/14/16	7:55:35	116021215	0130	NEAL AV	VEH LOCKOUT
6/14/16	13:57:49	116021266	0130	VALLEY CREEK TR	DISTURBANCE
6/14/16	19:39:23	116021293	0141	NEAL AV	THEFT REPORT
6/14/16	20:13:18	116021296	0170	AFTON BLVD	BLOWN TRANSFORMER
6/14/16	20:36:58	116021298	0090	TRADING POST TR	TREE DOWN BLOCKING
6/15/16	12:13:47	116021364	0088	I94	DECEASED DEER
6/15/16	14:07:29	116021383	0094	SAINT CROIX TR	SUSPICIOUS ACTIVITY
6/15/16	14:19:43	116021386		NEAL AV	RECEIPT# 160003019
6/15/16	18:09:54	116021409	0176	SAINT CROIX TR	TRAFFIC ARREST:DWI/DAC-IPS/B-C
6/15/16	20:14:59	116021417	0082	32ND ST	BOATER COMPLAINT
6/16/16	0:08:28	116021433	1204	32ND ST	CHECK THE AREA
6/16/16	14:52:46	116021526	0081	NEAL AV	ALARM
6/16/16	15:30:40	116021533		3RD ST	RECEIPT# 160003039
6/16/16	20:54:02	116021562	0096	I94	TRAFFIC HAZARD
6/17/16	8:33:36	116021605	0160	11TH ST	SUSP VEH
6/17/16	13:49:57	116021662	0160	NEAL AV	ALARM INFORMATION
6/17/16	13:57:51	116021665	0172	MANNING AV	TRAFFIC-PASS ON RT
6/17/16	15:21:40	116021682	0084	I94	ALMOST STALLED VEH *TRAN
6/17/16	17:12:47	116021699	0084	MANNING AV	DRIVING COMPLAINT
6/17/16	17:32:25	116021700	0176	I94	MOTORIST ASSIST
6/17/16	18:46:37	116021710	0093	NEAL AV	FIRE ALARM
6/17/16	21:08:56	116021722	1270	SAINT CROIX RIV	WATERCRAFT VIOLATION
6/18/16	0:37:51	116021736	0194	8TH ST	MEDICAL LEVEL 1
6/18/16	7:15:21	116021744	0160	HUDSON RD	ALARM
6/18/16	12:17:15	116021771	0068	32ND ST	VEHICLE LOCKOUT
6/18/16	12:47:31	116021777	1274	ST CROIX RIVER	WATERCRAFT VIOLATION
6/18/16	12:58:07	116021780	0068	10TH ST	GUN SHOT HEARD
6/18/16	22:25:20	116021844	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - NO WAKE
6/18/16	22:37:50	116021847	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - REGISTR
6/19/16	7:23:15	116021875	0172	MANNING AV	TRAFFIC-SPEED
6/20/16	7:26:05	116021981	0115	MANNING AV	PASSING ON THE SHOULDER
6/20/16	8:22:51	116021988	0115	MANNING AV	SPEEDING 69/55
6/20/16	12:57:48	116022027	0115	MANNING AV	PASSING ON THE SHOULDER
6/20/16	16:59:10	116022068	0084	SAINT CROIX TR	DRIVING COMPLAINT
6/20/16	17:43:03	116022074	0084	45TH ST	WELFARE CONCERN - AREA CHECK
6/20/16	21:42:56	116022110	0082	MANNING AV	DRIVING CONCERN
6/21/16	8:22:24	116022146	0088	AFTON HILLS DR	ABANDONED VEHICLE 3RD PARTY I
6/21/16	8:46:32	116022149	0130	34TH ST	MEDICAL LEVEL 1
6/21/16	14:42:13	116022196	0088	SAINT CROIX TR	ANIMAL COMPLAINT **RESTA
6/21/16	17:58:28	116022228	1253	ST CROIX RIVER	WATER CRAFT VIOLATION WARN
6/21/16	22:31:23	116022273	0174	SAINT CROIX TR	AFTON CITY COUNCIL MEETING
6/22/16	6:50:37	116022293	0089	MANNING AV	VEH IN MEDIAN
6/22/16	10:39:52	116022315	0130	3RD ST	SCAM REPORT ** RESTACK
6/22/16	14:32:53	116022338	0081	SAINT CROIX TR	BUSINESS ASSIST
6/22/16	17:56:03	116022369	0078	NEAL AV	BICYCLE QUESTIONS

PRT CONTRACT ICR REPORT

QIJS Page 3
7/01/16 5:00:02

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 Contract Report for AFTON
 For the Period 6/01/16 To 6/30/16

Date	Time	ICR #	ID#	Street Name	Complaint
6/22/16	19:13:41	116022379	0078	40ST ST	WELFARE CONCERN
6/22/16	19:13:41	116614123	0076	40ST ST	WELFARE CONCERN /AOA **REQUES
6/22/16	21:53:00	116022401	0174	33RD ST	911 OPEN LINE
6/23/16	3:29:19	116022425	0191	MANNING AV	CITE POSS MJ IN MV/POSS DRUG P
6/23/16	12:15:06	116022459	0100	TRADING POST TR	OFFICERS INFO
6/23/16	19:51:44	116022517	0079	32ND ST	MEDICAL LEVEL 1
6/24/16	5:33:55	116022560	1209	RIVER RD	ASSIST **RSTK 21**
6/24/16	8:14:53	116022573	0096	VALLEY CREEK TR	BURGLAR ALARM
6/24/16	12:41:13	116022606	0160	60TH ST	FOUND MAIL
6/24/16	12:45:48	116022607	0096	32ND ST	INFORMATION
6/24/16	14:02:54	116022618	0100	50TH ST	OFFICERS INFO
6/24/16	18:55:01	116022676	0093	MANNING AV	DRIVING COMPLAINT
6/24/16	21:02:09	116022710	0082	MEADOW VISTA WA	UNDERAGE DRINKING
6/24/16	21:04:55	116022711	1260	SAINT CROIX RIV	WATERCRAFT VIOLATION
6/24/16	21:22:16	116022717	1260	SAINT CROIX RIV	WATERCRAFT VIOLATION
6/25/16	7:51:56	116022772	0185	NEAL AV	ROLLOVER ***LEVEL 2*** *STA
6/25/16	9:50:38	116022778	0075	TRADING POST TR	911 OPEN LINE
6/25/16	19:44:40	116022849	0176	I94	DRIVING COMPLAINT
6/25/16	20:15:59	116022850	0091	33RD ST	LOST DOG *FOUND BEFORE FIN
6/25/16	21:05:37	116022856	0091	AFTON	HUNTING QUESTIONS
6/25/16	22:25:00	116022870	0090	ST CROIX RIVER	ASSIST OTHER AGENCY WPT CAL
6/26/16	10:27:03	116022913	0160	VALLEY CREEK TR	INJURED DEER
6/26/16	10:38:09	116022917	0063	HUDSON RD	ANIMAL CONCERN
6/26/16	12:53:40	116022934	0063	HUDSON RD	ALARM
6/26/16	14:25:31	116022944	1261	MANNING AV	MV REG
6/26/16	15:09:08	116022951	0141	SAINT CROIX TR	PUBLIC PRESENTATION - K9 DEMO
6/26/16	17:17:49	116022975	1252	ST CROIX RIVER	WATERCRAFT VIOLATION - TRANSOM
6/26/16	17:36:37	116022977	0091	TOWN SQUARE PAR	LOST PROPERTY *RSTK CALL SC
6/26/16	19:49:52	116022997	0082	50TH ST	BRUSH FIRE
6/27/16	13:43:05	116023077	0094	RIVER RD	PHONE CALL REQUEST
6/27/16	21:46:03	116023148	0176	SAINT CROIX TR	NEIGHBORHOOD WATCH PRESENTATIO
6/27/16	21:57:16	116023149		2ND ST	WARRANT / WCSO / CR155294
6/28/16	18:17:03	116023252	0078	PASTURE RIDGE R	SUSPICIOUS VEHICLE **CALL
6/28/16	18:50:35	116023258	0078	OSGOOD AV CT	RES ALARM
6/28/16	19:52:17	116023266	0130	STAGECOACH TR	TRESPASSER RSTK
6/28/16	22:43:14	116023285	0174	MANNING AV	TRAFFIC - SPEED 75/55
6/29/16	0:51:02	116023288	0191	MANNING AV	CITE SPEED 72/55
6/29/16	2:54:38	116023291	0118	50TH ST	FIRE ALARM
6/29/16	9:39:28	116023316	0130	SAINT CROIX TR	EXTRA PATROL REQUEST
6/29/16	11:57:39	116023347	0075	30TH ST	SUSP ACT
6/29/16	15:10:01	116023387	0093	NEAL AV	SUSPICIOUS ACTIVITY
6/29/16	15:50:59	116023401	0093	AFTON	PUBLIC ASSIST
6/29/16	19:33:10	116023429	0174	HUDSON RD	TRAFFIC - NO POI
6/29/16	21:07:16	116023440	0170	SAINT CROIX TR	TRAFFIC 82-19072 SPEED 52/30
6/29/16	23:49:18	116023455	1209	33RD ST	ALARM **RESTACK/COMP REQUEST
6/30/16	15:55:57	116023551	0100	42ND ST	OFFICERS INFO

Total ICRs Processed: 150

** END OF REPORT **

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	06/29/2016	20982	Postmaster		100 - 4M Fund/US Bank - General F...	(182.84)
Bill	06/29/2016	June 2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	Newsletter	5560 - Newsletter Expenses	182.84
TOTAL						182.84
Paycheck	06/30/2016	21188	Johnson, Kenneth L		100 - 4M Fund/US Bank - General F...	(873.12)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	757.58
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		5915 - 201 Project Maintenance	8.33
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(49.78)
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		5053 - PERA Contribution - Employer	56.82
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 - PERA Contribution - Employer	0.62
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		2302 - PERA Payable - Staff	(57.44)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	445.10
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		5020 - Maintenance Person	4.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 - Federal Withholding	(142.00)
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		5051 - Social Security Tax - Employer	74.56
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	0.82
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		2205 - Soc Sec Payable - Employer	(75.38)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 - Social Security W/H - Employee	(75.38)
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		5052 - Medicare Tax - Employer	17.44
					5052 - Medicare Tax - Employer	0.19
					2213 - Medicare Payable - Employer	(17.63)
					2212 - Medicare W/H - Employee	(17.63)
					2208 - MN State Withholding	(58.00)
TOTAL						873.12
Paycheck	06/30/2016	21189	Meade, Debra J		100 - 4M Fund/US Bank - General F...	(662.43)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 - Intern/Office Assistant Wages	849.66
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 - PERA Payable - Staff	(55.23)
					5053 - PERA Contribution - Employer	63.72
					2302 - PERA Payable - Staff	(63.72)
					2210 - Federal Withholding	(44.00)
					5051 - Social Security Tax - Employer	52.68
					2205 - Soc Sec Payable - Employer	(52.68)
					2204 - Social Security W/H - Employee	(52.68)
					5052 - Medicare Tax - Employer	12.32
					2213 - Medicare Payable - Employer	(12.32)
					2212 - Medicare W/H - Employee	(12.32)
					2208 - MN State Withholding	(23.00)
TOTAL						662.43
Paycheck	06/30/2016	21190	Neitzel, Donald R		100 - 4M Fund/US Bank - General F...	(343.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	385.73
			400 201 Project Fund:B. Exp:5915 201 Project Maintenance		5915 - 201 Project Maintenance	8.33
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 - Federal Withholding	(13.00)
					5051 - Social Security Tax - Employer	23.92

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
Liability C...	06/30/2016	21194	Madison National Life	1038150000000000	100 - 4M Fund/US Bank - General F...	(165.51)
Bill	06/30/2016	50504	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wks:5...	fuel can	2325 · Madison Life ST & LT Disability	108.81
Bill	06/30/2016	50669	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wks:5...	drivertube/shaft assy, weed whip repair	2325 · Madison Life ST & LT Disability	56.70
Bill	06/30/2016	50399	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wks:5...	autocut 5-2 weed whip		165.51
TOTAL						
Bill Pmt -C...	06/30/2016	21195	All Seasons Rental		100 - 4M Fund/US Bank - General F...	(105.97)
Bill	06/30/2016	50504	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wks:5...	fuel can	5920 · Repair & Maint Equipment	25.77
Bill	06/30/2016	50669	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wks:5...	drivertube/shaft assy, weed whip repair	5920 · Repair & Maint Equipment	44.81
Bill	06/30/2016	50399	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wks:5...	autocut 5-2 weed whip	5920 · Repair & Maint Equipment	35.39
TOTAL						105.97
Bill Pmt -C...	06/30/2016	21196	City of Saint Paul	Customer No. 2092	100 - 4M Fund/US Bank - General F...	(331.62)
Bill	06/30/2016	00016208	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5835 Su...	asphalt mix: river road, tomahawk, afton hills, Indian Trl, Downt...	5835 · Surf Maint/Bit Patch/Sweeping	331.62
TOTAL						331.62
Bill Pmt -C...	06/30/2016	21197	Innovative Office Solutions LLC	customer# V105001	100 - 4M Fund/US Bank - General F...	(35.03)
Bill	06/30/2016	IN1223707	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	towel, stick-it notes	6050 · Supplies - Bldg & Land	35.03
TOTAL						35.03
Bill Pmt -C...	06/30/2016	21198	Kathi Felnar	Humane Animal Control Service	100 - 4M Fund/US Bank - General F...	(124.03)
Bill	06/30/2016	June2016	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:560...	animal control	5605 · Animal Control	124.03
TOTAL						124.03
Bill Pmt -C...	06/30/2016	21199	Menards - Hudson		100 - 4M Fund/US Bank - General F...	(43.53)
Bill	06/30/2016	20753	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	Sweeneys solar spike, iron hold bags	6050 · Supplies - Bldg & Land	23.75
Bill	06/30/2016	21351	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5835 Su...	seabest pothole patch	5835 · Surf Maint/Bit Patch/Sweeping	15.90
Bill	06/30/2016	21592	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	glade cone 60oz	6030 · Misc Exp - Bldg & Land	3.88
TOTAL						43.53
Bill Pmt -C...	06/30/2016	21200	Rumpca Excavating Inc		100 - 4M Fund/US Bank - General F...	(952.77)
Bill	06/30/2016	12107	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5820 Gr...	3/4" lime rock	5820 · Gravel Road Maintenance	854.62
Bill	06/30/2016	12059	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5820 Gr...	3/4" lime rock	5820 · Gravel Road Maintenance	98.15
TOTAL						952.77
Bill Pmt -C...	06/30/2016	21201	Wash Cty (Rd & Bridge)(Trans & Phys Dev)	Account No. 20490	100 - 4M Fund/US Bank - General F...	(396.97)

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	06/30/2016	89016	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow & ice control, 4/29/16	5830 · Snow & Ice Control	396.97
TOTAL						396.97
Bill Pmt -C...	06/30/2016	21202	Wash Cty (Sheriff)	Acct No. 20490	100 · 4M Fund/US Bank - General F...	(464.26)
Bill	06/30/2016	89259	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:563...	5/8/16, 5/28/16 Afton traffic detail	5635 · Police Services	464.26
TOTAL						464.26
Bill Pmt -C...	06/30/2016	21203	Xcel Energy (51-6852605-2)	Acct #51-6852605-2 Install No. 184509 & 184508	100 · 4M Fund/US Bank - General F...	(41.93)
Bill	06/30/2016	504757233	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Automatic Protective Light Service Install No. 184509 & 184508	6020 · Electricity	41.93
TOTAL						41.93
Bill Pmt -C...	06/30/2016	21204	Youth Service Bureau		100 · 4M Fund/US Bank - General F...	(1,500.00)
Bill	06/30/2016	1028	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Garden:636...	YSB Services - 2016	6366 · City Council Contingency Exp	1,500.00
TOTAL						1,500.00
Bill Pmt -C...	07/19/2016	21205	US Bank (Road Bond Pymts)	Acct # 0020325NS Abatement Refunding Bond Series 2014A	100 · 4M Fund/US Bank - General F...	(48,450.00)
Bill	07/19/2016	RoadBond0...		GO Tax Abatement 2014A: Interest due 8/1/2016	2035 · Acc Int - 2014A Road Refund ...	48,450.00
TOTAL						48,450.00
Bill Pmt -C...	06/30/2016	21205a	ZoneOne Locating		100 · 4M Fund/US Bank - General F...	(483.10)
Bill	06/30/2016	23123	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Locate Labor and travel	5870 · Other Road Maintenance	219.05
Bill	06/30/2016	23093	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Locate Labor and travel	5870 · Other Road Maintenance	264.05
TOTAL						483.10
Bill Pmt -C...	07/14/2016	21206	Menards - Hudson		100 · 4M Fund/US Bank - General F...	(23.05)
Bill	06/30/2016	21721	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6035 Routine Cleaning	pine-sol. bleach	6035 · Routine Cleaning	8.24
Bill	06/30/2016	22203	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6135 Park Maintenance	caution tape	6135 · Park Maintenance	7.89
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6035 Routine Cleaning	pienesol, urinal cakes	6035 · Routine Cleaning	14.60
TOTAL						30.73
Bill Pmt -C...	07/14/2016	21207	Advantage Signs & Graphics, Inc.		100 · 4M Fund/US Bank - General F...	(45.90)
Bill	06/30/2016	00027938	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5860 Sig...	7' galvanized channel post	5860 · Signs & Signals	45.90
TOTAL						45.90
Bill Pmt -C...	07/14/2016	21208	Centerpoint Energy (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - General F...	(29.95)

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	06/30/2016	June2016	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	29.95
TOTAL						29.95
Bill Pmt -C...	07/14/2016	21209	Gopher State One Call	Acct No. MN00128	100 · 4M Fund/US Bank - General F...	(28.35)
Bill	06/30/2016	6060140	100 Gen'l Fd:B. Exp:B03 Sirts, Reliab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets 21 @ \$1.35	5870 · Other Road Maintenance	28.35
TOTAL						28.35
Bill Pmt -C...	07/14/2016	21210	Innovative Office Solutions LLC		100 · 4M Fund/US Bank - General F...	(170.66)
Bill	06/30/2016	1208574	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	6/07/16	5540 · Office Supplies	135.63
Bill	06/30/2016	1223707	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	6/21/16	5540 · Office Supplies	35.03
TOTAL						170.66
Bill Pmt -C...	07/14/2016	21211	Middle St. Croix Watershed Mgmt Org		100 · 4M Fund/US Bank - General F...	(106.48)
Bill	06/30/2016	June2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5380 Middle St. Croix ...	Correction: 2016 Total Full Year payment re MSCWMO 2016 B...	5380 · Middle St. Croix Valley WMO	106.48
TOTAL						106.48
Bill Pmt -C...	07/14/2016	21212	PressEnter	Acct # 33299 Customer # 33881	100 · 4M Fund/US Bank - General F...	(369.80)
Bill	06/30/2016	June2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	1 mo contracted service and 1 McAfee Email protection	5510 · Computer Service/Software	290.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	12V lead acid UPS battery	5510 · Computer Service/Software	79.80
TOTAL						369.80
Bill Pmt -C...	07/14/2016	21213	US Bank Equipment Finance	Acct# 1473396 Contract # 500-0466085-000	100 · 4M Fund/US Bank - General F...	(230.00)
Bill	06/30/2016	307882985	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5516 Copier Lease	Ricoh C4503 copier lease S/N EI75MC60291	5516 · Copier Lease	230.00
TOTAL						230.00
Bill Pmt -C...	07/14/2016	21214	Xcel Energy (51-0895345-1)	Acct: 51-0895345-1 Meter# 000071246886	100 · 4M Fund/US Bank - General F...	(24.67)
Bill	06/30/2016	506961069	800 City Infrastructure Imp Fd:B. Exp:8891 Dwtown Prop Purch/Exp	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	8891 · DNR Flood Imp - Prop Purch/E...	24.67
TOTAL						24.67
Bill Pmt -C...	07/14/2016	21215	Xcel Energy (51-4272629-8)	3175 St. Croix Trail S Meter #0098360010	100 · 4M Fund/US Bank - General F...	(13.75)
Bill	06/30/2016	507239710	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	13.75
TOTAL						13.75
Bill Pmt -C...	07/14/2016	21216	Xcel Energy (51-5641441-6)	Acct #51-5641441-6 Meter #90708534	100 · 4M Fund/US Bank - General F...	(13.75)

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

Type	Date	Num	Name	Memo	Account	Original Amount
07/12/16						
Bill	06/30/2016	507196982	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...	07/14/2016	21217	Xcel Energy (51-5700429-6)	Acct #51-5700429-6 Meter #0077765464	100 · 4M Fund/US Bank - General F...	(134.81)
Bill	06/30/2016	507284438	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5850 Str...	3033 St. Croix Trail S Meter #0077765464	5850 · Street Lighting	134.81
TOTAL						134.81
Bill Pmt -C...	07/14/2016	21218	Xcel Energy (51-6257802-9)	3420 St. Croix Trl S Meter #0096987678	100 · 4M Fund/US Bank - General F...	(92.28)
Bill	06/30/2016	507204807	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	92.28
TOTAL						92.28
Bill Pmt -C...	07/14/2016	21219	Xcel Energy (51-7576371-4)	Acct#51-7576371-4 Meter #19818068	100 · 4M Fund/US Bank - General F...	(26.95)
Bill	06/30/2016	507048068	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	26.95
TOTAL						26.95
Bill Pmt -C...	07/19/2016	21220	Commercial Asphalt Company	Acct No. AF750	100 · 4M Fund/US Bank - General F...	(1,970.18)
Bill	06/30/2016	160630	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5835 Su...	Dura Drive 6/27, 6/28 Afton Hills Dr	5835 · Surf/Main/Bit Patch/Sweeping	1,970.18
TOTAL						1,970.18
Bill Pmt -C...	07/19/2016	21221	Environmental Law Group	Environmental review and permitting issues	100 · 4M Fund/US Bank - General F...	(2,100.00)
Bill	06/30/2016	15765	800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, Admin		8894 · Septic Permits, Fees, Admin	2,100.00
TOTAL						2,100.00
Bill Pmt -C...	07/19/2016	21222	Holstad & Knaak, PLC	Legal Services	100 · 4M Fund/US Bank - General F...	(4,000.00)
Bill	06/30/2016	June2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal F... 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Prof Serv:5320 Prosecution - Leg... 800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, Admin	Civil / General Prosecution Condemnation	5321 · Legal Fees - General 5320 · Legal Fees - Prosecution 8894 · Septic Permits, Fees, Admin	1,385.00 2,390.00 225.00
TOTAL						4,000.00
Bill Pmt -C...	07/19/2016	21223	Niedzwiectki, Thomas H.	Accounting Services	100 · 4M Fund/US Bank - General F...	(1,271.00)
Bill	06/30/2016	AcctJun2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies 100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Monthly charge for Accounting Services per Contract Monthly charge for QB Pro software including Payroll Service & ... Mailing envelopes, copies of invoices, misc postage Attendance at CC Meeting	5304 · Accounting Fees 5540 · Office Supplies 5540 · Office Supplies 5304 · Accounting Fees	1,107.00 26.00 38.00 100.00

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						1,271.00
Bill Pmt -C...	07/19/2016	21224	Northwest Assoc (Private Projects)	Technical Assistance - Private Projects	100 - 4M Fund/US Bank - General F...	(517.50)
Bill	06/30/2016	22389	550 Special Activities Fund/B. Cable Comm/July 4th/Comm Garden/636...	Carlson property	6366 - City Council Contingency Exp	517.50
TOTAL						517.50
Bill Pmt -C...	07/19/2016	21225	Stensland Inspection Services	Building Inspection Services	100 - 4M Fund/US Bank - General F...	(18,454.00)
Bill	06/30/2016	June2016	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - S...	Building Permits, B16-54 - B16-73, Zoning Permits Z16-21, Z16-...	5350 - Building Insp Fees - Stensland	18,454.00
TOTAL						18,454.00
Bill Pmt -C...	07/19/2016	21226	Wenck Associates Inc.	project 2656	100 - 4M Fund/US Bank - General F...	(1,255.45)
Bill	06/30/2016	11604064	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Afton LSTS - Bidding, Construction & Post Construction Services	8896 - Sanitary Sewer Improvements	1,255.45
TOTAL						1,255.45
Bill Pmt -C...	07/19/2016	21227	WSB (City Engineer)	01856	100 - 4M Fund/US Bank - General F...	(1,967.50)
Bill	06/30/2016	500-5	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2016 City Engineering Services	5310 - Engineering Fees	1,967.50
TOTAL						1,967.50
Bill Pmt -C...	07/19/2016	21228	WSB (DNR Flood Imp)	Project No. 01856	100 - 4M Fund/US Bank - General F...	(14,039.75)
Bill	06/30/2016	320-53	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj - Engi...	Flood protection improvement project, May 2016	8895 - DNR Flood Imp Proj - Engineer	14,039.75
TOTAL						14,039.75
Bill Pmt -C...	07/19/2016	21229	WSB (Flood ROW Mitigation)	project #01856	100 - 4M Fund/US Bank - General F...	(6,263.00)
Bill	06/30/2016	321-33	800 City InfraStructure Imp Fd:B. Exp:8898 Flood Mitigation/ROW Serv	flood mitigation project right of way services, May 2016	8898 - Flood Mitigation/ROW Serv	6,263.00
TOTAL						6,263.00
Bill Pmt -C...	07/19/2016	21230	WSB (Sanitary Sewer Imp)	Project 01856-410	100 - 4M Fund/US Bank - General F...	(17,431.75)
Bill	06/30/2016	410-30	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Sanitary Sewer Improvements, May 2016.	8896 - Sanitary Sewer Improvements	17,431.75
TOTAL						17,431.75
Bill Pmt -C...	07/19/2016	21231	WSB (Village Local Road Imp)	Project 01856-400	100 - 4M Fund/US Bank - General F...	(9,777.50)
Bill	06/30/2016	400-31	120 Street Imp Capital Fd:B. Exp:7981 Village Local Rd Imp	Village Local Road Improvements, May 2016	7981 - Village Local Road Improve...	9,777.50
TOTAL						9,777.50

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	07/19/2016	21232	LSCV Fire Protection District	Fire Protection Services	100 - 4M Fund/US Bank - General F...	(58,223.25)
Bill	07/19/2016	Levy3Qtr16	100 Gen'l Fd:B, Exp:B02 Public Safety & Health:B2.1 Public Safety;562...	Third Quarter 2016	5625 - Fire & Ambulance Services	58,223.25
TOTAL						58,223.25
Bill Pmt -C...	07/14/2016	21233	Afton Area Business Association		100 - 4M Fund/US Bank - General F...	(200.00)
Bill	06/30/2016	RefundStra...		AABA: Refund Park Deposit Strawberry Festival 2016	1185 - Park Deposits	200.00
TOTAL						200.00
Bill Pmt -C...	07/14/2016	21234	Afton Parade Committee		100 - 4M Fund/US Bank - General F...	(200.00)
Bill	06/30/2016	Refunddthof...		Afton Parade Committee: Refund Park Deposit 4th of July 2016	1185 - Park Deposits	200.00
TOTAL						200.00
Paycheck	07/14/2016	21235	Johnson, Kenneth L		100 - 4M Fund/US Bank - General F...	(422.14)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	574.43
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(37.34)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 - PERA Contribution - Employer	43.08
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(43.08)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 - Federal Withholding	(47.00)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	35.62
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2205 - Soc Sec Payable - Employer	(35.62)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 - Social Security W/H - Employee	8.33
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 - Medicare Tax - Employer	(8.33)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2213 - Medicare Payable - Employer	(8.33)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2212 - Medicare W/H - Employee	(8.33)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2208 - MN State Withholding	(24.00)
TOTAL						422.14
Paycheck	07/14/2016	21236	Meade, Debra J		100 - 4M Fund/US Bank - General F...	(708.11)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 - Intern/Office Assistant Wages	846.09
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 - PERA Payable - Staff	(55.00)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5053 - PERA Contribution - Employer	63.46
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 - PERA Payable - Staff	(63.46)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		1190 - Other Receivables	47.74
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2210 - Federal Withholding	(43.00)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 - Social Security Tax - Employer	52.45
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2205 - Soc Sec Payable - Employer	(52.45)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2204 - Social Security W/H - Employee	(52.45)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 - Medicare Tax - Employer	12.27
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2213 - Medicare Payable - Employer	(12.27)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2212 - Medicare W/H - Employee	(12.27)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2208 - MN State Withholding	(23.00)

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						708.11
Paycheck	07/14/2016	21237	Neitzel, Donald R		100 - 4M Fund/US Bank - General F...	(288.29)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	321.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 - Federal Withholding	(6.00)
					5051 - Social Security Tax - Employer	19.95
					2205 - Soc. Sec. Payable - Employer	(19.95)
					2204 - Social Security W/H - Employee	(19.95)
					5052 - Medicare Tax - Employer	4.66
					2213 - Medicare Payable - Employer	(4.66)
					2212 - Medicare W/H - Employee	(4.66)
					2208 - MN State Withholding	(3.00)
TOTAL						288.29
Paycheck	07/14/2016	21238	O'Leary, Todd W		100 - 4M Fund/US Bank - General F...	(57.72)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	178.50
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2380 - Other Employee Withholdings	(107.12)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	11.07
					2205 - Soc. Sec. Payable - Employer	(11.07)
					2204 - Social Security W/H - Employee	(11.07)
					5052 - Medicare Tax - Employer	2.59
					2213 - Medicare Payable - Employer	(2.59)
					2212 - Medicare W/H - Employee	(2.59)
TOTAL						57.72
Paycheck	07/14/2016	21239	Moorse, Ronald J		100 - 4M Fund/US Bank - General F...	(3,302.14)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5004 - Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5053 - PERA Contribution - Employer	287.97
					2302 - PERA Payable - Staff	(287.97)
					2302 - PERA Payable - Staff	(249.57)
					5037 - Flexible Benefits	1,100.00
					2210 - Federal Withholding	(731.00)
					5051 - Social Security Tax - Employer	306.25
					2205 - Soc. Sec. Payable - Employer	(306.25)
					2204 - Social Security W/H - Employee	(306.25)
					5052 - Medicare Tax - Employer	71.62
					2213 - Medicare Payable - Employer	(71.62)
					2212 - Medicare W/H - Employee	(71.62)
					2208 - MN State Withholding	(279.00)
TOTAL						3,302.14
Paycheck	07/14/2016	21240	Nelson, Randall P		100 - 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 - Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 - PERA Payable - Council	(10.00)
					5053 - PERA Contribution - Employer	10.00

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council 5052 · Medicare Tax - Employer 2213 · Medicare Payable - Employer 2212 · Medicare W/H - Employee	(10.00) 2.90 (2.90) (2.90) 187.10
TOTAL						187.10
Paycheck	07/14/2016	21241	Palmquist, William B		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages 2303 · PERA Payable - Council 5053 · PERA Contribution - Employer 2303 · PERA Payable - Council 5052 · Medicare Tax - Employer 2213 · Medicare Payable - Employer 2212 · Medicare W/H - Employee	200.00 (10.00) 10.00 (10.00) 2.90 (2.90) (2.90) 187.10
TOTAL						187.10
Paycheck	07/14/2016	21242	Richter, Joseph J		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages 2303 · PERA Payable - Council 5053 · PERA Contribution - Employer 2303 · PERA Payable - Council 5052 · Medicare Tax - Employer 2213 · Medicare Payable - Employer 2212 · Medicare W/H - Employee	200.00 (10.00) 10.00 (10.00) 2.90 (2.90) (2.90) 187.10
TOTAL						187.10
Paycheck	06/30/2016	201607001	Swanson Linner, Kimberly J		100 · 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	5008 · Office Manager Wages 2302 · PERA Payable - Staff 5053 · PERA Contribution - Employer 2302 · PERA Payable - Staff 5018 · Insurance Benefits 2325 · Madison Life ST & LT Disability 2210 · Federal Withholding 5051 · Social Security Tax - Employer 2205 · Soc Sec Payable - Employer 2204 · Social Security W/H - Employee 5052 · Medicare Tax - Employer 2213 · Medicare Payable - Employer 2212 · Medicare W/H - Employee 2208 · MN State Withholding 2110 · Direct Deposit Liabilities	1,784.35 (115.98) 133.83 (133.83) 28.35 (28.35) (108.00) 110.63 (110.63) 25.87 (110.63) 25.87 (25.87) (25.87) (52.00) (1,371.87) 0.00
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
			100 Gen'l Fd:B. Exp:B01 G & A:BI.1 Wages & Benefits:5006 Deputy ...	Direct Deposit		
TOTAL						0.00
Liability C...	06/29/2016	201607002	QuickBooks Payroll Service		100 · 4M Fund/US Bank - General F...	(1,373.62)

Created by Payroll Service on 06/27/2016

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL			100 Gen'l Fd:B, Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal... QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each Created by Payroll Service on 06/27/2016	5505 - Bank/IRS/Sales Tax 2110 - Direct Deposit Liabilities	1.75 1,371.87 1,373.62
Liability C...	07/12/2016	201607003	PERA (Staff)	3030-01 210990	100 - 4M Fund/US Bank - General F...	(1,013.52)
TOTAL				3030-01 210990 3030-01 210990	2302 - PERA Payable - Staff 2302 - PERA Payable - Staff	470.56 542.96 1,013.52
Liability C...	07/11/2016	201607004	MN Child Support Payment Ctr	Case #001157470701	100 - 4M Fund/US Bank - General F...	(160.72)
TOTAL				Case #001157470701	2380 - Other Employee Withholdings	160.72
Liability C...	07/12/2016	201607005	IRS (US Treasury)	41-1290668	100 - 4M Fund/US Bank - General F...	(4,950.02)
TOTAL				41-1290668 41-1290668 41-1290668 41-1290668	2210 - Federal Withholding 2213 - Medicare Payable - Employer 2212 - Medicare W/H - Employee 2205 - Soc Sec Payable - Employer 2204 - Social Security W/H - Employee	2,050.00 287.76 287.76 1,162.25 1,162.25 4,950.02
Liability C...	07/12/2016	201607006	MN Dept of Revenue	5050730	100 - 4M Fund/US Bank - General F...	(826.00)
TOTAL				5050730	2208 - MN State Withholding	826.00
Paycheck	07/14/2016	201607007	Swanson Linner, Kimberly 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:5006 Deputy ...	Direct Deposit	5008 - Office Manager Wages	1,676.40
			550 Special Activities Fund:N, Elections:6347 Election Expense	Direct Deposit	6347 - Elections Expense	127.00
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	2302 - PERA Payable - Staff	(117.22)
			550 Special Activities Fund:N, Elections:6347 Election Expense	Direct Deposit	5053 - PERA Contribution - Employer	125.73
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	5053 - PERA Contribution - Employer	9.53
			550 Special Activities Fund:N, Elections:6347 Election Expense	Direct Deposit	2302 - PERA Payable - Staff	(135.26)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	2210 - Federal Withholding	(110.00)
			550 Special Activities Fund:N, Elections:6347 Election Expense	Direct Deposit	5051 - Social Security Tax - Employer	103.94
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	5051 - Social Security Tax - Employer	7.87
			550 Special Activities Fund:N, Elections:6347 Election Expense	Direct Deposit	2205 - Soc Sec Payable - Employer	(111.81)
			100 Gen'l Fd:B, Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	2204 - Social Security W/H - Employee	(111.81)
			550 Special Activities Fund:N, Elections:6347 Election Expense	Direct Deposit	5052 - Medicare Tax - Employer	24.31
				Direct Deposit	5052 - Medicare Tax - Employer	1.84
				Direct Deposit	2213 - Medicare Payable - Employer	(26.15)
				Direct Deposit	2212 - Medicare W/H - Employee	(26.15)
				Direct Deposit	2208 - MN State Withholding	(53.00)

City of Afion
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL				Direct Deposit	2110 - Direct Deposit Liabilities	(1,385.22)
						0.00
Paycheck	07/14/2016	201607008	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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	2303 - PERA Payable - Council	(15.00)
				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	07/14/2016	201607009	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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	2303 - PERA Payable - Council	(10.00)
				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
Liability C...	07/13/2016	201607010	QuickBooks Payroll Service	Created by Payroll Service on 07/11/2016	100 - 4M Fund/US Bank - General F...	(1,858.22)
			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 07/11/2016	2110 - Direct Deposit Liabilities	1,852.97
TOTAL						1,858.22
Liability C...	07/15/2016	201607011	MN Child Support Payment Ctr	Case #001157470701	100 - 4M Fund/US Bank - General F...	(107.12)
				Case #001157470701	2380 - Other Employee Withholdings	107.12
TOTAL						107.12
Liability C...	07/19/2016	201607012	PERA (Council)	3030-51 207620	100 - 4M Fund/US Bank - General F...	(110.00)
				3030-51 207620	2303 - PERA Payable - Council	55.00
				3030-51 207620	2303 - PERA Payable - Council	55.00
TOTAL						110.00
Liability C...	07/19/2016	201607013	PERA (Staff)	3030-01 210990	100 - 4M Fund/US Bank - General F...	(988.90)

City of Afton
Claims to be Approved
 June 22 through July 19, 2016

07/12/16

Type	Date	Num	Name	Memo	Account	Original Amount
				3030-01 210990	2302 - PERA Payable - Staff	459.13
				3030-01 210990	2302 - PERA Payable - Staff	529.77
TOTAL						988.90
Bill Pmt -C...	07/19/2016	201607014	MN Dept of Labor & Ind (Bidg Surchg)	Building Surcharges Cert #2164	100 - 4M Fund/US Bank - General F...	(1,674.72)
Bill	06/30/2016	BidgSurchg...		2nd Quarter 2016 Building Surcharges Cert #2164	2121 - Afton Bidg Surcharges Payable	1,674.72
TOTAL						1,674.72

RESOLUTION 2016-30

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION APPROVING 4M FUND TRANSFERS FOR JUNE, 2016

BE IT RESOLVED THAT the City Council of the City of Afton, County of Washington, Minnesota, authorizes the transfer of the following sums of money between the City's 4M Fund Accounts, as detailed in Exhibit A – 4M Fund Transfers – Month of JUNE 2016.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

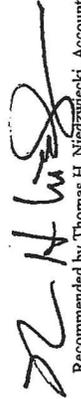
ATTEST:

Ronald J. Moorse, City Administrator

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

City of Afton
Exhibit A: 4M Fund Transfers

4M Fund Accounts		Month of:		Comments	
		From	To		Jun-16
1	City Infra-Structure Improvement Fund (35001-114)	General (35001-101)	General (35001-101)	\$41,339.62	Jun16 DNR Flood Imp Project Expense
2	Road Debt Service Fd (35001-109)	General (35001-101)	General (35001-101)	\$48,450.00	2014A Road Bond Payment 8/1/16
3	Special Activities Fund (35001-106)	General (35001-101)	General (35001-101)	\$2,017.50	Jun16 Spec Act Fd (Net Expense)
4	201 Project Fund (35001-103)	General (35001-101)	General (35001-101)	\$120.41	Jun16 201 Project Expense
5	Street Improvements Fund (35001-116)	General (35001-101)	General (35001-101)	\$9,777.50	Jun16 Street Imp Fd Exp
6	General (35001-101)	Bldg & Land Cap (35001-104)	Bldg & Land Cap (35001-104)	\$750.00	LMCIT Ins Claim re Garage Roof
7	General (35001-101)	Street Improvements Fund (35001-108)	Street Improvements Fund (35001-108)	\$100,000.00	1st Half 2016 Levy re. Street Improvements
8	General (35001-101)	Fire Dist Debt Service (35001-111)	Fire Dist Debt Service (35001-111)	\$29,234.00	1st Half 2016 Fire Dist Debt Serv Levy
9	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$1,750.00	1st Half 2016 Levy re. Stormwater
10	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$2,750.00	1st Half 2016 Levy re. Flood Control
11	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$100.00	Full Year 2016 Levy re. Codification
12	General (35001-101)	Special Reserve Fund (MN-01-0001-2001)	Special Reserve Fund (MN-01-0001-2001)	\$39,000.00	1st Half 2016 Levy re. Special Reserve
13	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$1,500.00	1st Half 2016 Levy re. Comp Plan
14	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$1,250.00	1st Half 2016 Levy re. Vehicle/Equipment Replacement
15	General (35001-101)	City Infra-Structure Improvement Fund (35001-114)	City Infra-Structure Improvement Fund (35001-114)	\$47,500.00	1st Half 2016 DNR Match Levy
16	General (35001-101)	City Infra-Structure Improvement Fund (35001-114)	City Infra-Structure Improvement Fund (35001-114)	\$35,000.00	1st Half 2016 PFA Debt Service Levy
17	General (35001-101)	City Infra-Structure Improvement Fund (35001-114)	City Infra-Structure Improvement Fund (35001-114)	\$14,000.00	1st Half 2016 Temp Imp Bd Debt Service Levy
18	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$500.00	1st Half 2016 Levy re. MN Unemployment Claims
19	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$2,750.00	1st Half 2016 Levy re. Elections
20	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$500.00	1st Half 2016 Levy re. Audit & Legal Reserve
21	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$2,750.00	1st Half 2016 Levy re. Parks Capital, Pedestrian Bike Trail/Bridge
22	General (35001-101)	Special Activities Fund (35001-106)	Special Activities Fund (35001-106)	\$1,000.00	1st Half 2016 Levy re. Sidewalk
23	General (35001-101)	Bldg & Land Cap (35001-104)	Bldg & Land Cap (35001-104)	\$3,000.00	1st Half 2016 Bldg & Land Levy
24	General (35001-101)	Bldg & Land Cap (35001-104)	Bldg & Land Cap (35001-104)	\$7,500.00	1st Half 2016 Levy Afton Septic System - City Bldgs
25	General (35001-101)	Road Debt Service Fd (35001-109)	Road Debt Service Fd (35001-109)	\$130,000.00	1st Half 2016 Road Debt Serv Levy



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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: July 12, 2016
Re: Chaim Teitelbaum Minor Subdivision Application at 15511 Afton Hills Drive – **Resolution 2016-31**

Background

Chaim Teitelbaum has applied for a minor subdivision at 15511 Afton Hills Drive to subdivide the existing fifteen-acre parcel into three, five-acre residential parcels. Each parcel would obtain its access directly via a driveway from Afton Hills Drive. The most westerly parcel overlays an existing home while the two new parcels to the east would accommodate new home construction.

Driveways on Parcel C.

The Planning Commission, at its May 2, 2016 meeting, continued action on the minor subdivision application to enable questions regarding code requirements related to driveways, particularly the number of driveways allowed on a parcel and the distance required between driveways, to be addressed. Staff reviewed the code requirements regarding driveways. While the Agricultural zone has regulations regarding the distance between driveways on the same side of the street, the Rural Residential zone does not have these restrictions. Also, Sec. 12-196. Parking. 170 A. General provisions, paragraph 7 indicates: "There shall be only one driveway access for each residential lot, except by Administrative Permit." Because there is an existing driveway access on parcel C serving the property to the south, the second driveway access on parcel C to serve the proposed home site on parcel C could be approved by administrative permit.

The Planning Commission is strongly suggesting that the existing driveway easement and driveway serving the parcel to the south of parcel C be used to serve the proposed new house on parcel C, rather than have two driveways on parcel C. At the time the Planning Commission made this suggestion, neither staff nor the Planning Commission was aware of zoning code language prohibiting private driveways that serve more than one parcel. (Sec. 12-55 Definitions indicates "Private street means a street serving as vehicular access to two or more parcels of land which is not dedicated to the public but which is owned by one or more private parties. Sec. 12-1381. Private streets. Indicates "Private streets are not permitted.")

Minimum Requirements

Each of the three parcels meets all minimum requirements, including the following

1. 300 feet of width on a public road right-of-way
2. Five acre lot size
3. 2.5 acres of contiguous buildable area
4. Land suitable for driveway access

Septic System Sites

Soil borings have been completed for septic system sites on the two new parcels. The soil borings indicate the soils appear to be suitable for septic systems. Additional soil testing, percolation tests and a septic design will be required before a septic permit can be granted by Washington County.

Park Dedication. Recognizing that the two new parcels will impact the City's park system, park dedication will be required. The 2012 Parks Plan does not appear to direct any land dedication to occur at or near the subject site. This being the case, a cash contribution in lieu of land dedication may be required (7.5 percent of the pre-development value with a minimum of \$5,000 per lot and a maximum of \$10,000 per lot). The Park Committee addressed the question of land dedication vs. a cash contribution at its April 27 meeting, with the recommendation that a cash contribution be required in lieu of a land dedication.

Dedication of Easements. The City Engineer has indicated drainage and utility easements are required along the perimeter of each parcel – 10 feet wide along the front and rear property lines and 5 feet wide along the side property lines. These easements are reflected in the subdivision survey, and dedication of drainage and utility easements as required by the City Engineer should be a condition of approval.

Scenic Easements

The property to be subdivided includes significant areas of land with slopes of 18% or greater. To protect these areas with steep slopes, they are placed into scenic easements as part of the subdivision process.

Natural Features. The Subdivision Ordinance (Section 12-1257) directs the preservation of natural site features including large trees. While it does not appear that the proposed subdivision will have any significant impacts in this regard; home, accessory building and driveway placement should give due consideration to the preservation of significant trees.

Access Easement. Access to the abutting parcel to the south is provided via an easement through proposed Parcel C. The location of this easement divides Parcel C into two halves. While this may be a topic that is separate from the minor subdivision application, Parcel C may be more desirable/useable if the easement were relocated or shifted so that vehicle traffic would not bisect the new lot.

Planning Commission Findings and Recommendation

The Planning Commission, on a vote of 7-0-0, recommended approval of the Chaim Teitelbaum Minor Subdivision application at 15511 Afton Hills Drive, based on the findings below and including the conditions below.

Findings:

1. The subject property is located in the Rural Residential zone, as is all property surrounding it.
2. The Rural Residential zone allows residential use with five-acre minimum lot size.
3. The subdivision meets all subdivision requirements.
4. Allowing one driveway access, through an Administrative Permit, to be shared by Parcel C with the existing easement access to the parcel to the south, will reduce the amount of impervious surface on slopes in the area and be better for the environment.

5. Allowing one driveway access, through an Administrative Permit, is preferred for safety and traffic access onto Afton Hills Drive rather than two driveways on Parcel C so close together.

Conditions:

1. Easements as required by the City Engineer shall be granted.
2. All drainage and utility easements shall be subject to the review and approval of the City Engineer.
3. All grading, drainage and erosion control issues shall be subject to review and approval by the City Engineer, and by the Valley Branch Watershed District if they meet permit thresholds.
4. Scenic easements shall be placed on all slopes greater than 18%.
5. The developer shall execute a scenic easement agreement and shall record the scenic easement concurrent with the subdivision.
6. Park dedication requirements shall be satisfied at the time of final subdivision approval in accordance with Section 12-1270 of the Subdivision Ordinance.
7. Permits for individual septic systems to serve new homes on parcels B and C shall be obtained from the Washington County Public Health Department at the time of application for building permits for those homes, and all requirements of the septic permits shall be met.
8. All driveways shall comply with Section 12-84 of the Zoning Ordinance and be subject to review and approval by the City Engineer.
9. Applicant is strongly advised to apply to the City for an Administrative Permit to have a driveway come off the existing driveway easement which bisects the newly created parcel, for one shared access to Afton Hills Drive serving both the existing parcel to the south and proposed Parcel C.

Resolutions

A resolution of approval reflecting the Planning Commission's recommendation, and a resolution of denial, are attached for the Council's consideration.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of a resolution regarding the Chaim Teitelbaum Minor Subdivision application at 15511 Afton Hills Drive, including findings and conditions.

RESOLUTION 2016-31

**CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE CHAIM TEITELBAUM MINOR SUBDIVISION APPLICATION AT
15511 AFTON HILLS DRIVE**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Chaim Teitelbaum has applied for a Minor Subdivision at 15511 Afton Hills Drive; and
- WHEREAS,** the application proposes the subdivision of an existing 15 acre parcel to create three parcels; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the application at its regular meeting of May 2, 2016 and considered the application again at its June 6, 2016 meeting, and recommended APPROVAL of the minor subdivision on a vote of 7-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 19, 2016, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby APPROVE the Chaim Teitelbaum application for a Minor Subdivision at 15511 Afton Hills Drive, based on the findings listed below and subject to the conditions listed below:

Findings:

1. The subject property is located in the Rural Residential zone, as is all property surrounding it.
2. The Rural Residential zone allows residential use with five-acre minimum lot size.
3. The subdivision meets all subdivision requirements.
4. Allowing one driveway access, through an Administrative Permit, to be shared by Parcel C with the existing easement access to the parcel to the south, will reduce the amount of impervious surface on slopes in the area and be better for the environment.
5. Allowing one driveway access, through an Administrative Permit, is preferred for safety and traffic access onto Afton Hills Drive rather than two driveways on Parcel C so close together.

Conditions:

1. Easements as required by the City Engineer shall be granted.
2. All drainage and utility easements shall be subject to the review and approval of the City Engineer.
3. All grading, drainage and erosion control issues shall be subject to review and approval by the City Engineer, and by the Valley Branch Watershed District if they meet permit thresholds.
4. Scenic easements shall be placed on all slopes greater than 18%.
5. The developer shall execute a scenic easement agreement and shall record the scenic easement concurrent with the subdivision.

6. Park dedication requirements shall be satisfied at the time of final subdivision approval in accordance with Section 12-1270 of the Subdivision Ordinance.
7. Permits for individual septic systems to serve new homes on parcels B and C shall be obtained from the Washington County Public Health Department at the time of application for building permits for those homes, and all requirements of the septic permits shall be met.
8. All driveways shall comply with Section 12-84 of the Zoning Ordinance and be subject to review and approval by the City Engineer.
9. Applicant is strongly advised to apply to the City for an Administrative Permit to have a driveway come off the existing driveway easement which bisects the newly created parcel, for one shared access to Afton Hills Drive serving both the existing parcel to the south and proposed Parcel C.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

RESOLUTION 2016-XX

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION DENYING THE CHAIM TEITELBAUM MINOR SUBDIVISION APPLICATION AT 15511
AFTON HILLS DRIVE**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Chaim Teitelbaum has applied for a Minor Subdivision at 15511 Afton Hills Drive; and
- WHEREAS,** the application proposes the subdivision of an existing 15 acre parcel to create three parcels; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the application at its regular meeting of May 2, 2016 and considered the application again at its June 6, 2016 meeting, and recommended APPROVAL of the minor subdivision on a vote of 7-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 19, 2016, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby DENY the Chaim Teitelbaum application for a Minor Subdivision at 15511 Afton Hills Drive, based on the findings listed below:

Findings:

(The findings are to be provided by the Council.)

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

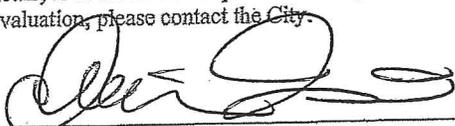
ATTEST:

Ronald J. Moorse, City Administrator

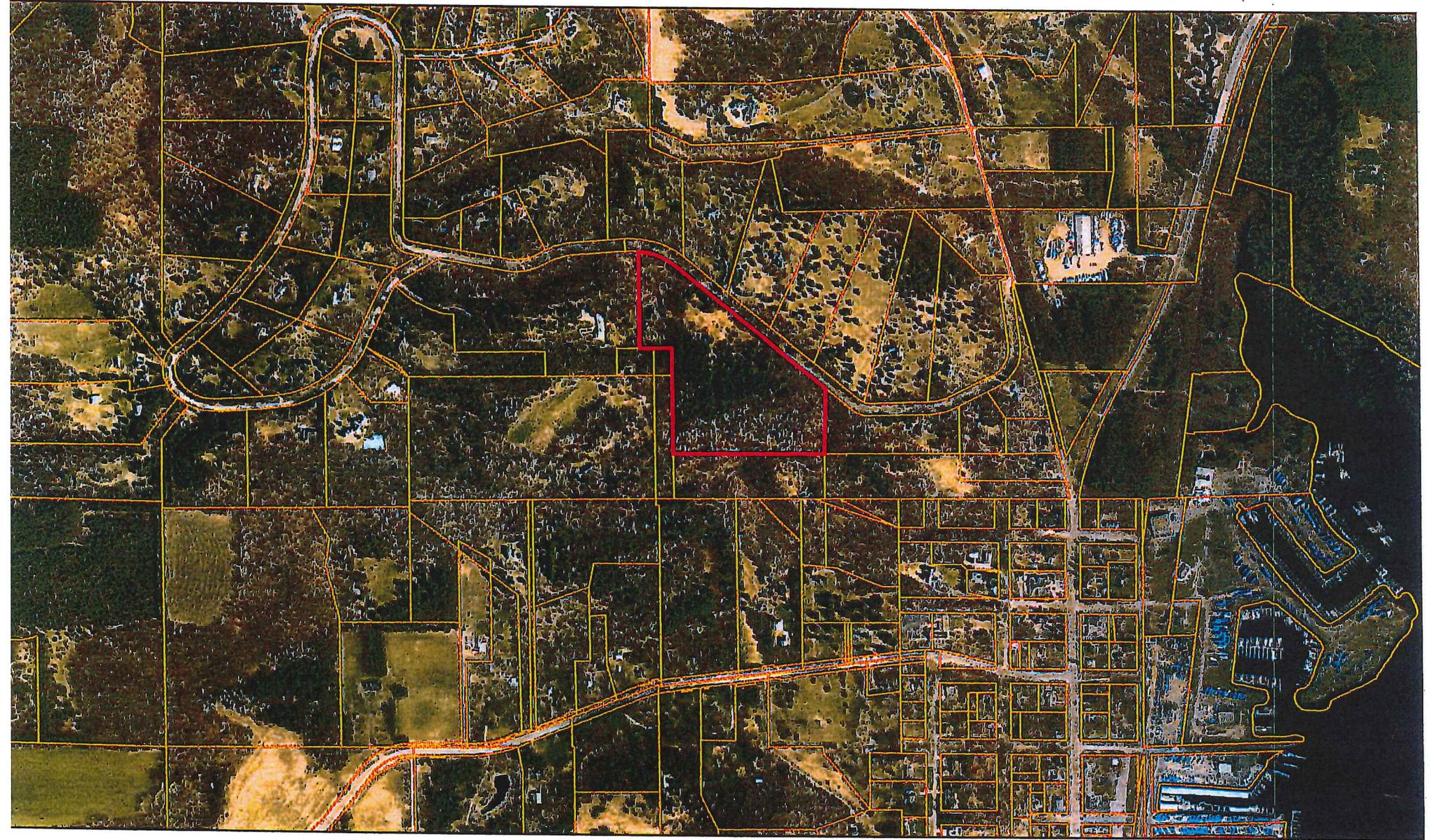
Motion by:
Second by:
Palmquist:
Richter:
Ross:
Nelson:
Bend:

Z16-09

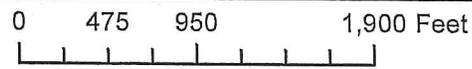
CITY OF AFTON MINOR SUBDIVISION PERMIT APPLICATION

Owner	Address	City	State	Zip	Phone
Chaim Teitelbaum	15511 Afton Hills Drive S.	Afton	MN	55001	612-382-2037
Applicant (if different than owner)	Address	City	State	Zip	Phone
Project Address Same		AFTON	MN	55001	
Zoning Classification	Existing Use of Property	PID# or Legal Description			
Rural Residential	Rural residential	15.028.20.43.0008			
Description of Request					
Split the existing 15 acre parcel into three 5 acre lots.					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
 Signature of Owner/Applicant					4-18-16 Date
Make checks payable to City of Afton:					
FEES:		DEPOSITS:			
Minor Subdivision	\$250.00	Minor Subdivision	\$1,500.00	TOTAL:	\$1,750.00
10-day Notice; 120-day deadline; 60-day approval;				DATE PAID:	4-18-16
				CHECK #:	1596
				RECVD. BY:	
ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION					

LOCATION MAP - TEITELBAUM PROPERTY



Parcel ID: 1502820430008



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

Parcel Address:
15511 AFTON HILLS DR S, CITY OF AFTON

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

PREPARED FOR:
CHAIM TEITELBAUM
 PROPERTY ADDRESS:
15511 AFTON HILLS DRIVE SOUTH
AFTON, MN 55001

PROPERTY INFORMATION:
 Property Zoning- Rural Residential
 All adjoining properties are also Rural Residential
 Setbacks: 105' front, 50' side, 50' rear.
 Contours shown are State of Minnesota, LIDAR data
 acquired from the Minnesota Geospatial Information Office.
 No wetlands exist on the surveyed property.
 Driveway for Parcel C is proposed as a joint access with
 existing parcel to south due to topographic limitations east
 of the existing access location.
 Possible structure locations are for illustrative purpose only
 and multiple buildable locations exist on the parcels.

EXISTING RECORDED DESCRIPTIONS:

Deed Document No. 710344:

That part of the Southeast Quarter and the Southwest quarter of Section 15, Township 28, Range 20 in Washington County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter; thence N88°47'32"E bearing assumed, along the south line of said Southeast Quarter a
 distance of 99.00 feet; thence N1°08'41"W, parallel with the west line of the Southeast Quarter a distance of 245.52 feet; thence N1°08'41"W, along said
 parallel line, a distance of 200.00 feet; thence N88°47'32"E a distance of 35.00 feet to the point of beginning of the land to be described; thence
 N21°50'18"E a distance of 649.24 feet to the southerly right of way line, as monumented, of a 66 foot road, as described in Book 258 of Deeds, page 365;
 thence N51°39'54"W, along said monumented southerly right of way line, a distance of 323.11 feet; thence northwesterly, along said monumented southerly
 right of way line, along a tangential curve, concave to the southwest, having a radius of 385.60 feet, a central angle of 34°36'52", a distance of 232.96 feet
 to a Judicial Landmark; thence S1°07'45"E, along a line marked by Judicial Landmarks and their southerly extension, a distance of 523.04 feet to a point
 which is 150.00 feet North of the south line of the North Half of the Southeast Quarter of the Southwest Quarter; thence N88°16'03" E, parallel with the
 south line of the Southeast Quarter, a distance of 74.50 feet; thence N88°47'32" E, parallel with the south line of the Southeast Quarter, a distance of
 99.00 feet; thence S1°08'41"E, parallel with the west line of the Southeast Quarter, a distance of 367.59 feet to its intersection with a line bearing
 S88°47'32"W from the point of beginning; thence N88°47'32"E a distance of 35.00 feet to the point of beginning.

Containing 5.0 acres, more or less.
 Subject to easements of record, if any.

Deed Document No. 811206:

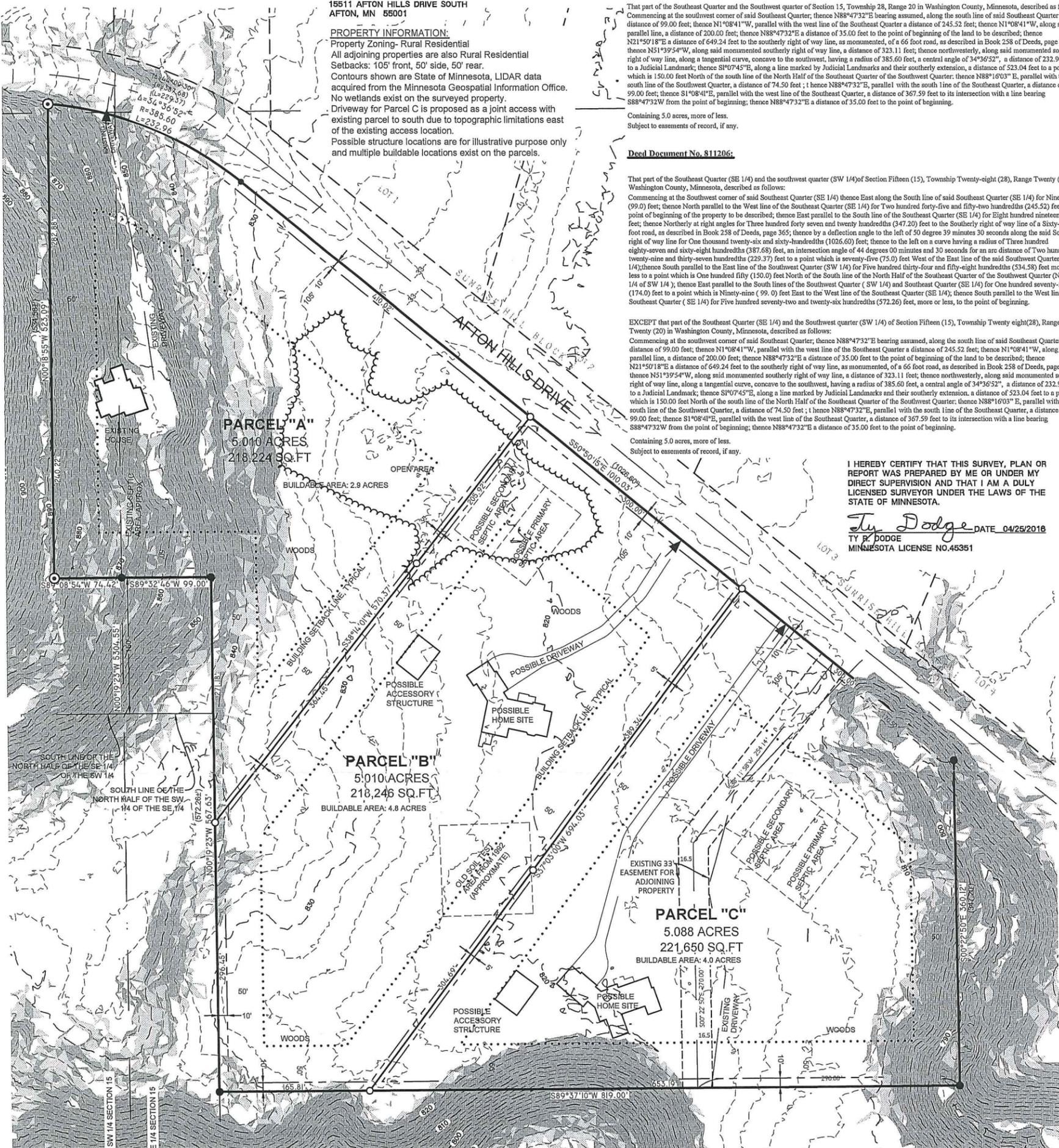
That part of the Southeast Quarter (SE 1/4) and the Southwest quarter (SW 1/4) of Section Fifteen (15), Township Twenty-eight (28), Range Twenty (20) in
 Washington County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter (SE 1/4) thence East along the South line of said Southeast Quarter (SE 1/4) for Ninety-nine
 (99.0) feet; thence North parallel to the West line of the Southeast Quarter (SE 1/4) for Two hundred forty-five and fifty-two hundredths (245.52) feet to the
 point of beginning of the property to be described; thence East parallel to the South line of the Southeast Quarter (SE 1/4) for Eight hundred nineteen (819.0)
 feet; thence Northerly at right angles for Three hundred forty seven and twenty hundredths (347.20) feet to the Southerly right of way line of a Sixty-six (66)
 foot road, as described in Book 258 of Deeds, page 365; thence by a deflection angle to the left of 50 degree 39 minutes 30 seconds along the said Southerly
 right of way line for One thousand twenty-six and sixty-hundredths (1026.60) feet, thence to the left on a curve having a radius of Three hundred
 eighty-seven and sixty-eight hundredths (387.68) feet, an intersection angle of 44 degrees 00 minutes and 30 seconds for an arc distance of Two hundred
 twenty-nine and thirty-seven hundredths (229.37) feet to a point which is seventy-five (75.0) feet West of the East line of the said Southwest Quarter (SW
 1/4); thence South parallel to the East line of the Southwest Quarter (SW 1/4) for Five hundred thirty-four and fifty-eight hundredths (534.58) feet more or
 less to a point which is One hundred fifty (150.0) feet North of the South line of the North Half of the Southeast Quarter of the Southwest Quarter (N 1/2 SE
 1/4 of SW 1/4); thence East parallel to the South lines of the Southwest Quarter (SW 1/4) and Southeast Quarter (SE 1/4) for One hundred seventy-four
 (174.0) feet to a point which is Ninety-nine (99.0) feet East to the West line of the Southeast Quarter (SE 1/4); thence South parallel to the West line of the
 Southeast Quarter (SE 1/4) for Five hundred seventy-two and twenty-six hundredths (572.26) feet, more or less, to the point of beginning.

EXCEPT that part of the Southeast Quarter (SE 1/4) and the Southwest quarter (SW 1/4) of Section Fifteen (15), Township Twenty eight (28), Range
 Twenty (20) in Washington County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter; thence N88°47'32"E bearing assumed, along the south line of said Southeast Quarter a
 distance of 99.00 feet; thence N1°08'41"W, parallel with the west line of the Southeast Quarter a distance of 245.52 feet; thence N1°08'41"W, along said
 parallel line, a distance of 200.00 feet; thence N88°47'32"E a distance of 35.00 feet to the point of beginning of the land to be described; thence
 N21°50'18"E a distance of 649.24 feet to the southerly right of way line, as monumented, of a 66 foot road, as described in Book 258 of Deeds, page 365;
 thence N51°39'54"W, along said monumented southerly right of way line, a distance of 323.11 feet; thence northwesterly, along said monumented southerly
 right of way line, along a tangential curve, concave to the southwest, having a radius of 385.60 feet, a central angle of 34°36'52", a distance of 232.96 feet
 to a Judicial Landmark; thence S1°07'45"E, along a line marked by Judicial Landmarks and their southerly extension, a distance of 523.04 feet to a point
 which is 150.00 feet North of the south line of the North Half of the Southeast Quarter of the Southwest Quarter; thence N88°16'03" E, parallel with the
 south line of the Southeast Quarter, a distance of 74.50 feet; thence N88°47'32" E, parallel with the south line of the Southeast Quarter, a distance of
 99.00 feet; thence S1°08'41"E, parallel with the west line of the Southeast Quarter, a distance of 367.59 feet to its intersection with a line bearing
 S88°47'32"W from the point of beginning; thence N88°47'32"E a distance of 35.00 feet to the point of beginning.

Containing 5.0 acres, more or less.
 Subject to easements of record, if any.

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

Ty Dodge DATE 04/25/2018
 TY R. DODGE
 MINNESOTA LICENSE NO. 45351



LEGEND

- FOUND 4" ALUMINUM CAP JUDICIAL LANDMARK
- FOUND 3/4" OUTSIDE DIAMETER IRON PIPE-WITH PLASTIC ID CAP #9294
- SET 1" OUTSIDE DIAMETER BY 18" LONG IRON PIPE, WEIGHING 1.13 LBS. PER LINEAR FOOT WITH PLASTIC CAP #45351 DODGE RLS
- FOUND 1/2" IRON ROD
- (XXX.X) PREVIOUSLY RECORDED DIMENSIONS
- DRAINAGE AND UTILITY EASEMENTS
- PROPOSED DRIVEWAY LOCATION
- EXISTING 10FT CONTOURS
- EXISTING 2FT CONTOURS
- 13%-18% SLOPES
- 18%+ SLOPES

SE CORNER SEC. 15, T28N, R20W
 CAST IRON MONUMENT

BEARINGS ARE REFERENCED TO THE WASHINGTON COUNTY COORDINATE SYSTEM, NAD 83(1986)

PARCEL A:
 That part of the Southeast Quarter and the Southwest quarter of Section 15, Township 28, Range 20 in Washington County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter; thence N89°37'10"E along the south line of said Southeast Quarter a distance of 99.00 feet; thence N00°19'23"W, parallel with the west line of the Southeast Quarter a distance of 245.52 feet; thence N00°19'23"W, along said parallel line, a distance of 296.45 feet to the point of beginning; thence N00°19'23"W, along said parallel line, a distance of 271.18 feet to a point 150.00 feet north of the south line of the north half of the SW 1/4 of the SE 1/4; thence S89°32'46"W, parallel to last said south line, a distance of 99.00 feet; thence S89°08'54"W parallel to the south line of the north half of the SE 1/4 of the SW 1/4 a distance of 74.42 feet to a Judicial Landmark; thence N00°18'55"W a distance of 523.09 feet to a Judicial Landmark on the southerly right of way of Afton Hills Drive as monumented and also described in Book 258 of Deeds, Page 365; thence, along said southerly right of way line, along the arc of a curve, concave southwest, a distance of 232.96 feet, said curve has a radius of 385.60 feet and a central angle of 34°36'52"; thence along said southerly right of way, S50°50'15"E a distance of 410.02 feet; thence S38°14'01"W a distance of 570.37 feet to the point of beginning. Containing 5.010 Acres. Subject to drainage and utility easements, 10 feet in width along Afton Hills Drive and all rear lot lines, and 5 feet in width along side lot line lines bearing N00°18'55"W and S38°14'01"W and also subject to all easements, restrictions and covenants of record.

PARCEL B:
 That part of the Southeast Quarter and the Southwest quarter of Section 15, Township 28, Range 20 in Washington County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter; thence N89°37'10"E along the south line of said Southeast Quarter a distance of 99.00 feet; thence N00°19'23"W, parallel with the west line of the Southeast Quarter a distance of 245.52 feet to the point of beginning; thence N00°19'23"W, along said parallel line, a distance of 296.45 feet; thence N89°37'10"E a distance of 570.37 feet to the southerly right of way of Afton Hills Drive as monumented and also described in Book 258 of Deeds, Page 365; thence, along said southerly right of way line, S50°50'15"E a distance of 300.00 feet; thence S37°03'00"W a distance of 694.03 feet; thence S89°37'10"W parallel to the south line of said SE 1/4 a distance of 165.81 feet to the point of beginning. Containing 5.010 Acres. Subject to drainage and utility easements, 10 feet in width along Afton Hills Drive and all rear lot lines, and 5 feet in width along side lot line lines bearing N89°37'10"E and S37°03'00"W and also subject to all easements, restrictions and covenants of record.

PARCEL C:
 That part of the Southeast Quarter and the Southwest quarter of Section 15, Township 28, Range 20 in Washington County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter; thence N89°37'10"E along the south line of said Southeast Quarter a distance of 99.00 feet; thence N00°19'23"W, parallel with the west line of the Southeast Quarter a distance of 245.52 feet; thence N89°37'10"E parallel to the south line of said SE 1/4 165.81 feet to the point of beginning; thence N37°03'00"E a distance of 694.03 feet to the southerly right of way of Afton Hills Drive as monumented and also described in Book 258 of Deeds, Page 365; thence, along said southerly right of way line, S50°50'15"E a distance of 300.00 feet; thence S00°22'50"E a distance of 360.17 feet; thence S89°37'10"W parallel to the south line of said SE 1/4 a distance of 653.19 feet to the point of beginning. Containing 5.088 Acres. Subject to drainage and utility easements, 10 feet in width along Afton Hills Drive and rear lot lines, and 5 feet in width along side lot line lines bearing N37°03'00"E and S00°22'50"E and also subject to all easements, restrictions and covenants of record.

CITY OF AFTON

CERTIFICATE OF SURVEY

PROJECT: **TEITELBAUM PROPERTY MINOR LAND DIVISION**

Auth-Consulting/associates
 S&N Land Surveying a division of A/C/A

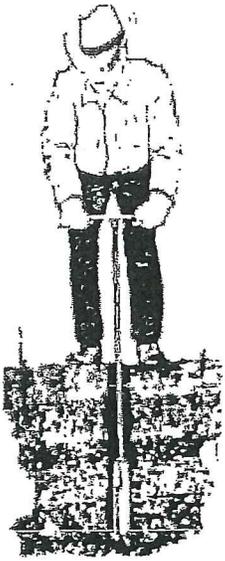
COMPANY OFFICE:
 406 Technology Drive East
 Suite A
 Menomonie, WI 54751
 Tel 715-238-8400

BRANCH OFFICE:
 2920 Enloe Street
 Suite 101
 Hudson, WI 54018
 Tel 715-581-5277

authconsulting.com

DRAWN BY: TRD
 CHECKED BY:
 DATE: 12/07/15
 DWG FILE: 7392-001
 REF FILE:
 JOB NUMBER: 7392-001

CITY COMMENTS: TRD 04/25/18
 ADDED BUILDING SITES: TRD 04/12/18
 REVISION DESCRIPTION: NAME: DATE:



Dave Brown
drufusb1@yahoo.com
651-788-3296
L#3649 C#9370

PERCOLATION REPORT

WISE RESOURCE MANAGEMENT DOESN'T COST...IT PAYS

15511 Afton Hills Drive S. Afton, MN 55001

3/4/2016

6 soil borings were recently conducted (3/4/16) for the proposed land split of the above named property at 15511 Afton Hills Drive S. in Afton, MN. The proposed split is to separate two 5 acre properties from the existing 15 acre plot and 3 soil borings were conducted on each split.

This is preliminary soil testing for this land split and the final decision for this site will be made by Washington County. Additional soil testing, percolation tests and a septic design will be required before a septic permit can be granted. Trenches and absorption widths will need to observe setbacks of 10 feet from any lot line and at minimum 20 feet from any house, building with footings and neighboring ISTS soil treatment areas. Setbacks from any lake, stream or river will also need to be observed and these distances vary pertaining to the type of waterway. Individual wells will need to observe a 50 foot setback from any soil treatment area.

All wastewater treatment sites are to be cordoned off prior to the start of any construction activity. No construction traffic or grading is permitted in the soil treatment area (STA). All proposed wastewater treatment sites are to be protected with a visual barrier to prevent construction traffic from encroaching into the test area and possibly causing irreversible soil damage in respect to the on-site wastewater treatment and absorption areas.

All soil borings have been marked on the property and attached are the soil boring logs.

David R. Brown
L#3649 C#9370

Log of Soil Borings

Location: 15511 Afton Hills Drive S. Afton, MN 55001
 Date: 3/4/2016

Boring Hole Depth in Inches	Texture	Color	Boring Hole Depth in Inches	Texture	Color
B1	Lot 1		B5		
0-18	Sandy Loam	10YR3/3 Frozen 3"	0-16	Medium Sand	10YR3/3
18-32	Sandy Loam	10YR3/4	16-37	Medium Sand	10YR3/6
32-72	Medium Sand	10YR3/6	37-78	Medium Sand	10YR4/6
72-75	Limestone	Restriction			
B2			B6		
0-20	Silt Loam	10YR3/3	0-11	Medium Sand	10YR3/3
20-43	Loam	10YR3/2	11-50	Medium Sand	7.5YR4/6
43-54	Medium Sand	10YR3/6	50-72	Medium Coarse Sand	10YR4/4
54-77	Very Fine Sand	10YR4/6			
B3			B7		
0-12	Loam	10YR2/2			
12-32	Silt Loam	10YR2/2			
32-50	Sandy Loam	10YR3/4			
50-78	Medium Sand	10YR4/6			
B4	Lot 2		B8		
0-15	Sandy Loam	10YR3/3			
15-45	Medium Sand	10YR3/6			
45-60	Medium Sand	10YR4/6			
60-77	Medium Sand	10YR5/4			

Individual(s) to Joint Tenants:

Current Tax Paid in Full 9/22/92

No delinquent taxes and transfers entered; Certificate of Real Estate Value () filed () not required
Certificate of Real Estate Value No. September 10, 1992

R.V. Stafford
County Auditor
by *Sherry A. Miller*
Deputy

710344
OFFICE OF
COUNTY RECORDER
WASHINGTON COUNTY

SEP 15 4 01 PM '92
710344

Linda Brisk

STATE DEED TAX DUE HEREON: \$ 957.00

Date: August 7, 19 92

(reserved for recording data) 1709

FOR VALUABLE CONSIDERATION, James G. Ashman and Patricia L. Ashman, Husband and
wife (marital status), Grantor(s),

heroby convey (s) and warrant (s) to Chaim Teitelbaum and Amy M. Silberberg
; Grantees as Joint
tenants, real property in Washington County, Minnesota, described as follows:

*See attached legal

MINNESOTA CONSERVATION FUND
WASHINGTON COUNTY
\$5.00 FEE PAID
M. S. 473H 92-09-11 DATE
#D47,172 INITIALS

OFFICE OF COUNTY RECORDER
WASHINGTON COUNTY, MN

WELL CERTIFICATE RECEIVED

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:



Affix Deed Tax Stamp Here

James G. Ashman
James G. Ashman
Patricia L. Ashman
Patricia L. Ashman

STATE OF MINNESOTA }
COUNTY OF Ramsey } ss.

The foregoing instrument was acknowledged before me this 3rd day of August, 1992,
by James G. Ashman and Patricia L. Ashman, Husband and Wife
Grantor(s).

NOTARIAL STAMP OF JULIE A. FRANKLIN (TYPE OR PRINT NAME)
NOTARY PUBLIC - MINNESOTA
DAKOTA COUNTY
My Commission Expires Jan. 27, 1998

Julie A. Franklin
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT
Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee):

Chaim Teitelbaum
Amy M. Silberberg
15511 Afton Hills Drive
Afton, Mn 55001 and

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):
Equity Title Services
6800 France Avenue South
Suite 220
Edina, Mn 55435

Approved for recording:

Thomas J. Radio
Thomas J. Radio
City Attorney

G. I. TITLE INC.
P. O. BOX 17266
ST PAUL, MN 55117

Individual (s) to Individual (s)

811206

COUNTY OF WASHINGTON

AUG 5 11 29 AM '94

811206

Jon Erik Kingstad

19.50 Jon Kingstad (reserved for recording data)

No delinquent taxes and transfer entered; Certificate of Real Estate Value () filed () not required

Certificate of Real Estate Value No. August 5, 19 94

R. H. Stafford County Auditor by Kathleen C. Toole Deputy

STATE DEED TAX DUE HEREON: \$ 394.35

Date: August, 19 94

FOR VALUABLE CONSIDERATION, James G. Ashman and Patricia L. Ashman, Husband and Wife, Grantor (s),

(marital status)

hereby convey (s) and warrant (s) to Chaim Teitelbaum and Amy M. Silberberg, Grantee (s),

real property in Washington County, Minnesota, described as follows:

See attached legal

Sellers know of no wells on the above described property

(If more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

- (1) Building and zoning laws, ordinances, State and Federal regulations. (2) Restrictions relating to use or improvement of the premises without effective forfeiture provision. (3) Reservation of any minerals or mineral rights to the State of Minnesota. (4) Utility and drainage easements which do not interfere with present improvements. (5) Rights of tenants, if any.

3-819-94 WASHINGTON COUNTY No. 1778. Paid tax hereon of \$394.35 Conservation Fund m.s. 473H \$5.00 Paid H. STAFFORD, Auditor-Treasurer by K. G'IDOLE

James G. Ashman

Patricia L. Ashman

STATE OF MINNESOTA } COUNTY OF Washington }

The foregoing instrument was acknowledged before me this 4th day of August, 19 94, by James G. Ashman and Patricia L. Ashman, Husband and Wife, Grantor (s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



Jon Erik Kingstad SIGNATURE OF PERSON MAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee):

Chaim Teitelbaum Amy M. Silberberg 15511 Afton Hills Drive Afton, MN 55001

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS)

Jon Erik Kingstad, Esq. St. Croix Law Center 310 S. St. Croix Tr. P.O. Box 318 Lakeland, MN 55043

having a radius of 385.60 feet, a central angle of $34^{\circ}36'52''$, a distance of 232.96 feet to a Judicial Landmark; thence $S1^{\circ}07'45''E$, along a line marked by Judicial Landmarks and their southerly extension, a distance of 523.04 feet to a point which is 150.00 feet North of the south line of the North Half of the Southeast Quarter ($SE \frac{1}{4}$) of the Southwest Quarter ($SW \frac{1}{4}$); thence $N88^{\circ}16'03''E$, parallel with the south line of the Southwest Quarter ($SW \frac{1}{4}$), a distance of 74.50 feet; thence $N88^{\circ}47'32''E$, parallel with the south line of the Southeast Quarter ($SE \frac{1}{4}$), a distance of 99.00 feet; thence $S1^{\circ}08'41''E$, parallel with the west line of the Southeast Quarter ($SE \frac{1}{4}$), a distance of 367.59 feet to its intersection with a line bearing south $88^{\circ}47'32''W$ from the point of beginning; thence $N 88^{\circ}47'32''E$ a distance of 35.00 feet to the point of beginning.

Containing 5.0 acres more or less.

Subject to easements of record, if any.

NO DELINQUENT TAXES AND TRANSFER ENTERED
WASHINGTON COUNTY, MINNESOTA

August 5 1994
R. H. STAFFORD, AUDITOR-TREASURER
By Kathleen O Toole
DEPUTY

GRANFORS, JAMES D
PO BOX 114
AFTON, MN 55001

HANSON, JOAN K
15707 AFTON HILLS DR S
PO BOX 396
AFTON, MN 55001

SARA OLSON SCOVILL TRS
15340 AFTON HILLS DR S
AFTON, MN 55001

ANASTOS, GEORGE J & LINDA W
15650 AFTON HILLS DR S
AFTON, MN 55001

PESAVENTO, LOUISE
15785 AFTON HILLS DR S
AFTON, MN 55001

DALEY, JOHN R & MARGARET A
325 SAINT ANNES PKWY
HUDSON, WI 54016-8071

KAYE, ROBERT J & KATHERIN G
15600 AFTON HILLS DR S
AFTON, MN 55001

BROOKE D MORDY TRS
1585 DODD RD #203
MENDOTA HEIGHTS, MN 55118

ROBERT D & JILL M DEMASTER REV
TRS
152525 AFTON HILLS DR
AFTON, MN 55001

FRIEDLANDER, RUTH M 255
KELLOGG BLVD E #504
ST. PAUL, MN 55101-1468

BARRETT, DONALD D & JEANNE M
15526 AFTON HILLS DR S
AFTON, MN 55001

PALMEN, GARY A & JENNIFER J
15698 AFTON BLVD S
AFTON, MN 55001

TEITELBAUM, CHAIM & EVELYN
15511 AFTON HILLS DR S
AFTON, MN 55001

RESENQUIST, RONALD R
PO BOX 23
AFTON, MN 55001

CITY OF AFTON
3033 ST CROIX TRL S
PO BOX 219
AFTON, MN 55001-0219

POTTER, TIMOTHY J
15790 AFTON HILLS DR
AFTON, MN 55001

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
 From: Ron Moorse, City Administrator
 Date: July 12, 2016
 Re: Brown Trout LLC Minor Subdivision Application at 15311 Putnam Boulevard and 2573 Stagecoach Trail – **Resolution 2016-32**

Background

The properties at 15311 Putnam Boulevard and 2573 Stagecoach Trail are both owned by Brown Trout LLC. The properties are zoned Rural Residential. The property at 15311 Putnam Boulevard has historically had its public road frontage and its driveway access directly from Putnam Boulevard. During the period from 2006 to 2008, the City worked through a process to close Putnam Boulevard to traffic due to unsafe conditions related to a sharp curve that was not economically feasible to reconstruct. This included a survey of the property owners along Putnam Boulevard regarding the closure. Although the road has been closed, the road right-of-way has not been vacated. At the time of the road closure, the owner of the property also owned the property to the south at 2573 Stagecoach Trail, and used a driveway from Stagecoach Trail to access the property. Since that time, the existing houses on both properties have been removed and both properties were purchased by Brown Trout LLC.

When Brown Trout LLC applied for a building permit for a new house on the 15311 parcel, staff notified them that, because the property could no longer use Putnam Boulevard, a variance was required to enable the only access to the property to come through the 2573 Stagecoach Trail property on a driveway easement. Because the property owner was unaware of this requirement and had planned to begin construction of a house on the 15311 parcel, the property owner was allowed to begin construction of the house subject to a written agreement that the certificate of occupancy for the house would not be granted until the access issue was resolved. Subsequently, staff learned that the house project was expanded beyond the required setback area, which required a lot line rearrangement through a minor subdivision. The minor subdivision is not creating any additional lots. It is realigning the lot line between the two subject parcels.

The Planning Commission's original review of the application resulted in the suggestion to the applicant that the two parcels be combined to avoid the need for the variance and the subdivision. In response, the applicant revised the subdivision so that the new house is located on the Stagecoach Trail parcel rather than the 15311 Putnam Boulevard parcel, with a driveway directly to Stagecoach Trail. This has eliminated the need for a variance for a driveway to serve the new house. The variance application has been withdrawn. The applicant is proposing that a driveway to serve the redesigned 15311 parcel be constructed in the Putnam Boulevard right-of-way easement area. A plan for the driveway is attached. Also attached is a letter addendum to the application from Bruce Lenzen dated 7-7-16.

Planning Commission Recommendation

The Planning Commission, on a vote of 7-0-0, recommended denial of the variance and minor subdivision based on the following findings of fact.

Findings of Fact

1. The variance request does not comply with the three requirements listed in Section 12-477. Construction on nonconforming lots of record:
 - A. *Lots of record in the office of the county recorder on August 19, 1975, that do not meet the requirements of Section 12-401 may be allowed as building sites provided the use is permitted in the zoning district, the lot has been in*

separate ownership from abutting lands at all times since it became substandard, was created compliant with official controls in effect at the time, sewage treatment and setback requirements of this article are met and the lot meets the requirements of the zoning ordinance, article II of this chapter, regarding nonconformity.

- B. A variance from setback requirements must be obtained before any use, sewage treatment system, or building permit is issued for such lot...*
 - C. If, in a group of two or more contiguous lots under the same ownership, any individual lot does not meet the requirements of Section 12-401 the lot must not be considered as a separate parcel of land for the purposes of sale or development. The lot must be combined with the one or more contiguous lots so they equal one or more parcels of land, each meeting the requirements of Section 12-401 and the zoning ordinance, article II of this chapter.*
2. Putnam Boulevard is not an open road, therefore no access is possible from the proposed subdivision's Putnam parcel.
 3. Putting a driveway over the steep slope from the proposed Putnam parcel is problematic; a driveway must be 12% or less. The slope over which the driveway is proposed is much steeper.
 4. The house under construction should not have had a building permit issued without access and frontage verified and approved by the city.
 5. A house may not be less than 50 feet to the front of the lot.
 6. While both proposed parcels meet the minimum lot area of 5 acres, the minimum contiguous buildable area of 2.5 acres and minimum lot width of 300 feet, there are a number of existing legal non-conformities and the new house and septic system require the proposed lot line realignment to meet the required side yard setback.
 7. Subdivisions with two non-conforming lots are not allowed in the Afton City Code.

Ordinance Language Regarding Buildable Lots

The following is the full language of paragraphs 1, 2, and 3 of Sec. 12-132. B. Exceptions to minimum area, height, and other requirements:

1. For the purpose of this article, the term "existing lot" means a lot or parcel of land which was of record as a separate lot or parcel in the office of the county recorder, on or before the adoption date of the ordinance from which this article was derived, except as provided for in Subsection (B)(2).
2. Except in the VHS-R and VHS-C zoning districts, any such lot or parcel created in accordance with the City subdivision ordinance, article VI of this chapter, which contains at least 2 1/2 acres of buildable or net developable area as defined by this article and has at least 60 percent of the required frontage on an improved public street for the zoning district in which it is located shall be considered buildable provided the lot or parcel can comply with all other requirements of this article, including Subsection (B)(3) of this section.
3. If in a group of two or more contiguous lots or parcels of land owned or controlled by the same person, any individual lot or parcel does not meet the full width or area requirements of this article, such individual lot or parcel cannot be considered as a separate parcel of land for purposes of sale or development, but must be combined with adjacent lots or parcels under the same ownership so that the combination of lots or parcels will equal one or more parcels of land each meeting the full lot width and area requirements of this Article.

Closure of Putnam Boulevard

When the Council made the decision to close Putnam Boulevard, it did so after a process to obtain feedback from the property owners regarding the impact of the closure on the properties along Putnam Boulevard. A number of documents related to this process, including a survey response from Tom Johnson, former owner of the subject property, are attached.

Resolutions

Attached for the Council's consideration are a resolution reflecting the Planning Commission's recommendation of denial and a resolution of approval.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of a resolution regarding the Brown Trout LLC minor subdivision application at 15311 Putnam Boulevard and 2573 Stagecoach Trail.

RESOLUTION 2016-32

CITY OF AFTON WASHINGTON COUNTY, MINNESOTA

A RESOLUTION DENYING THE BROWN TROUT LLC MINOR SUBDIVISION APPLICATION AT 15311 PUTNAM BOULEVARD AND 2573 STAGECOACH TRAIL

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Brown Trout LLC has applied for a Minor Subdivision at 15311 Putnam Boulevard and 2573 Stagecoach Trail; and
- WHEREAS,** the application does not create any additional lots, but realigns the lot lines of two adjacent parcels; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the application at its regular meeting of May 2, 2016 and considered the application again at its June 6, 2016 meeting, and recommended DENIAL of the minor subdivision on a vote of 7-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 19, 2016, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby DENY the Brown Trout LLC application for a Minor Subdivision at 15311 Putnam Boulevard and 2573 Stagecoach Trail based on the findings listed below.

Findings:

1. The application does not comply with the three requirements listed in Section 12-477. Construction on nonconforming lots of record:
 - A. *Lots of record in the office of the county recorder on August 19, 1975, that do not meet the requirements of Section 12-401 may be allowed as building sites provided the use is permitted in the zoning district, the lot has been in separate ownership from abutting lands at all times since it became substandard, was created compliant with official controls in effect at the time, sewage treatment and setback requirements of this article are met and the lot meets the requirements of the zoning ordinance, article II of this chapter, regarding nonconformity.*
 - B. *A variance from setback requirements must be obtained before any use, sewage treatment system, or building permit is issued for such lot...*
 - C. *If, in a group of two or more contiguous lots under the same ownership, any individual lot does not meet the requirements of Section 12-401 the lot must not be considered as a separate parcel of land for the purposes of sale or development. The lot must be combined with the one or more contiguous lots so they equal one or more parcels of land, each meeting the requirements of Section 12-401 and the zoning ordinance, article II of this chapter.*
2. Putnam Boulevard is not an open road, therefore no access is possible from the proposed subdivision's Putnam parcel.
3. Putting a driveway over the steep slope from the proposed Putnam parcel is problematic; a driveway must be 12% or less. The slope over which the driveway is proposed is much steeper.

4. The house under construction should not have had a building permit issued without access and frontage verified and approved by the city.
5. A house may not be less than 50 feet to the front of the lot.
6. While both proposed parcels meet the minimum lot area of 5 acres, the minimum contiguous buildable area of 2.5 acres and minimum lot width of 300 feet, there are a number of existing legal non-conformities and the new house and septic system require the proposed lot line realignment to meet the required side yard setback.
7. Subdivisions with two non-conforming lots are not allowed in the Afton City Code.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

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

RESOLUTION 2016-XX

**CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE BROWN TROUT LLC MINOR SUBDIVISION APPLICATION AT 15311
PUTNAM BOULEVARD AND 2573 STAGECOACH TRAIL**

WHEREAS, the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and

WHEREAS, Brown Trout LLC has applied for a Minor Subdivision at 15311 Putnam Boulevard and 2573 Stagecoach Trail; and

WHEREAS, the application does not create any additional lots, but realigns the lot lines of two adjacent parcels; and

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

WHEREAS, the Planning Commission held a public hearing on the application at its regular meeting of May 2, 2016 and considered the application again at its June 6, 2016 meeting, and recommended DENIAL of the minor subdivision on a vote of 7-0-0; and

WHEREAS, the City Council heard the request at its regular meeting on July 19, 2016, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby APPROVE the Brown Trout LLC application for a Minor Subdivision at 15311 Putnam Boulevard and 2573 Stagecoach Trail based on the findings listed below and with the conditions listed below.

Findings:

1. The applicant has submitted all necessary documents needed for a minor subdivision
2. The subject properties are located in the Rural Residential zone, as is all property surrounding them
3. The Rural Residential zone allows residential use with five-acre minimum lot size
4. The minor subdivision is not creating any additional lots. It is realigning the lot line between the two subject parcels.
5. While both parcels meet the minimum lot area of 5 acres, the minimum contiguous buildable area of 2.5 acres and minimum lot width of 300 feet, there are also a number of existing non-conformities.
6. The existing non-conformities required the lot line rearrangement to be accomplished through a minor subdivision rather than a simple subdivision.

Conditions

1. Easements as required by the City Engineer shall be granted
2. All drainage and utility easements shall be subject to the review and approval of the City Engineer.
3. All grading, drainage and erosion control plans shall be subject to review and approval by the City Engineer, and by the Valley Branch Watershed District if they meet permit thresholds.
4. Scenic easements shall be placed on all slopes greater than 18%

5. The applicant shall execute a scenic easement agreement and shall record the scenic easement concurrent with the subdivision
6. Driveway construction shall comply with Section 12-84 of the Zoning Ordinance and be subject to review and approval by the City Engineer.
7. A license agreement is required to construct a driveway in the Putnam Boulevard right-of-way easement area.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

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

Bruce Lenzen Design Build LLC
Bruce Lenzen (Agent)
106 Buckeye St # 202
Hudson WI 54016

Brown Trout LLC
PO Box 157
Lakeland MN 55043
(Owner)

7-7-16

Property Address: 15311 Putnam BLVD S / 2573 Stagecoach Trail S

RE: Addendum to Minor Subdivision Application

Narrative:

In 2010 Brown Trout LLC, purchased the two properties of record as individual conforming properties with the intention of replacing the existing homes. Both homes were removed and one new home is being constructed at this time. The owners of the property have been using a shared driveway access through 2573 Stagecoach Trail S. since purchasing the property, and were not aware that there was an issue of access until application for the building permit for the new home being constructed. Due to an oversight during the application for the new home, a portion of the new home and septic area encroach upon the sideyard setback requirements of the city ordinance. As part of this solution we are proposing a rearrangement that would resolve this issue and keep both lots conforming as they were previously.

In 2008, the City of Afton chose to discontinue the use of Putnam BLVD, but it was not abandoned. A road right of way easement still exists over lands owned by Brown Trout east of the centerline and lands owned by others west of the centerline. At that time, there is no record of action to render these parcels non-conforming- or to require a variance in order to continue the use of either home on their respective parcel. The discontinuance, but continued existence of road easement created a very unique situation in 2008 that is not addressed by the ordinance. The lack of ordinance requirements for such a unique situation is possibly why the City decided no other steps were required in 2008 to continue the use of the 2 existing homes and parcels. We are requesting the City of Afton to rectify the possible non-conformance created when the use of Putnam Blvd was discontinued in 2008. We are proposing several solutions to this issue.

1. Clarify as to whether or not the discontinued use of a road technically creates a non-conformance. If it is deemed that a non-conforming status was not created because the ordinance is silent regarding discontinuance, then we request a lot line reconfiguration of the two properties and a driveway permit for 15311 Putnam BLVD, per submitted plans. The County Transportation Department has stated that the driveway proposals is reasonable and stated that the parcel would be entitled to some sort of legal ingress and egress.
2. Technically re-open the road to the point where the 300' frontage requirement met. Whether or not the road is improved is not a requirement to my clients. My clients are willing to build a driveway per submitted plans upon receiving city approval to do so.

3. Allow a variance for a reduction in the required frontage to accommodate the separate driveway access as proposed, and allow a driveway to be constructed on the Putnam BLVD roadway easement.

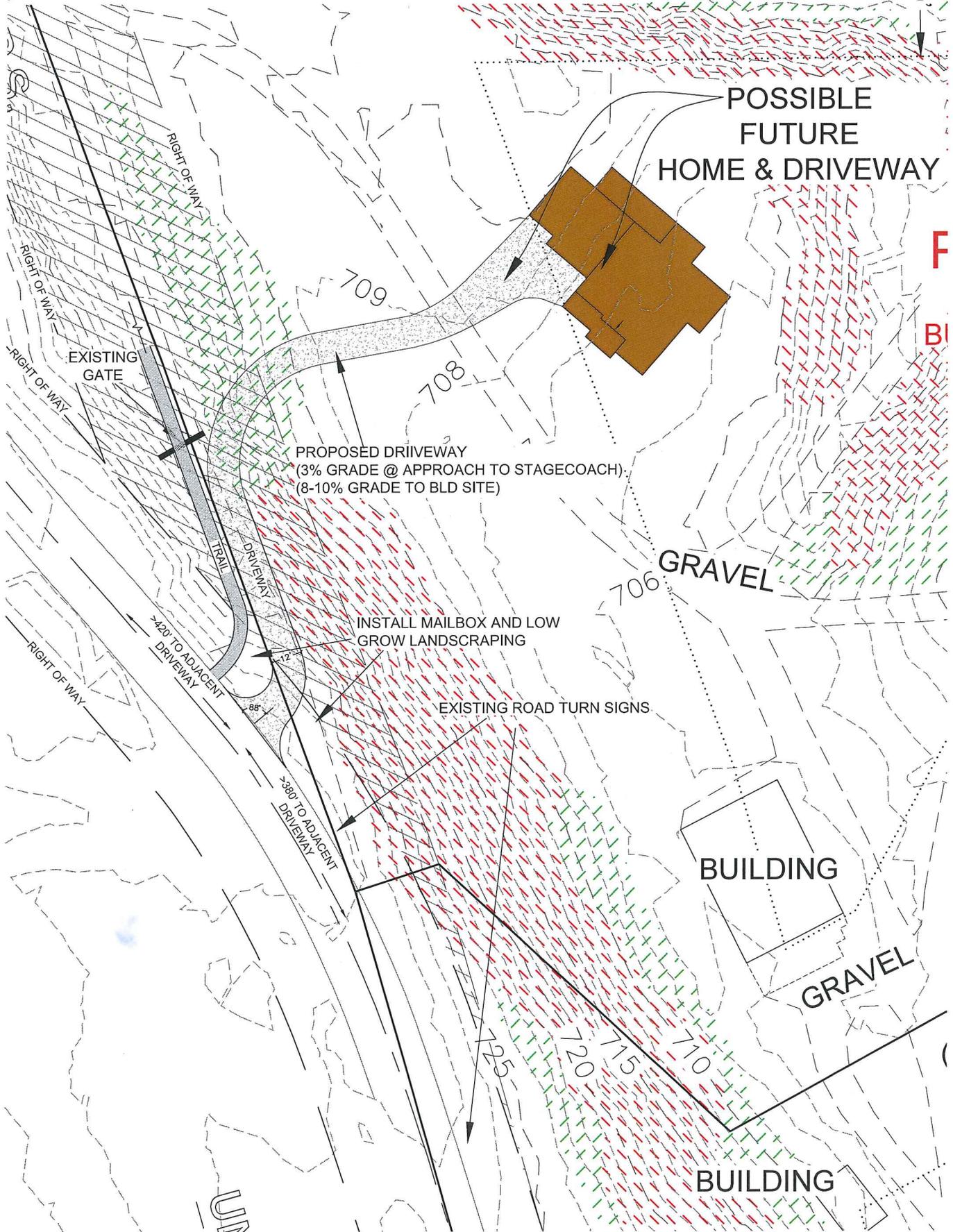
Regards,
Bruce Lenzen
Agent

RIVAS - PUTNAM BLVD S.

(PROPOSED FUTURE DRIVEWAY AND TRAIL)

50'

POSSIBLE FUTURE HOME & DRIVEWAY



EXISTING GATE

PROPOSED DRIVEWAY
(3% GRADE @ APPROACH TO STAGECOACH).
(8-10% GRADE TO BLD SITE)

INSTALL MAILBOX AND LOW
GROW LANDSCRAPING

EXISTING ROAD TURN SIGNS

GRAVEL

BUILDING

GRAVEL

BUILDING

F
BL

Subdivision Narrative
Brown Trout, LLC (Tim Rivas)

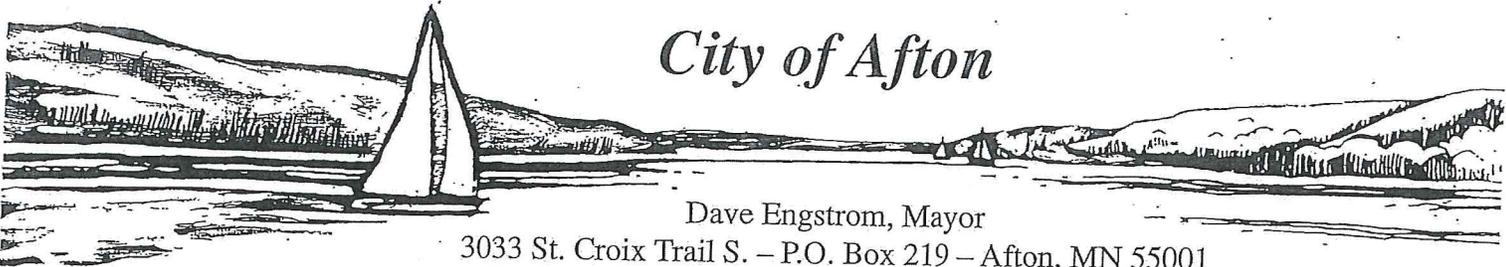
In 2015 an application was made and construction commenced to build a new home on property referred to as Parcel "A" owned by Brown Trout, LLC along Stagecoach Trail South and Putnam Trail South. Brown Trout, LLC owns 2 adjacent parcels at this location, Parcel "A" and Parcel "B". Prior to construction, past land records and a previous survey were reviewed to identify the extents of what was under ownership. However, there are no current plans to sell Parcel "B" so the attention turned to focusing heavily on the desired house layout and best fitting the topography while maintaining the required setback from the bluff.

During the building permit approval for Parcel "A" it was requested that a formal easement be developed for access to Parcel "A" through Parcel "B" due to the fact that Putnam Blvd had been discontinued. In the process of recently creating this easement, it was discovered that the building location and proposed septic location infringe upon Parcel "B". This was not an initial concern based upon the first house concept, but additional modifications and layout changes occurred, but the resulting changes were not compared to the property line and this issue was overlooked. This would obviously be something that should be rectified if Brown Trout, LLC were to ever attempt to sell Parcel "B".

Therefore, this application proposes to modify the existing lot line to insure that the new home and septic system meet applicable ordinance requirements. The size and frontage of both parcels will remain the same and will now better reflect the existing land use.

PIN 15.028.20.41.0013
Address 2573 STAGECOACH TRL S
Owner BROWN TROUT LLC
Class Residential





City of Afton

Dave Engstrom, Mayor

3033 St. Croix Trail S. – P.O. Box 219 – Afton, MN 55001

Office (651) 436-5090 Fax (651) 436-1453

Nick Mucciacciaro - Ward 1

Kuchen Meyer - Ward 2

Peg Nolz - Ward 3

Randy Nelson - Ward 4

August 15, 2005

Dear Property Owners:

The City of Afton is considering a limited access temporary road closure of Putnam on or around September 1, 2005.

The city has been conducting a number of meetings to solicit public comment and to coordinate a possible closure with the sheriff's department, fire department, school district, and Washington County.

During the trial period, the city is considering relocating the bus stop to the corner of Putnam and Quant. The city would like to receive your comments on this, prior to asking the school district to accommodate this request. Please submit your comments and/or concerns to me by August 22.

Also, should you have any other questions or comments relating to the proposed closure, please feel free to contact me at 436-8957 or write to me at administrator@cityofafton.net.

Sincerely,

Mitchell Berg
City Administrator

CC: City Council
Mayor
City Engineer
City Planner
Stillwater School District

Property Owner
16120 Putnam Blvd. S
Afton, MN 55001

Property Owner
16120 Putnam Blvd. S
Afton, MN 55001

Property Owner
16033 Putnam Blvd. S
Afton, MN 55001

Property Owner
16033 Putnam Blvd. S
Afton, MN 55001

Property Owner
16060 Putnam Blvd. S
Afton, MN 55001

Property Owner
16060 Putnam Blvd. S
Afton, MN 55001

Property Owner
15975 Putnam Blvd. S
Afton, MN 55001

Property Owner
15975 Putnam Blvd. S
Afton, MN 55001

Property Owner
15998 Putnam Blvd. S
Afton, MN 55001

Property Owner
15998 Putnam Blvd. S
Afton, MN 55001

Property Owner
15905 Putnam Blvd. S
Afton, MN 55001

Property Owner
15905 Putnam Blvd. S
Afton, MN 55001

Property Owner
15311 Putnam Blvd. S
Afton, MN 55001

Property Owner
15311 Putnam Blvd. S
Afton, MN 55001

Michael Brabender
Supervisor of Operations
District 834
1875 South Greeley St.
Stillwater, MN 55082

Michael Brabender
Supervisor of Operations
District 834
1875 South Greeley St.
Stillwater, MN 55082

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

Memo

To: Honorable Mayor Engstrom and Members of the City Council
From: Shelly Strauss, Asst. -City Administrator
Meeting Date: April 10, 2006
Re: Putnam Boulevard Closure Update

Summary:

The City of Afton has imposed a temporary closure of Putnam Boulevard to evaluate impacts to traffic should a permanent closure be imposed. The temporary closure has been in effect for several months.

The next step in the process was to develop and implement an "Impact Survey" to assist the City in making a final determination regarding a permanent closure. A draft survey was reviewed by both the Road Committee and City Council in March and the final version was mailed on March 31 to: twenty-seven Property Owners on Putnam Blvd, Stagecoach Trail and St. Croix Trail, as well as nine representatives of governmental agencies previously identified by Staff.

As of April 10, Staff has received a total of seven surveys as summarized below:

Putnam Blvd.:	(1) opposed (e.g. loitering, more people using street for recreational use)
	(1) in favor
St. Croix Trail:	(2) in favor
Stagecoach Trail:	(1) in favor
Anonymous:	(1) opposed (e.g. liked to take Putnam as shortcut to Gas Station for tractor)
Government:	(1) in favor/neutral

The deadline for completion of the survey is April 15, 2006.

Results will be tabulated shortly thereafter and this issue will be added to a future RC Agenda for discussion and formulation of a recommendation to City Council.

Requested Action:

Informational Only.

City of Afton Impact Survey Putnam Boulevard Closure

RECEIVED

APR 11 2006

Dear Property Owner:

As you are aware, the City of Afton has imposed a temporary closure of Putnam Boulevard to evaluate the impacts to traffic should a permanent closure be imposed. The temporary closure has been in effect for several months.

The City of Afton requests your input to assist us with the final phase of our evaluation of the Boulevard Closure. Please complete the following survey and return to: Afton City Hall, 3033 St. Croix Trail, PO Box 219, Afton, MN 55001 no later than April 15, 2006.

The results of the survey will be discussed at a future City Council Meeting where further input will be welcome.

	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE
Please rate the following according to the 5-point scale provided. (5=Strongly Agree, 1=Strongly Disagree)						
I/We have not noted a negative impact to travel as a result of the closure of Putnam Boulevard.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
I/We have not noted a negative impact on my/our sufficient access to my/our property as a result of the closure of Putnam Boulevard.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
I/We have not experienced a different level of service for Mail Delivery due to the closure.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
I/We have not experienced a different level of service for Garbage Collection as a result of the closure.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
As of a result of the closure, I/We have not experienced a different level of service for Recycling Pickup.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
I/We have not noticed a different level of service for Emergency Responses as a result of the closure.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
I/We have not observed a different level of service for Snow Plowing as a result of the closure.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
I/We have not noticed a different level of service for School Bus utilization as a result of the closure.	<input checked="" type="checkbox"/> 5	4	3	2	1	NA
If you noted a decrease in services above, please also answer the following questions:						
Despite the decrease in services, I/We am/are SATISFIED with the following:						
Travel	5	4	3	2	1	NA
Sufficient Access	5	4	3	2	1	NA
Mail Delivery	5	4	3	2	1	NA

Continued Next Page

If you noted a decrease in services above, please also answer the following questions:
 Despite the decrease in services, I/We am/are SATISFIED with the following:

Garbage Collection	5	4	3	2	1	NA
Recycling Pickup	5	4	3	2	1	NA
Emergency Responses	5	4	3	2	1	NA
Snow Plowing	5	4	3	2	1	NA
School Bus Access	5	4	3	2	1	NA

Please check boxes accordingly.	Yes	No	Undecided
I/We would describe the temporary closure as positive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/We are in favor of the City of Afton making the temporary closure of Putnam Boulevard permanent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the Putnam Boulevard closure becomes permanent, I/we are supportive of adding cul-de-sac at the end of the boulevard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your input and suggestions regarding the Putnam Boulevard Closure are important to us. Please list any additional comments below:

In order to better serve you, please provide the following information:

Name: Tom & Connie Johnson
 Address: 15311 PUTNAM
2573 Hedge Coach
2612 ST CLOIX TER
 Telephone: 651 436 8903

Thank you for your participation!



June 8, 2006

RE: City of Afton
2006 Bituminous Paving Project
SEH No. A-AFTON0501.02

RECEIVED

JUN 12 2006

Bette Barnett
Lance Peterson
15905 Putnam Blvd. S.
Afton, MN 55001



Dear Bette and Lance:

Thank you for taking the time to meet with Mitch Berg and me to discuss the options for terminating Putnam Boulevard near your property. We are working on a turnaround design that would minimize the impact to both private property and the public road easement. With that in mind, the City's preferred option is a modified hammerhead design as we discussed. We will attempt to keep the new paved surface within the current road easement if at all possible to avoid a need for additional easement dedication.

I hope to know the size of the turnaround late this week and then place stakes where it would be located for your review on Friday. I will also contact Tom Johnson and let him know what is being discussed.

Enclosed with this letter are the copies of your surveys you gave me. I have made copies for the project file. Thank you again for your time and for your willingness to share this survey information with the City. If you have any additional questions, please don't hesitate to contact me at (651) 765-2993.

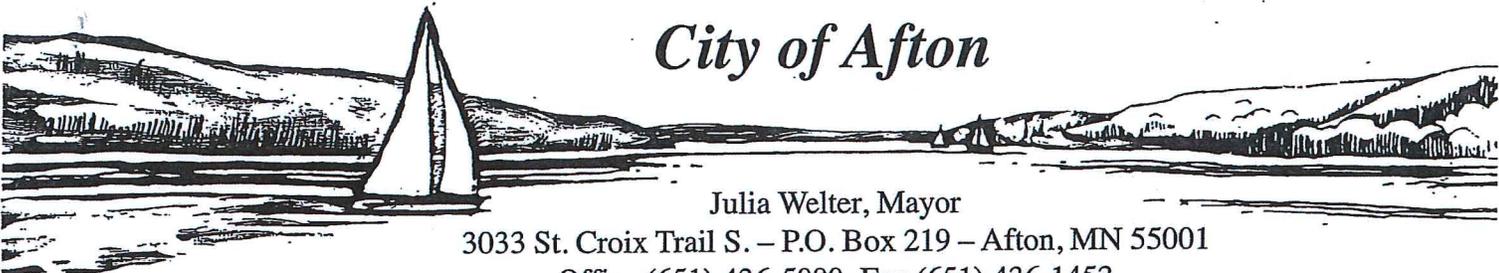
Sincerely,

John D. Parotti, PE
City Engineer

Enclosure

c: Mitch Berg, Afton City Administrator
Shelly Strauss, Afton Assistant to the City Administrator

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City of Afton

Julia Welter, Mayor

3033 St. Croix Trail S. – P.O. Box 219 – Afton, MN 55001

Office (651) 436-5090 Fax (651) 436-1453

www.ci.afton.mn.us

Nick Mucciacciaro - Ward 1

Joe Richter - Ward 2

Peg Nolz - Ward 3

Randy Nelson - Ward 4

June 17, 2008

Dear Afton Resident:

We are sending this letter to Afton residents on or near Putnam Boulevard who may be feeling the effects of the following traffic change.

At the request of the Lower St. Croix Valley Fire Department, the Afton City Council has agreed to temporarily reopen Putnam Boulevard for use by emergency vehicles during the Washington County bridge replacement project on County Road 18. Based on this action, City crews have begun the work of removing barricades, trimming tree branches and grading the gravel surface to permit passage of emergency vehicles. Washington County crews will install temporary bollards and signs instructing motorists of these restrictions.

It should be noted that this reopening is temporary in nature and is only to remain in effect until such time as the County Road 18 bridge is open to two-way traffic again this fall. At that time, the City will replace the barricades and close this section of Putnam Boulevard again. It should also be noted that the drivers of any non-emergency vehicles using the closed portion of Putnam Boulevard can be ticketed.

The City appreciates your cooperation and patience during this period. Please call City Hall at 651-436-5090 or your councilmember with comments or concerns.

Sincerely,

James E. Norman
Interim City Administrator

EXISTING SLOPES AND BUILDABLE AREA

A PARCEL OF LAND LOCATED IN PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, T28N, R20W, CITY OF AFTON, WASHINGTON COUNTY, MINNESOTA BEING THAT PARCEL A & B DESCRIBED IN COURT ORDER 82-CV-11-2585, RECORDED AS DOCUMENT #3847419 AT THE OFFICE OF THE WASHINGTON COUNTY RECORDER

SONNENTAG CONSULTING, L.L.C.

616 TOWER RD.
HUDSON, WI 54016
PH. 651-334-3332



PH. 715-246-7529

PROJECT:

BROWN TROUT LLC
15311 PUTNAM BLVD S
AFTON, MN
PART OF NE-SE, SECTION 15,
T28N, R20W, WASHINGTON
COUNTY, MN

LEGEND:

- SLOPES 12-18%
- SLOPES > 18%

NOTE:
BUILDABLE AREA = LOT ACREAGE, EXCEPT THE FOLLOWING AREAS:

- FLOODPLAIN
- SLOPES > 18%
- RIGHT OF WAY
- DRIVEWAY EASEMENT

THE ELEVATIONS SHOWN ARE ON NAVD 1988 DATUM DERIVED FROM LIDAR DATA AVAILABLE THROUGH THE MN GEOSPATIAL INFORMATION OFFICE. APPROXIMATE SLOPE CATEGORIES WERE GENERATED FROM THE LIDAR SURFACE MODEL.

DRAWN BY:	JMS	
CHECKED BY:		
DATE:	04/01/16	
DWG FILE:	115-LENZEN (RIVAS)	
REF FILE:		
JOB NUMBER:	115-LEZEN(RIVAS)	
REVISION DESC.	STAFF	DATE
RELEASED FOR REVIEW	JMS	04/18/16
IMPERVIOUS AREAS	JMS	04/27/16
REVISED LOT LAYOUT	JMS	05/25/16

SLOPES & BUILDABLE AREA

SHEET NO.
1 OF 1

BOUNDARY DESCRIPTION:

A PARCEL OF LAND LOCATED IN PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, T28N, R20W, CITY OF AFTON, WASHINGTON COUNTY, MINNESOTA BEING PARCEL A & B DESCRIBED IN COURT ORDER 82-CV-11-2585, RECORDED AS DOCUMENT #3847419 AT THE OFFICE OF THE WASHINGTON COUNTY RECORDER. THE EXTERIOR BOUNDARY OF SAID COMBINED PARCELS, DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND CAST IRON MONUMENT AT THE EAST QUARTER CORNER OF SECTION 15, T28N, R20W, CITY OF AFTON, WASHINGTON COUNTY, MINNESOTA, BEING THE POINT OF BEGINNING; THENCE S24°53'35"W 735.99'; THENCE S88°25'46"W 569.30' TO THE CENTERLINE OF STAGECOACH TRAIL SOUTH; THENCE ALONG THE CENTERLINE OF STAGECOACH TRAIL SOUTH AND EXTENDING ALONG THE CENTERLINE OF PUTNAM BLVD SOUTH, NOW DISCONTINUED BY THE CITY OF AFTON, N18°41'59"W 308.59'; THENCE CONTINUING ALONG SAID DISCONTINUED CENTERLINE, N21°03'21"W 384.39' TO THE NORTH LINE OF SAID NE 1/4 OF THE SE 1/4; THENCE ALONG SAID NORTH LINE, N88°30'06"E, 1106.04' TO SAID E 1/4 CORNER AND THE POINT OF BEGINNING, CONTAINING 548,037 SQUARE FEET (12.58 ACRES) MORE OR LESS AND BEING SUBJECT TO ANY EASEMENTS, RESTRICTIONS OR COVENANTS OF RECORD.

SURVEYOR'S NOTE: PREVIOUS TITLE ISSUES WERE RESOLVED WITH THE ABOVE MENTIONED COURT ORDER. A COPY OF A SURVEY FROM 1988 IDENTIFYING SAID ISSUES CAN BE FOUND AT THE WASHINGTON COUNTY SURVEYOR'S OFFICE. PREVIOUS DESCRIPTIONS INCLUDED "CALLS" THAT WERE PERTINENT TO THE ORIGINAL DEED DESCRIPTIONS. WITH THE ISSUANCE OF THE COURT ORDER, SAID "CALLS" ARE LESS RELEVANT AND ARE HEREIN EXCLUDED FOR EASE OF READING.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS CERTIFICATE OF SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE _____
DATE _____ LICENSE # 48650

IMPERVIOUS AREA - PARCEL A

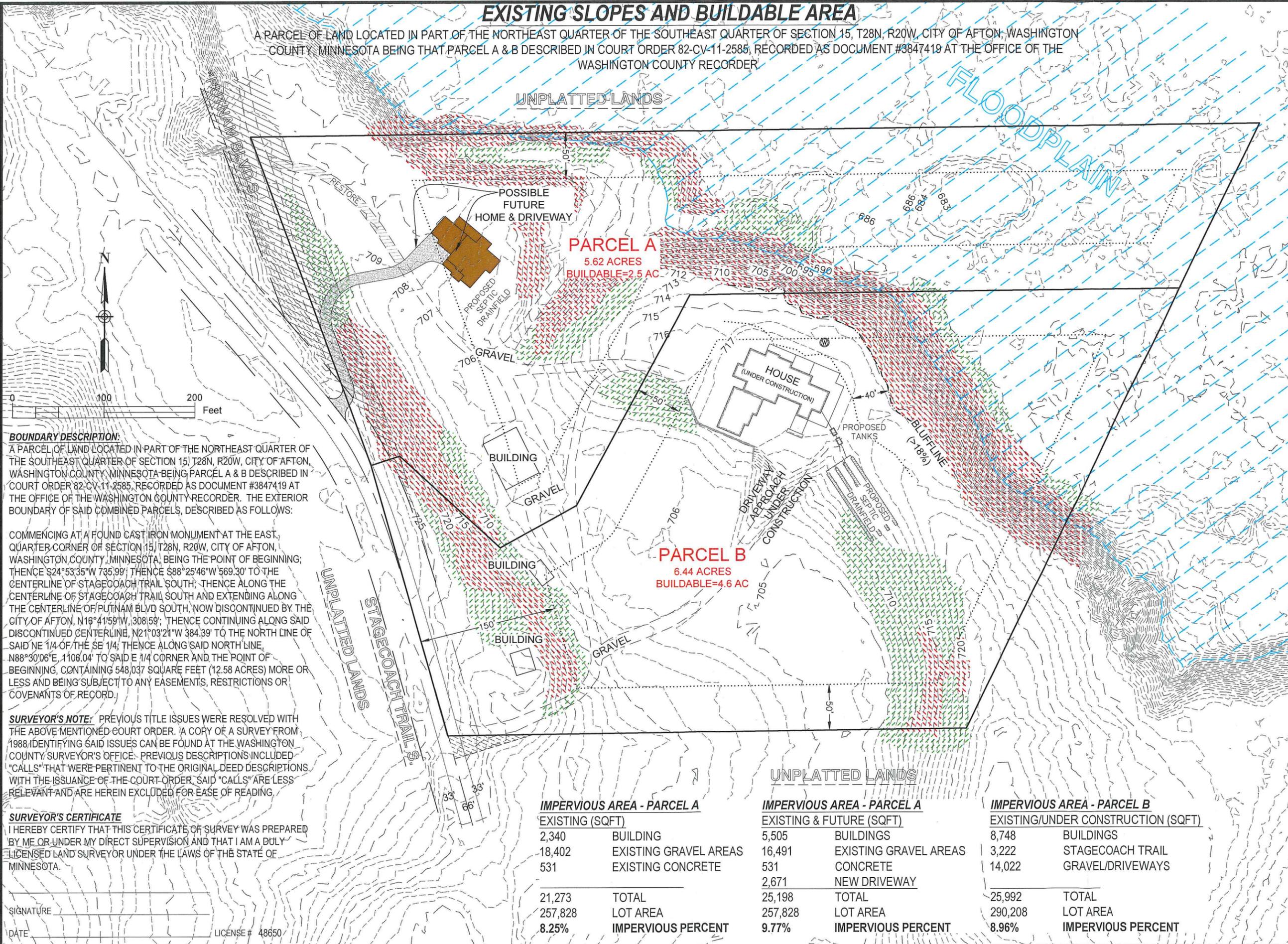
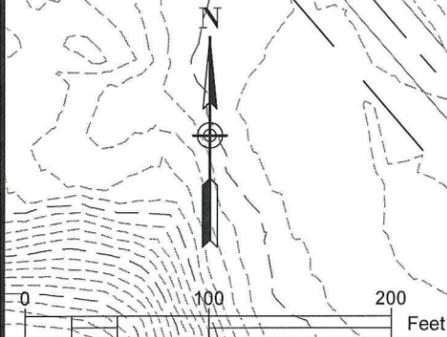
EXISTING (SQFT)	
2,340	BUILDING
18,402	EXISTING GRAVEL AREAS
531	EXISTING CONCRETE
<hr/>	
21,273	TOTAL
257,828	LOT AREA
8.25%	IMPERVIOUS PERCENT

IMPERVIOUS AREA - PARCEL A

EXISTING & FUTURE (SQFT)	
5,505	BUILDINGS
16,491	EXISTING GRAVEL AREAS
531	CONCRETE
2,671	NEW DRIVEWAY
<hr/>	
25,198	TOTAL
257,828	LOT AREA
9.77%	IMPERVIOUS PERCENT

IMPERVIOUS AREA - PARCEL B

EXISTING/UNDER CONSTRUCTION (SQFT)	
8,748	BUILDINGS
3,222	STAGECOACH TRAIL
14,022	GRAVEL/DRIVEWAYS
<hr/>	
25,992	TOTAL
290,208	LOT AREA
8.96%	IMPERVIOUS PERCENT



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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
 From: Ron Moore, City Administrator
 Date: July 12, 2016
 Re: Roger Meisner Variance Application at 1520 Stagecoach Trail – **Resolution 2016-33**

Roger Meisner has applied for variances to front yard and stream setbacks to enable a 13' X 13' addition to the existing house at 1520 Stagecoach Trail for a handicap accessible bathroom. The current house is very small and does not have space for a handicap accessible bathroom. Mr. Meisner is proposing to construct an addition to the south side of the existing house for the bathroom. The existing house is legally non-conforming, in that it does not meet the front yard setback to the east or the stream setback to the west. In fact, the two setbacks overlap each other. The existing house has a 66 foot setback to the centerline of Stagecoach trail vs. the required 150 foot setback. The house has a 75 foot setback to the stream vs. the required 200 foot setback. The proposed addition would have a 97 foot setback to the centerline of Stagecoach Trail and a 110 foot setback to the tributary.

Existing Non-conforming Structure

Sec. 12-57. Nonconforming uses, buildings and structures (see below) provides that if the existing setback of a nonconforming structure is within 60 percent of the current minimum required setback, and the proposed improvement to the structure is extended laterally or parallel with the substandard setback, it can be approved with an administrative permit. The existing structure does not meet 60% of the required front yard or stream setbacks. While the addition meets 60% of the required front yard setback, it does not meet 60% of the stream setback. A variance is therefore necessary to allow the proposed handicap accessible bathroom addition.

Sec. 12-57. Nonconforming uses, buildings and structures.

Exceptions to setback standards for substandard structures. An extension, enlargement or alteration of a structure may be permitted by Administrative Permit if the structure does not meet the minimum setback requirements of this article, provided:

1. The structure involved is the principal structure;
2. The structure was built prior to September 18, 1975;
3. The existing setback of the structure is within 60 percent of the current minimum required setback;
4. The proposed improvement to the structure is on the side of the structure opposite from the substandard setback, or the improvement is extended laterally or parallel with the substandard setback;
5. The proposed improvement will not encroach farther into the substandard setback than does the structure; and
6. The proposed improvement will be in compliance with all other requirements and dimensional standards of this article.

Variance Review Factors and Criteria

Sec. 12-77. Appeals and variances; Board of Adjustments and Appeals indicates the Planning Commission is to hear requests for variances from the literal provisions of the ordinances in instances

where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration and to grant such variances only when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan. "Practical difficulties" as used in connection with the granting of a variance includes a three-factor test, all three of which must be met in order for a variance to be granted.

- a. Reasonableness: The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
- b. Uniqueness: The plight of the landowners is due to circumstances unique to the property not created by the landowner.
- c. Essential Character: The variance, if granted, will not alter the essential character of the locality.

In addition to meeting the three-factor test, the following criteria must also be met before a variance may be granted:

- a. The Variance, if granted, will not have a significant adverse effect on the public health, safety, welfare or environment.
- b. The granting of the Variance requested will not confer on the applicant any special privilege that is denied by the Ordinance to owners of other land, structures or buildings in the same district.
- c. Exceptional or extraordinary circumstances apply to the property which does not apply generally to other properties in the same zoning district or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of the property have had no control.
- d. The literal interpretation of the provisions of this Ordinance would deprive the applicant of the rights commonly enjoyed by other property in the same district under the terms of this Ordinance.
- e. The Variance requested is the minimum Variance that would alleviate the practical difficulty.

Planning Commission Recommendation:

The Planning Commission, on a vote of 6-0-0, recommended approval of the Roger Meisner variance application at 1520 Stagecoach Trail to allow an addition to the existing house for a handicap accessible bathroom with a 97 foot front yard setback and a 110 foot stream setback, based on the following findings:

Findings

1. The existing house is legally nonconforming in terms of both the front yard and stream setback
2. The front yard and stream setbacks for the proposed addition are greater than those setbacks for the existing house
3. The existing house is too small to accommodate a handicap bathroom
4. The proposed addition is the minimal size that will accommodate a handicap bathroom
5. The health status of the property owner is such that a handicap bathroom is necessary

Resolutions

Attached for the Council's consideration are a resolution of approval reflecting the Planning Commission's recommendation and a resolution of denial.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of a resolution regarding the Roger Meisner Variance Application at 1520 Stagecoach Trail.

RESOLUTION 2016-33

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING THE ROGER MEISNER VARIANCE APPLICATION AT 1520
STAGECOACH TRAIL**

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Roger Meisner has applied for variances at 1520 Stagecoach Trail to enable the construction of an addition to the existing house for a handicap accessible bathroom; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the application at its regular meeting of July 11, 2016 and recommended APPROVAL of the variance on a vote of 6-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 19, 2016, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby APPROVE the Roger Meisner variance application at 1520 Stagecoach Trail, based on the findings listed below:

Findings:

1. The existing house is legally nonconforming in terms of both the front yard and stream setback
2. The front yard and stream setbacks for the proposed addition are greater than those setbacks for the existing house
3. The existing house is too small to accommodate a handicap bathroom
4. The proposed addition is the minimal size that will accommodate a handicap bathroom
5. The health status of the property owner is such that a handicap bathroom is necessary

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

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

RESOLUTION 2016-XX

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION DENYING THE ROGER MEISNER VARIANCE APPLICATION AT 1520 STAGECOACH TRAIL

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Roger Meisner has applied for variances at 1520 Stagecoach Trail to enable the construction of an addition to the existing house for a handicap accessible bathroom; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the application at its regular meeting of July 11, 2016 and recommended APPROVAL of the variance on a vote of 6-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 19, 2016, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby DENY the Roger Meisner variance application at 1520 Stagecoach Trail, based on the findings listed below:

Findings:

(The Council will provide the findings that are the basis of its action.)

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

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

RECEIVED

JUN 01 2016

216-19

CITY OF AFTON

CITY OF AFTON
VARIANCE APPLICATION

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

Owner ROGER MEISNER	Address 1520 STAGECOACH TR. S.	City AFTON	State MN	Zip 55001	Phone 651.436.7182
Applicant (if different than owner) VSM Builders	Address Victor Myers 1102 S 6th Ave Stillwater	City Stillwater	State 55082	Zip 55082	Phone 651-271-5131
Project Address 1520 STAGECOACH TRAIL SOUTH		AFTON	MN	55001	
Zoning Classification RR	Existing Use of Property SINGLE FAMILY HOME	PID# or Legal Description 09.028.20.14.0008			
★ Please list the section(s) of the code from which the variance(s) are requested.					
Description of Request ADDITION TO NON-COMPLIANT PROPERTY FOR HANDICAP ACCESSIBLE BATHROOM.					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant Roger E Meisner			Date 05/31/16		
Make checks payable to: City of Afton					
If multiple variances are necessary from the applicant only one fee is required. However, the deposit fee must be multiplied by the number of variances sought.					
FEES:	ESCROWS:				
Variance	<u>\$250</u>	\$600	TOTAL: \$ 850.00		
Renewal/Extension	\$250	\$350	DATE PAID: 6-1-16		
			CHECK #: 2159		
			RECVD BY: [Signature]		



Department of Property Records
and Taxpayer Services

14949 62nd Street North PO Box 200
Stillwater, MN 55082-0200
(651) 430-6175 www.co.washington.mn.us

Property ID: 09.028.20.14.0008

Bill#: 562228



Taxpayer: ROGER E MEISNER
1520 STAGECOACH TRL S
AFTON MN 55001-9777



TAX STATEMENT 2016			
2015 Values for Taxes Payable in			
VALUES AND CLASSIFICATION			
	Taxes Payable Year:	2015	2016
	Estimated Market Value:	450,300	467,100
Step 1	Homestead Exclusion:		
	Taxable Market Value:	150,300	167,100
	New Improvements/ Expired Exclusions:		
	Property Classification:	Res Hstd	Res Hstd
Sent in March 2015			
Step 2	PROPOSED TAX		\$1,784.00
Did not include special assessments or referenda approved by the voters at the November election			
Sent in November 2015			
Step 3	PROPERTY TAX STATEMENT		
	First half taxes due	May 15	\$885.00
	Second half taxes due	October 15	\$885.00
	Total Taxes Due in 2016:		\$1,770.00



You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply.

Property Address:
1520 STAGECOACH TRL S
AFTON MN 55001

Description:

Section 09 Township 028 Range 020 PT SE1/4-NE1/4 & PT N1/2-NE1/4 -SE1/4 DESC: BEG AT NE COR SD 1/2-1/4-1/4 THN S00DEG57'25"E ASSUM BEAR ALG THE E LN OF SD1 1/2-1/4-1/4 A DIST 663.92FT TO SE CORN SD1/2-1/4-1/4 THN S89 DEG54'06"W ALG S LN SD1/2-1/4- 1/4 A DIST 131.49FT TO C/L OF 15TH ST S AS

Line 13 Special Assessment Detail:

COUNTY ENVIRONMENTAL CHARGE PHE DEP 3.00

Principal: 3.00
Interest: 0.00

Tax Detail for Your Property:				
Taxes Payable Year:		2015	2016	
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.			\$1,428.66	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		\$1,271.89		
Tax and Credits	3. Property taxes before credits	\$1,563.00	\$1,767.00	
	4. Credits that reduce property taxes			
		A. Agricultural market value credit	\$0.00	\$0.00
		B. Other Credits	\$0.00	\$0.00
	5. Property taxes after credits	\$1,563.00	\$1,767.00	
Property Tax by Jurisdiction	6. WASHINGTON COUNTY			
		A. County General	\$454.03	\$510.66
		B. County Regional Rail Authority	\$3.19	\$4.13
	7. CITY OF AFTON	\$416.88	\$490.83	
	8. State General Tax	\$0.00	\$0.00	
	9. ISD 834 STILLWATER			
		A. Voter approved levies	\$230.70	\$269.87
		B. Other Local Levies	\$387.32	\$406.32
	10. Special Taxing Districts			
		A. Metropolitan Council	\$14.18	\$15.57
	B. Metropolitan Mosquito Control	\$7.36	\$8.14	
	C. Valley Branch Watershed	\$25.56	\$29.43	
	D. County HRA	\$17.76	\$25.54	
	11. Non-school voter approved referenda levies	\$6.02	\$6.51	
	12. Total property tax before special assessments	\$1,563.00	\$1,767.00	
	13. Special assessments	\$3.00	\$3.00	
	14. TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS	\$1,566.00	\$1,770.00	

Detach at perforation & mail this stub with your 2nd half payment in the enclosed green envelope

PAYABLE 2016 2nd HALF PAYMENT STUB

TO AVOID PENALTY PAY ON OR BEFORE: October 15

Property ID: 09.028.20.14.0008

Bill #: 562228



Taxpayer:
ROGER E MEISNER
1520 STAGECOACH TRL S
AFTON MN 55001-9777

MAKE CHECKS PAYABLE TO:
Washington County
P.O. Box 200
Stillwater MN 55082-0200

CHECK
 CASH

SECOND HALF TAX AMT

\$885.00



DEPARTMENT OF VETERANS AFFAIRS
Regional Office
Bishop Henry Whipple Federal Building
1 Federal Drive, Fort Snelling
St. Paul, MN 55111

July 11, 2002

MR ROGER E. MEISNER
1520 STAGECOACH TRL
AFTON MN 55001

In Reply Refer To:
12-301-845
MEISNER, ROGER E.
335/271

To Whom It May Concern:

This is to verify that records of U. S. Department of Veterans Affairs (VA) show that ROGER E. MEISNER is rated 100 percent service-connected and is totally and permanently disabled. This is made in accordance with the public laws administered by the VA.

Sincerely yours,

A handwritten signature in cursive script that reads "K. L. Anderson".

K. L. ANDERSON
Veterans Service Center Manager

271/192 REM/12-301-845 KA:sh

Applicant(s): Roger Meisner (Victor Myers VSM Builders Inc.)
 Phone: 651-271-5131
 Mailing Address: 1102 6th Ave. S., Stillwater, MN 55082
 Property Address for variance: 1520 Stagecoach Trail, Afton, MN 55001

Variance request description: A two story addition for a handicapped bathroom on the first floor and a bathroom rough-in on the second floor built on the south side of the existing house. The whole house is within the 150 from center line of Stagecoach Trail, so it needs a variance to do anything.

City Ordinance Section number(s), that variance is requested for: 12-702.A and 12-132.6

Answer the following questions to the best of your ability - based on the criteria found in section 12-77 of Afton's Code (Land Use, Appeals and Variances). Completing this questionnaire will help the Planning Commission and the City of Afton evaluate your application in light of the requirements of Afton's Variance Ordinance. It does not guarantee that your variance request will be approved. If needed use a separate page.

Background: This questionnaire is designed to help you and the City of Afton determine whether a variance should be granted. Please consult with the City Administrator who can help you with your variance application and explain the Variance Ordinance to you. The City Administrator will work with you to ensure that the variance you request is the minimum variance required to provide the same rights commonly enjoyed by other properties in the same zoning district. Because of special provisions for certain types of construction, the City Administrator will also determine whether the property is in the Flood Plain District. There are also special provisions for earth-sheltered construction.

Criteria #1 *The requested use, must be a reasonable use in order to receive a variance.* **Applicant -** Please explain why the proposed use which requires a variance is a reasonable use for this property?

It is for a handicapped bathroom to allow Roger Meisner to stay in his house the VA has stated he will be in a wheel chair within a year.

Criteria #2 *Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size, shape, topography, or other circumstances over which the property owner, since enactment of this Ordinance, have had no control.* **Applicant -** What exceptional or extraordinary circumstances related to the property do not apply generally to other properties in the same zone or vicinity? Extraordinary circumstances would include lot size, irregular lot shape or topography. Are there other circumstances over which you, as the property owner, have no control?

Explain?

Lot preexisted: The original house and out buildings were built in the 1890's. The house as built is entirely within the 150 ft of the center line of Stagecoach Trail.

The handicapped bathroom addition cannot comply with the set back but it is farther from the center line than the front of the house.

Criteria #3 *That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.*

Applicant - How does the literal interpretation of the provisions of the Afton ordinance (from which you are requesting a variance) deprive you of rights commonly enjoyed by other properties in the same zoning district? Explain:

Yes, the bathroom cannot be built in the literal interpretation of the set back requirements.

Criteria #4 *The special conditions or circumstances do not result from actions of the applicant.*

Applicant - How did these exceptional circumstances related to the property come about? Did actions by you create these circumstances? Explain: The house was built before the restrictions and the owner could not prevent the need for the handicapped bathroom.

Criteria #5 *That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.*

Applicant - Will the granting of the requested variance confer on you, the applicant, any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same zoning district? Explain: No, because the house preexists the set back requirements.

Criteria #6 *The variance requested is the minimum variance which would alleviate the hardship.*

Applicant - Is the variance you are requesting the minimum variance which would alleviate the practical difficulty or hardship for your property? Explain: The foot print is needed for a handicapped bathroom that requires more space around fixtures for wheelchair accessibility do to Roger Meisner's increasing disability.

Criteria #7 *The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.*

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

Explain: The house predates the set back requirements, so it should not affect other properties.

Criteria #8 *Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.*

Applicant - Is the requested variance for economic reasons?

Explain: No, it is for health reasons.

Criteria #9 *In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.*

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

Criteria #10 *Variations shall be granted for earth-sheltered construction by state statutes when in harmony with this Ordinance.*

Applicant - Is the variance for earth-sheltered construction? Yes No

ADDITIONAL CRITERIA THAT MAY BE CONSIDERED BY THE PLANNING COMMISSION (PC) AND/OR CITY COUNCIL(CC)- Applicant responses to criteria #11 and criteria #12 are optional.

Criteria #11 *Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance. Applicant (Optional), PC* - Is the requested variance in harmony with the Afton ordinances and code? How will this variance if granted (and the proposed use of the property allowed) affect the essential character of the area?

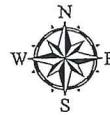
Explain: Because of the existing location of the house, the handicapped bathroom will not adversely affect the essential character of the area.

Criteria #12 *Variances shall only be permitted when they are in harmony with the general purposes and intent of the Afton Comprehensive Plan. Applicant (Optional), PC* - Is the requested variance in harmony with the Afton comprehensive plan?

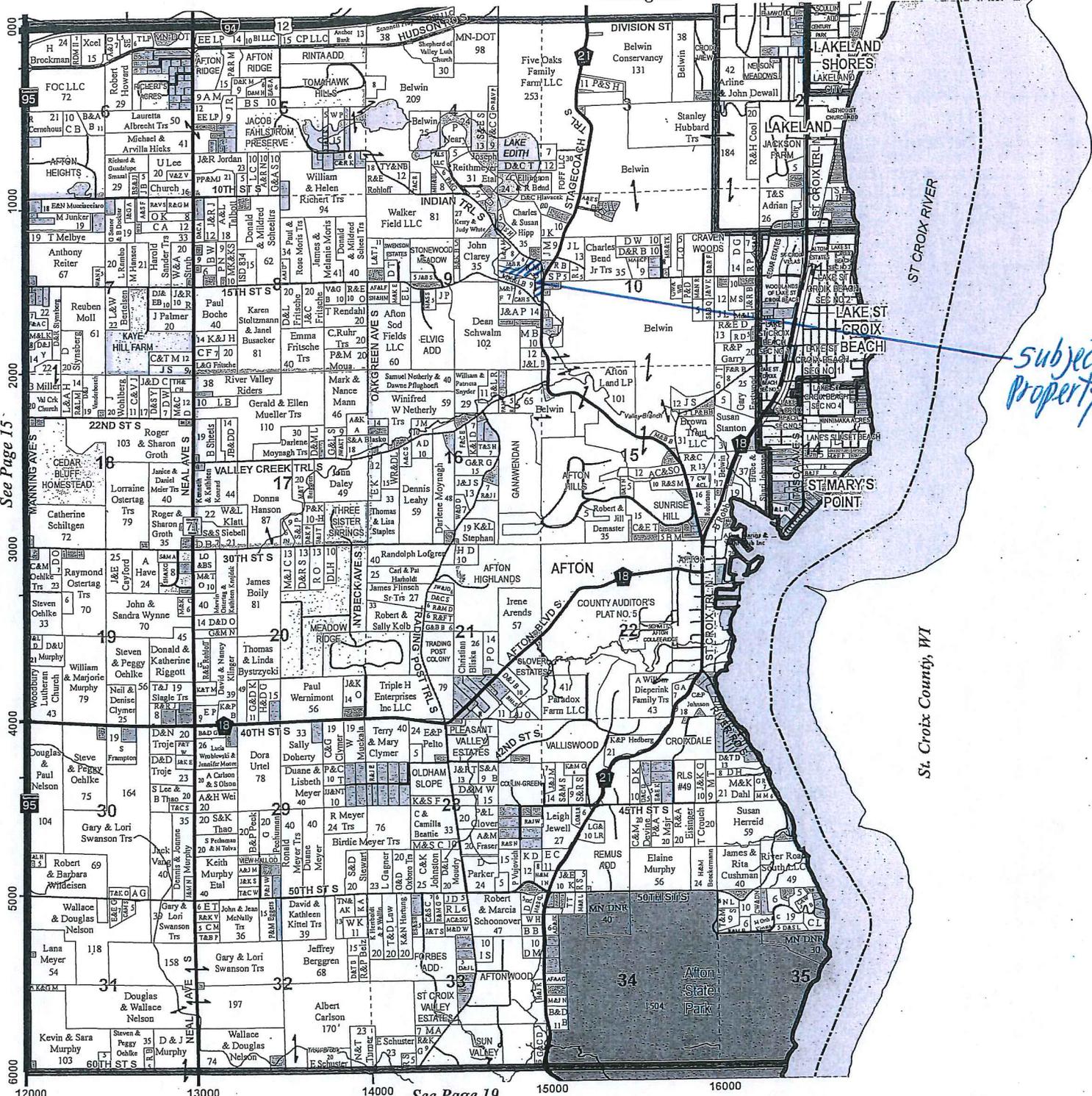
Explain:

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

T.28N. - R.20W.



See Page 14



See Page 15

subject property

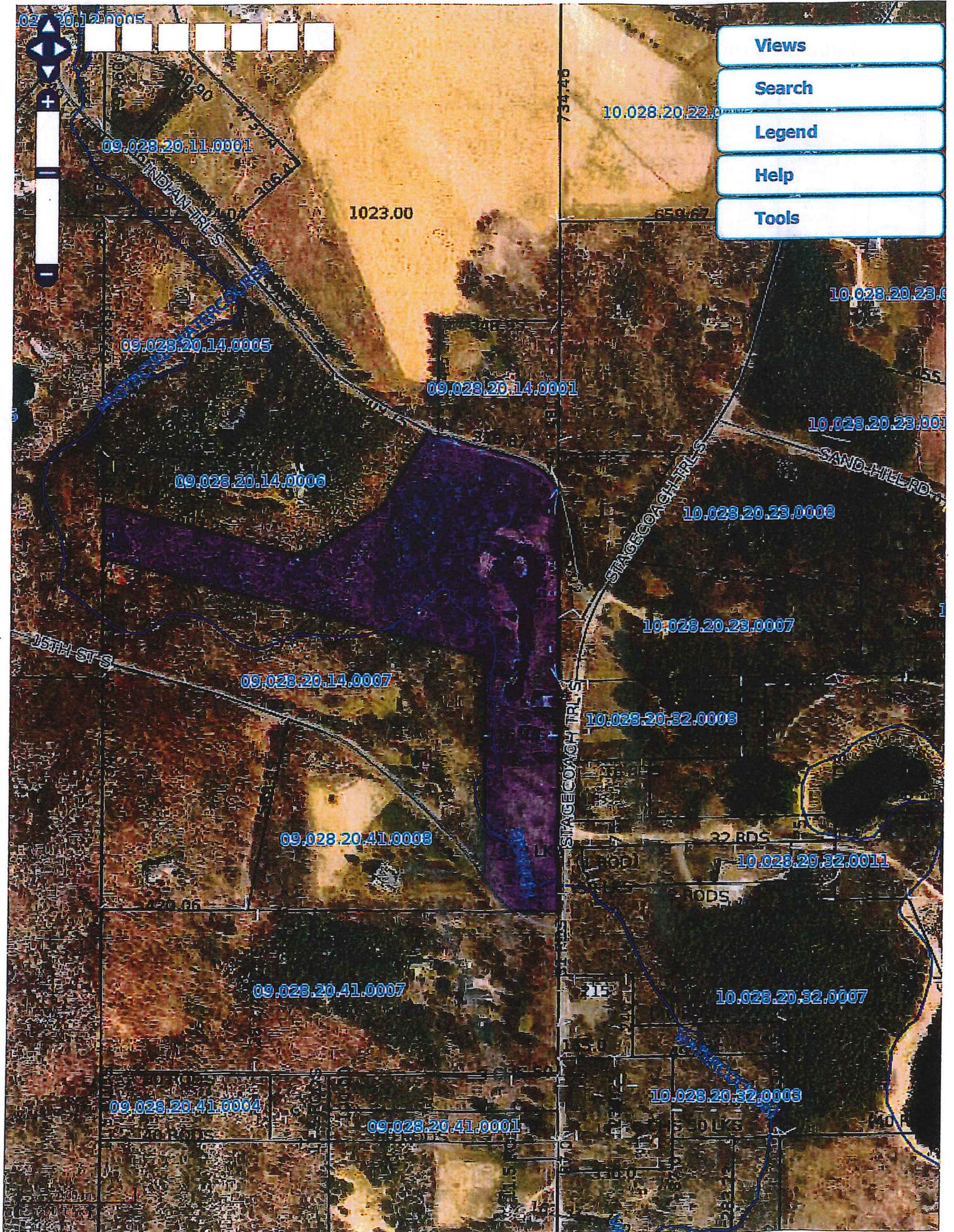
St. Croix County, WI

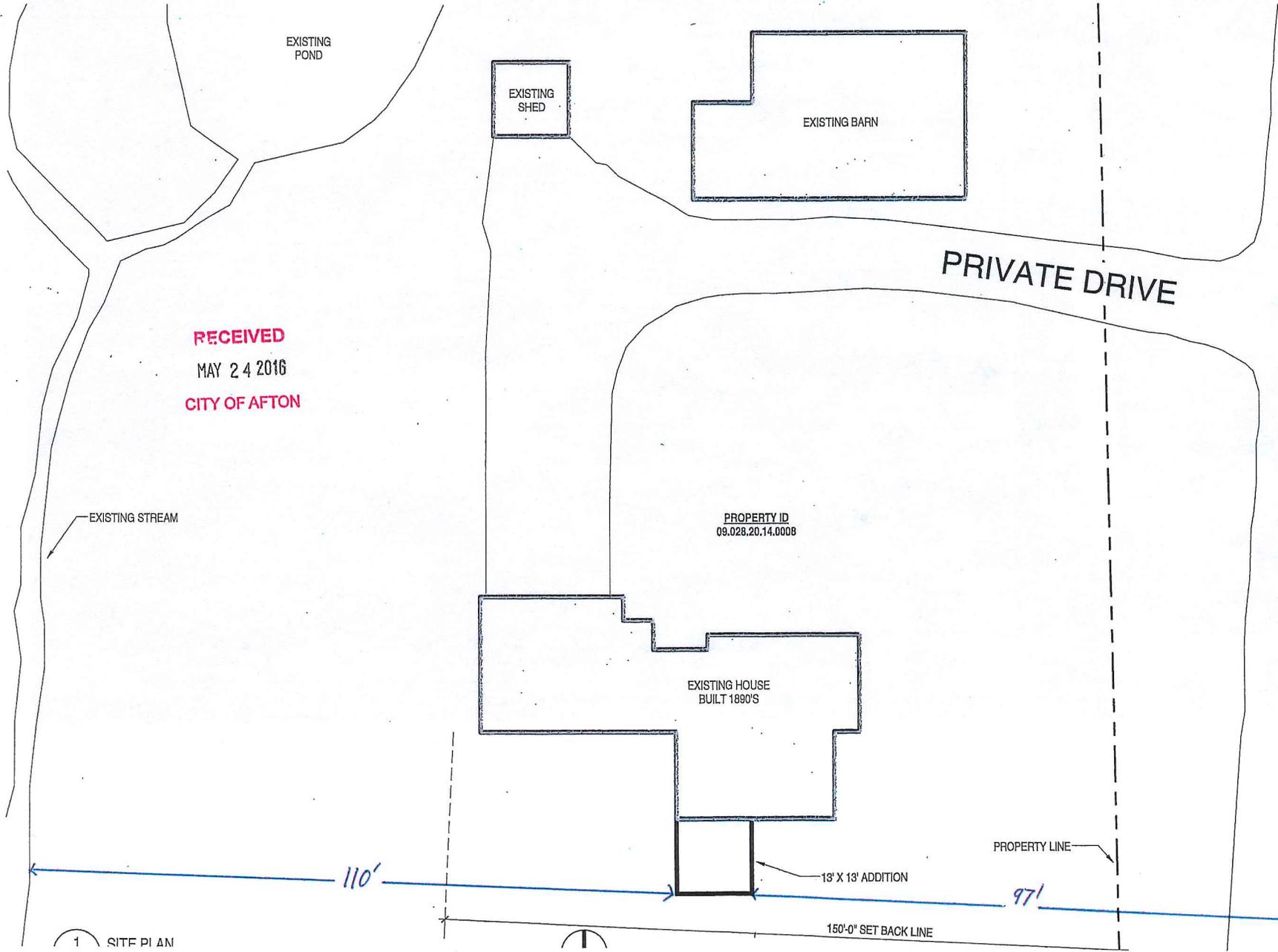
See Page 19

winter scene-
St. Croix Valley

Photo by Pete Ganzel





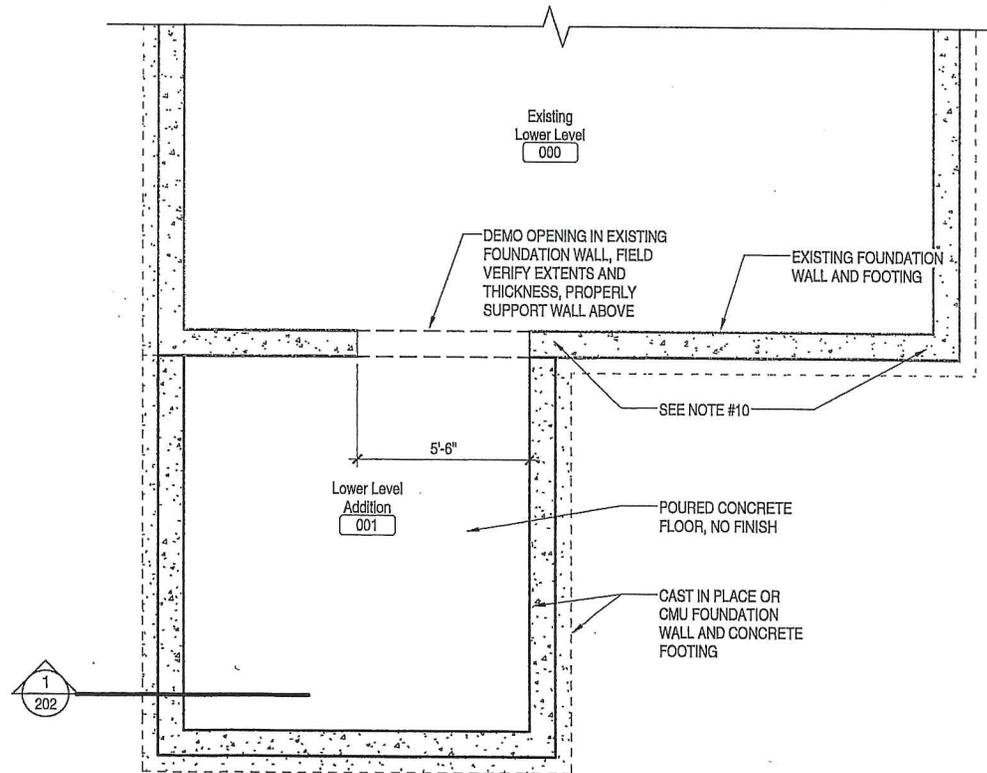


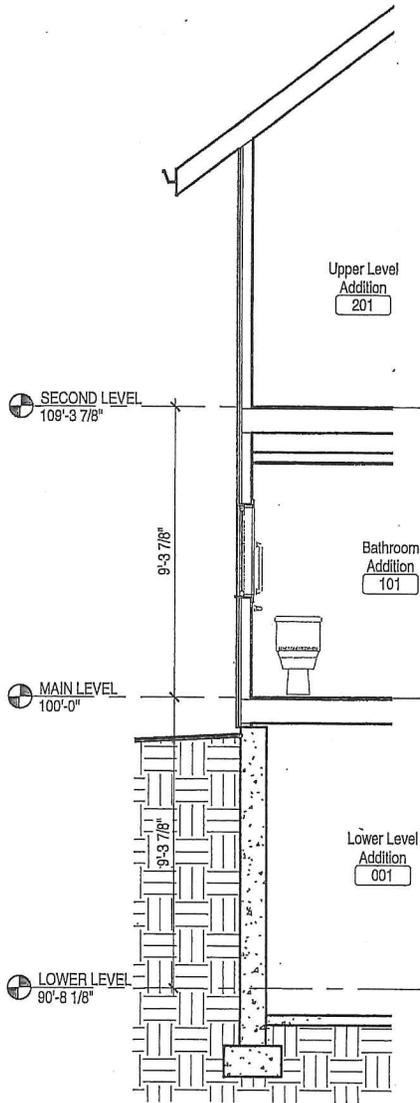
RECEIVED
MAY 24 2016
CITY OF AFTON

1 SITE PLAN

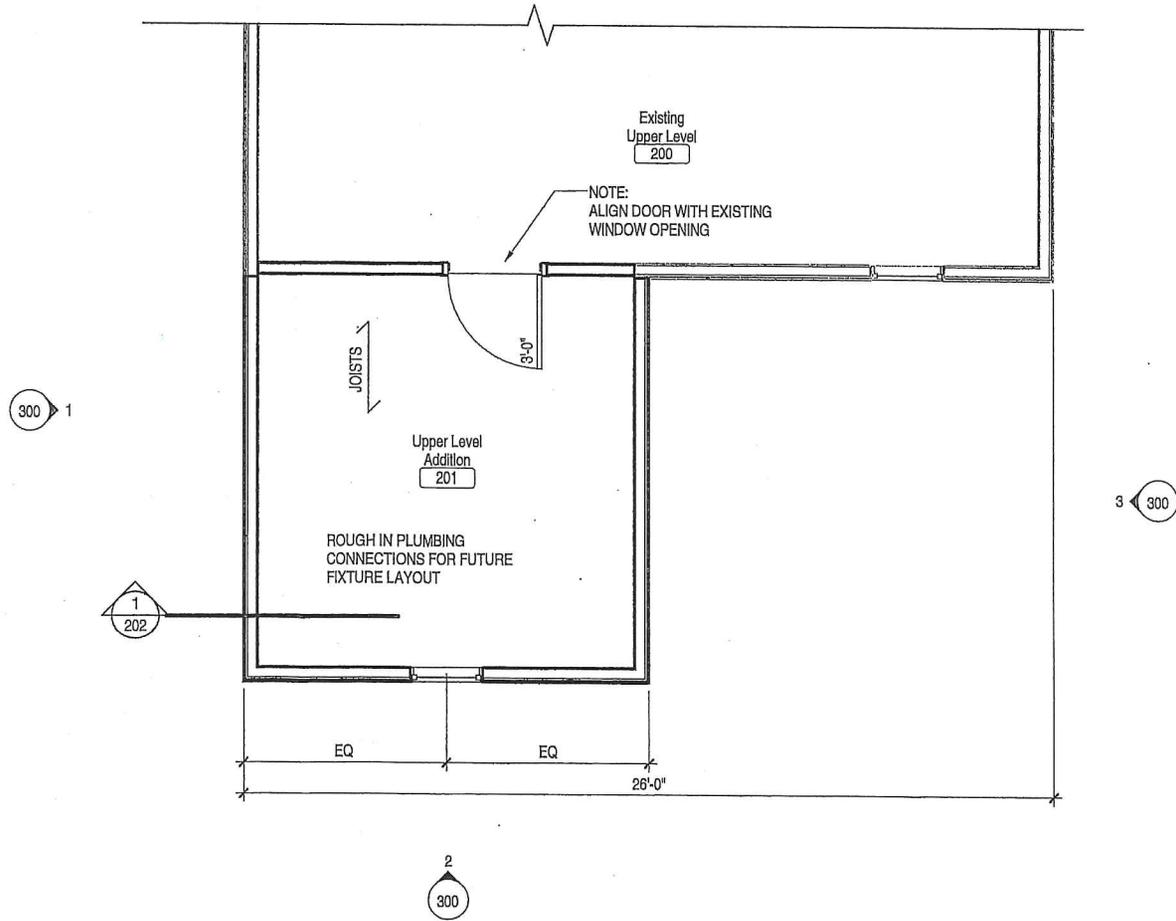
GENERAL NOTES

1. FIELD VERIFY EXISTING CONDITIONS
2. ACCESSIBILITY TO COMPLY WITH 2015 MINNESOTA ACCESSIBILITY CODE
3. PROVIDE IN-FLOOR RADIANT HEAT SYSTEM. CERAMIC TILE OVER 1 1/2" GYPCRETE INFILL WITH "WIRSBO" HOT WATER PIPED SYSTEM WITH ELECTRIC BOILER
4. PROVIDE DUCTWORK FROM EXISTING HVAC SYSTEM FOR HEATING AND AIR CONDITIONING
5. CONNECT INTO EXISTING SEPTIC SYSTEM FOR ALL DRAIN LINES
6. REPLACE AND WIDEN TWO INTERIOR DOORS TO 3'-0" ON PATH TO BATHROOM ADDITION
7. MATCH EXISTING CONDITIONS THROUGHOUT, TYPICAL
8. WINDOWS TO BE ANDERSEN WINDOW 400 SERIES CW135, TYPICAL
9. EXISTING MAIN LEVEL FLOOR FRAMING WILL NOT MATCH NEW FLOOR FRAMING, DEPRESS LOWER LEVEL SLAB 7"-10" FROM EXISTING LOWER LEVEL SLAB, FIELD VERIFY DEPRESSION
10. EXAMINE CONDITION OF EXISTING FOUNDATION WALL, IF REPAIR IS NEEDED DO AS REQUIRED, INSULATE, WATERPROOF AND REGRADE



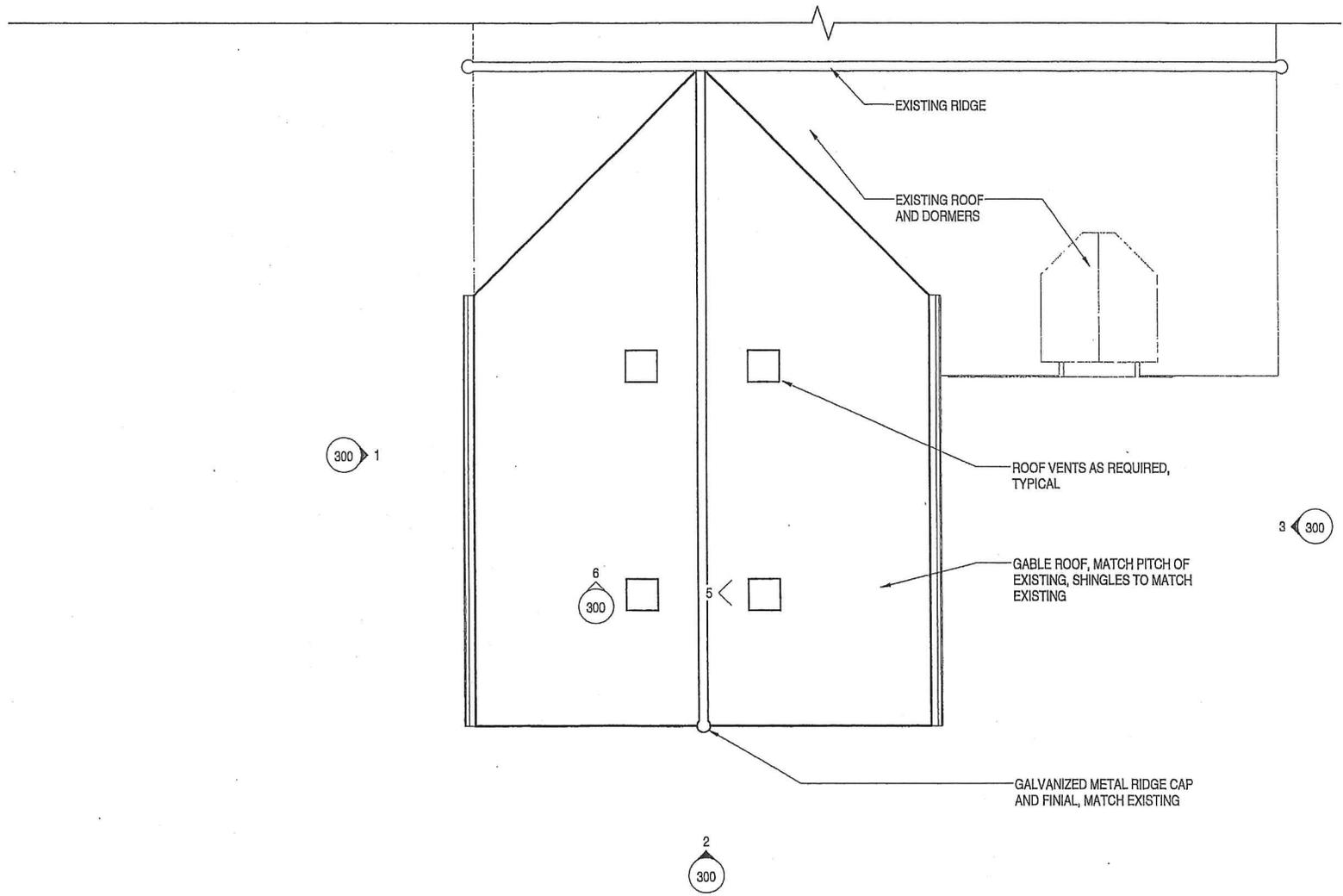


1 Section 2



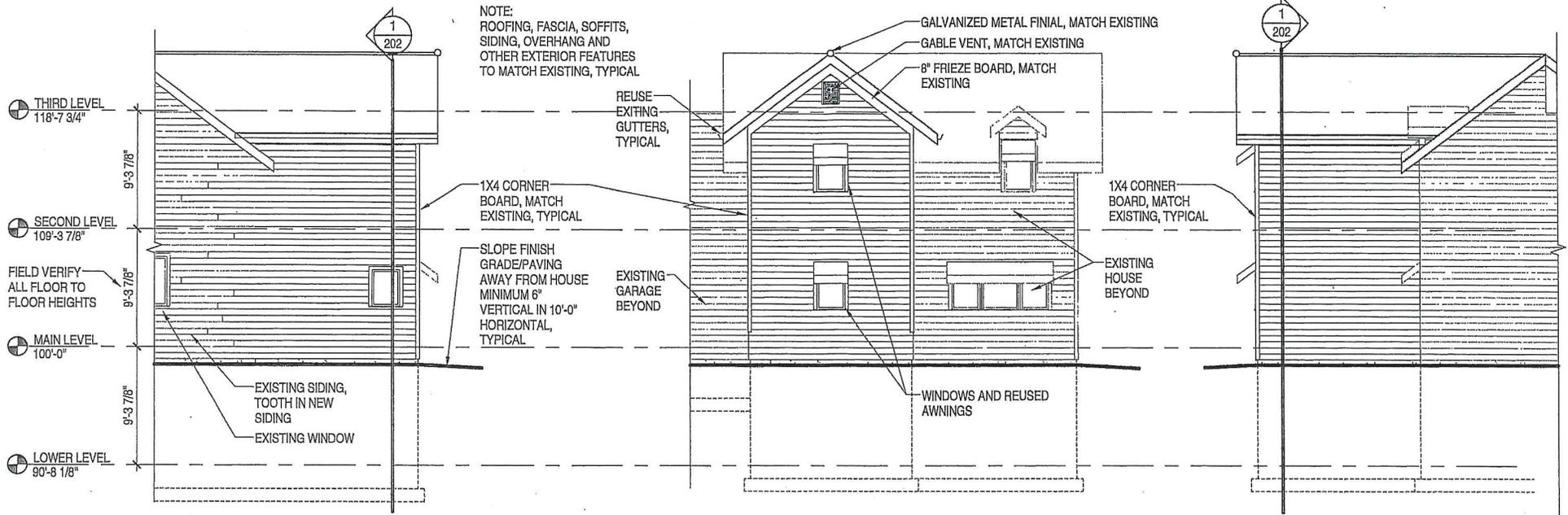
2 FLOOR PLAN - UPPER LEVEL

Issued for	Date



1 PARTIAL ROOF PLAN

Issued for	Date

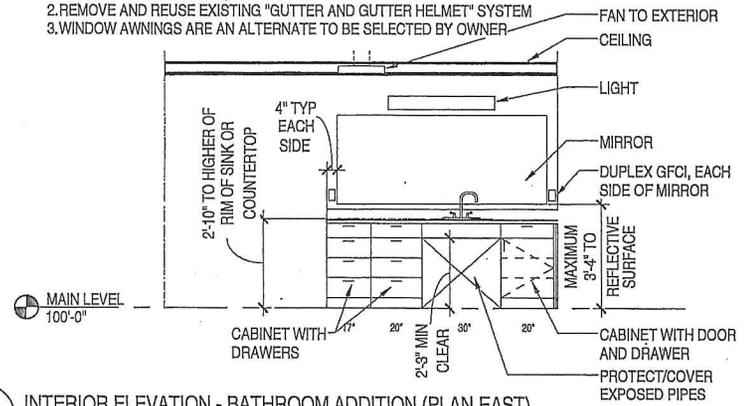


1 EXTERIOR ELEVATION - PLAN WEST
 300 1/8" = 1'-0"

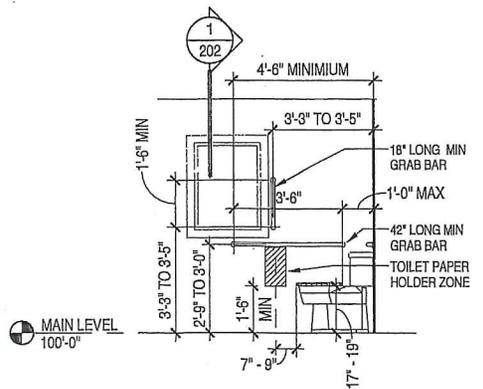
2 EXTERIOR ELEVATION - PLAN SOUTH
 300 1/8" = 1'-0"

3 EXTERIOR ELEVATION - PLAN EAST
 300 1/8" = 1'-0"

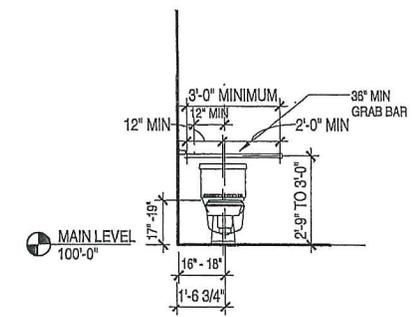
GENERAL NOTES
 1. MATCH EXTERIOR SIDING, PAINT WHITE TO MATCH EXISTING
 2. REMOVE AND REUSE EXISTING "GUTTER AND GUTTER HELMET" SYSTEM
 3. WINDOW AWNINGS ARE AN ALTERNATE TO BE SELECTED BY OWNER



4 INTERIOR ELEVATION - BATHROOM ADDITION (PLAN EAST)
 300 1/4" = 1'-0"



5 INTERIOR ELEVATION - GRAB BARS AT SIDE WALL
 300 1/4" = 1'-0"



6 INTERIOR ELEVATION - GRAB BARS BEHIND TOILET
 300 1/4" = 1'-0"

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
 From: Ron Moore, City Administrator
 Date: July 13, 2016
 Re: Localized LLC Application for an Amendment to the Zoning Code to Allow a Non-Profit Park as a Conditional Use in the Agricultural and Rural Residential Zoning Districts at 2167 Oakgreen Avenue and two adjacent parcels with PID #s 16.028.20.23.0001 and 16.028.20.23.0002 – **Resolution 2016-34**

Localized LLC, a non-profit organization, has a purchase agreement on 60 acres of property at 2167 Oakgreen Avenue and two adjacent parcels with PID #'s 16.028.20.23.0001 and 16.028.20.23.0002. The 2167 Oakgreen parcel is zoned Agricultural and the other two parcels are zoned Rural Residential. The property is generally wooded and has substantial topography. The southerly portion of the property is adjacent to Valley Creek. The applicants are proposing to use the property for conservation as well as a community garden, hiking trails and biking trails. The current list of allowed uses in Sec. 12-134 of the zoning code does not include a park or non-profit park use. The list of uses does include a nature center as a conditional use, but the code does not include a definition of nature center. The applicants are proposing to add "non-profit park" as a conditional use in the Agricultural and Rural Residential zoning districts. The proposed definition of non-profit park is as follows:

Non-Profit Park means land owned and managed by a non-profit organization and open to the public in a controlled manner at no cost to provide for conservation as well as park and open space uses such as community gardens, hiking trails and biking trails.

Planning Commission Recommendation:

The Planning Commission, on a vote of 6-0-0, recommended denial of the ordinance amendment application partially on the basis of a lack of information regarding the use of the property and partially on the basis that the types of uses proposed are already covered in the existing ordinances, particularly the Nature Center use, which is a conditional use in the Agricultural and Rural Residential zoning districts. The Planning Commission also recommended the Council consider refunding the fee for the ordinance amendment application and that the Park Committee have an opportunity to review and comment on the proposed uses.

Resolution

A resolution of denial reflecting the Planning Commission's recommendation is attached for the Council's consideration. Rather than providing a resolution of approval, staff suggests the Council discuss the Planning Commission's recommendation that the types of uses proposed are already covered in the existing ordinances, particularly the Nature Center use.

Conditional Use Standards

If the proposed uses were to be allowed through a conditional use permit, conditions could be placed on the use to avoid, mitigate or minimize any effects. Also, if the use is proposed to be changed in any substantive way an amended CUP would be required. Possible conditions to be placed on the proposed uses are as follows:

1. The property must be used and maintained in a way that protects and preserves the land and particularly the natural features and sensitive areas such as steep slopes, woods and streams.
2. The property must be used and maintained in a way that maintains a natural and attractive appearance
3. Sufficient off-street parking must be provided for all uses
4. Off-street parking must be set back a minimum of 150 feet from adjacent properties, and must be screened from adjacent properties by vegetative screening.
5. No overnight accommodations are allowed
6. Hours of operation shall be the same as those for City Parks
7. Limitations on the number and size of special events
8. Because the property is isolated, adequate policing needs to be provided
9. The property owner shall provide the following information regarding the activities to be on the property:
 - a. the types of uses to be allowed
 - b. parking facilities
 - c. sanitary facilities
 - d. lighting
 - e. Signage
 - f. Screening
 - g. Solid waste management

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of a resolution regarding the Localized LLC Application for an Amendment to the Zoning Code to Allow a Non-Profit Park as a Conditional Use in the Agricultural and Rural Residential Zoning Districts at 2167 Oakgreen Avenue and two adjacent parcels with PID #s 16.028.20.23.0001 and 16.028.20.23.0002.

RESOLUTION 2016-34

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION DENYING THE LOCALIZED LLC APPLICATION FOR AN AMENDMENT TO THE ZONING CODE TO ALLOW A NON-PROFIT PARK AS A CONDITIONAL USE IN THE AGRICULTURAL AND RURAL RESIDENTIAL ZONING DISTRICTS AT 2167 OAKGREEN AVENUE AND TWO ADJACENT PARCELS WITH PID#S 16.028.20.23.0001 and 16.028.20.23.0002

- WHEREAS,** the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and
- WHEREAS,** the City Council of the City of Afton has adopted zoning, subdivision, and building regulations as part of the Afton Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and
- WHEREAS,** Localized LLC has applied for an Amendment to the Zoning Code to allow a Non-Profit Park as a Conditional Use in the Agricultural and Rural Residential Zoning Districts at 2167 Oakgreen Avenue and two adjacent parcels with PID #s 16.028.20.23.0001 and 16.028.20.23.0002; and
- WHEREAS,** the application proposes the property be used for conservation as well as for a community garden, hiking trails and biking trails; and
- WHEREAS,** City staff reviewed the request and drafted a report for consideration; and
- WHEREAS,** the Planning Commission held a public hearing on the application at its regular meeting of July 11, 2016 and recommended DENIAL of the ordinance amendment application on a vote of 6-0-0; and
- WHEREAS,** the City Council heard the request at its regular meeting on July 19, 2016, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby DENY the Localized LLC has applied for an Amendment to the Zoning Code to allow a Non-Profit Park as a Conditional Use in the Agricultural and Rural Residential Zoning Districts at 2167 Oakgreen Avenue and two adjacent parcels with PID #s 16.028.20.23.0001 and 16.028.20.23.0002 based on the findings listed below.

Findings:

1. There are too many unknowns regarding how the property would be used
2. The types of uses proposed are already covered in the existing ordinances, particularly the Nature Center use, which is a conditional use in the Agricultural and Rural Residential zoning districts.
3. Because the property is an isolated area, there are concerns about how it could be policed

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

REC'D

JUN 08 2016

CITY OF AFTON

CITY OF AFTON ZONING PERMIT APPLICATION

716-20

REZONING APPLICATION

Owner <i>Purchase Agreement on file</i>	Address	City	State	Zip	Phone
Applicant (if different than owner)	Address	City	State	Zip	Phone
<i>LOCALIZED, LLC</i>	<i>345 St. Peter Street</i>	<i>St. Paul</i>	<i>MN</i>	<i>5502 (651) 293-9001</i>	
Project Address					
<i>2167 Oakgreen Avenue South</i>	<i>AFTON</i>	<i>MN</i>	<i>55001</i>		
Zoning Classification	Existing Use of Property	PID# or Legal Description			
<i>rural res./agricult.</i>	<i>vacant</i>	<i>160282026001, 160282023001</i>			
Description of Request	<i>160282023002</i>				
<i>Seeking approval to develop and maintain parcels as non-profit hiking and biking trail and community garden.</i>					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant					Date
					<i>6/6/16</i>
FEES:	DEPOSITS:		TOTAL:	\$1850.00	
REZONING	<u>\$350.00</u>	Driveway	DATE PAID:	<u>6-8-16</u>	
Driveway (B. Insp)	_____	SUP/Variance	CHECK #:	<u>5003</u>	
City Engineer	_____	Rezoning	RECVD. BY:		
Subdivision	_____	Other			
Make checks payable to City of Afton:					
ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION					

I understand and hereby agree that the work for which the permit is issued shall be performed according to the following: (1) the conditions of the permit, (2) the approved plans and specifications, (3) the applicable city approvals, ordinances and codes, and (4) the state building code.

I understand that the permit will expire if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 anytime after work has commenced; and that I am responsible for ensuring that all required inspections are requested in conformance with the state building code.

6/6/16
City of Afton
Rezoning Application
LOCALIZED, LLC

To whom it may concern,
LOCALIZED, LLC is seeking approval for development of a hiking and biking trail and community garden on parcels 1602820210001, 1602820230001 & 1602820230002. The parcels are currently for sale as one property, and we currently have a signed purchase agreement with the seller.

We are interested in this property chiefly as conservation land as it relates to Valley Creek and the St. Croix Watershed. However, we also hope to offer recreational and stewardship enjoyment of this land to the surrounding community. In this regard, we seek to develop and maintain a hiking and biking trail and establish a community garden, which would be open to the public in a controlled manner.

We believe that recreational use of land can be combined effectively with conservation efforts to build strong, sustainable communities and will seek to develop this plan with utmost consideration of impact and strict adherence to conservation values. We plan to work with local non-profits, government agencies, and community partners to achieve this. If approved, we would establish a restoration plan and garden program immediately and work gradually to develop the controlled recreational use in concert with it.

The community garden would take up very little of the property, but would provide, within a non-profit framework, agricultural plots to local growers. The existing acreage at the west end of the property, immediately adjacent to Oakgreen Avenue, is best suited for this as it has been agricultural land in the past (and some is currently). Removal of vegetation would likely be limited to invasive species.

For the hiking and biking trail, there are myriad variables to consider, most of which will require a significant investment on our part just to explore (soil stability, watershed improvement, habitat protection, grade engineering, etc.). To that end, the attached drawing is approximate at best. It is intended to show our goal that the trail would be inset at least 50' from the property line at every point. We intend to restore vegetation throughout the property but maintain vegetative screening to the extent that the trail is not visible from adjacent properties. We will plant native vegetation, if necessary, to assure this. Furthermore, activity on the southern portion that abuts Valley Creek would be limited to foot traffic. A modest parking area and potential maintenance shed would also be inset so as to not be visible from the surrounding properties.

Thank you for your consideration,


LOCALIZED, LLC

ORDINANCE XX - 2016

CITY OF AFTON, MINNESOTA
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDING SECTIONS 12-55 AND 12-134 OF THE AFTON LAND USE CODE, AND ADDING A NEW SECTION 12-232. NON-PROFIT PARK TO THE AFTON LAND USE CODE TO ADD A NON-PROFIT PARK USE AS A CONDITIONAL USE IN THE RURAL RESIDENTIAL AND AGRICULTURAL DISTRICTS

BE IT ORDAINED by the City Council of the City of Afton that the Afton Code of Ordinances be amended as shown below.

Delete the strike-through language and add the underlined language as shown below:

Sec. 12-55 Definitions.

Non-Profit Park means land owned and managed by a non-profit organization and open to the public in a controlled manner at no cost to provide for conservation as well as park and open space uses such as community gardens, hiking trails and biking trails.

Sec. 12-134. Uses

	(A)	(R)	(VHS-R)	(VHS-C)	(I1-A)	(I1-B)	(I1-C)	(MS)
Non-Profit Park	C	C	N	N	N	N	N	N

Sec. 12-232. Non-Profit Park

Purpose and Intent

A non-profit park use is allowed as a conditional use in the Agricultural and Rural Residential Districts to provide for conservation and public use of open space through non-profit ownership and management.

Performance standards:

- A. The park property must be used and maintained in a way that protects and preserves the land and particularly the natural features and sensitive areas such as steep slopes, woods and streams.
- B. The park property must be used and maintained in a way that maintains a natural and attractive appearance
- C. Sufficient off-street parking must be provided for all uses
- D. Off-street parking must be set back a minimum of 150 feet from adjacent properties, and must be screened from adjacent properties by vegetative screening.
- E. The minimum parcel size for a non-profit park use is 40 acres.
- F. Hours of operation shall be the same as those for City Parks
- G. No overnight accommodations are allowed

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS X DAY OF X, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moore, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

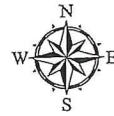
Ross:

Nelson:

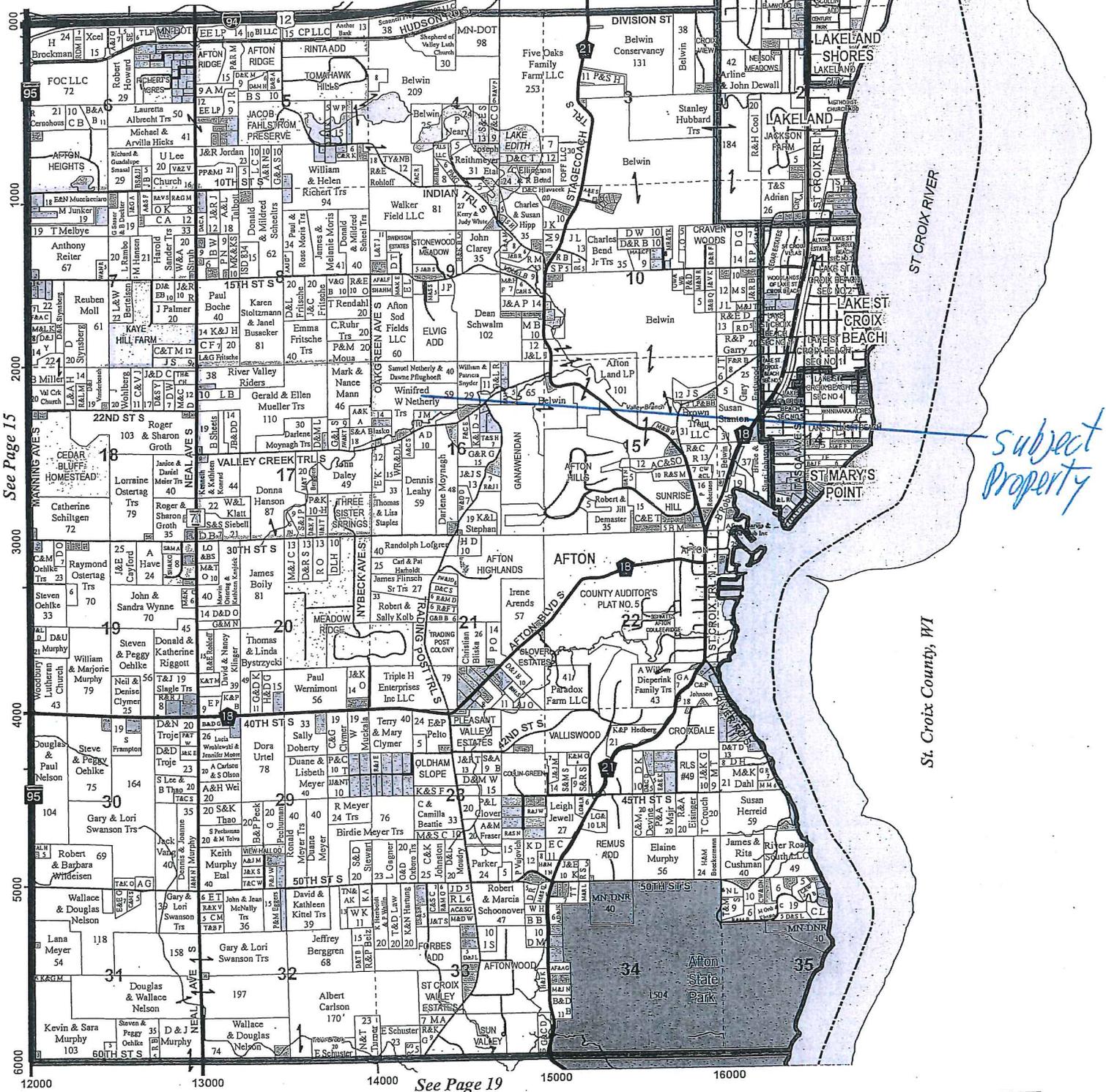
Bend:

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

T.28N. - R.20W.



See Page 14



subject property

St. Croix County, WI

See Page 19

winter scene -
St. Croix Valley



Photo by Pete Ganzel

Property ID: 16.028.20.23.0002 Bill#: 498246

Taxpayer: US BANK NA AS TRUSTEE
 WINIFRED W NETHERLY GST EXEMPT TRS
 PO BOX 64142
 SAINT PAUL MN 55164-0142



You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply.

Property Address:

Description:
 Section 16 Township 028 Range 020 PT LOT
 2-STATE SUBD OF NW1/4 BEING NORTH 10 RODS

TAX STATEMENT 2016			
2015 Values for Taxes Payable in 2016			
VALUES AND CLASSIFICATION			
Taxes Payable Year:	2015	2016	
Estimated Market Value:	124,100	124,100	
Step 1			
Homestead Exclusion:			
Taxable Market Value:	124,100	124,100	
New Improvements/ Expired Exclusions:			
Property Classification:	Res Non-Hstd	Res Non-Hstd	
Sent in March 2015			
Step 2			
PROPOSED TAX			
Did not include special assessments or referenda approved by the voters at the November election			\$1,590.00
Sent in November 2015			
Step 3			
PROPERTY TAX STATEMENT			
First half taxes due	May 15	\$788.00	
Second half taxes due	October 15	\$788.00	
Total Taxes Due in 2016:			\$1,576.00

Tax Detail for Your Property:				
Taxes Payable Year:		2015	2016	
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. <input type="checkbox"/>				
2. Use these amounts on Form M1PR to see if you are eligible for a special refund. <input type="checkbox"/>				
		\$0.00	\$0.00	
Tax and Credits	3. Property taxes before credits	\$1,550.00	\$1,576.00	
	4. Credits that reduce property taxes			
	A. Agricultural market value credit	\$0.00	\$0.00	
	B. Other Credits	\$0.00	\$0.00	
5. Property taxes after credits		\$1,550.00	\$1,576.00	
Property Tax by Jurisdiction	6. WASHINGTON COUNTY			
		A. County General	\$468.83	\$474.99
		B. County Regional Rail Authority	\$3.29	\$3.84
	7. CITY OF AFTON			
	8. State General Tax		\$430.20	\$455.58
	9. ISD 834 STILLWATER		\$0.00	\$0.00
		A. Voter approved levies	\$199.65	\$211.95
		B. Other Local Levies	\$376.13	\$351.78
	10. Special Taxing Districts			
		A. Metropolitan Council	\$14.63	\$14.45
		B. Metropolitan Mosquito Control	\$7.60	\$7.56
		C. Valley Branch Watershed	\$26.38	\$27.31
	D. County HRA	\$18.32	\$23.71	
11. Non-school voter approved referenda levies		\$4.97	\$4.83	
12. Total property tax before special assessments		\$1,550.00	\$1,576.00	
13. Special assessments		\$0.00	\$0.00	
14. TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		\$1,550.00	\$1,576.00	

PAYABLE 2016 2nd HALF PAYMENT STUB
 TO AVOID PENALTY PAY ON OR BEFORE: October 15

Property ID: 16.028.20.23.0002 Bill #: 498246



Taxpayer:
 US BANK NA AS TRUSTEE
 WINIFRED W NETHERLY GST EXEMPT TRS
 PO BOX 64142
 SAINT PAUL MN 55164-0142

1602820230002 2 00000000078800 ?

Detach at perforation & mail this stub with your 2nd half payment in the enclosed green envelope
 Res Non-Hstd

SECOND HALF TAX AMT

\$788.00

MAKE CHECKS PAYABLE TO:
 Washington County
 P.O. Box 200
 Stillwater MN 55082-0200

CHECK
 CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.

PAYABLE 2016 1st HALF PAYMENT STUB
 TO AVOID PENALTY PAY ON OR BEFORE: May 15

Property ID: 16.028.20.23.0002 Bill #: 498246



Taxpayer:
 US BANK NA AS TRUSTEE
 WINIFRED W NETHERLY GST EXEMPT TRS
 PO BOX 64142
 SAINT PAUL MN 55164-0142

1602820230002 1 00000000078800 9

Detach at perforation & mail this stub with your 1st half payment in the enclosed green envelope
 Res Non-Hstd

FIRST HALF TAX AMT

\$788.00

MAKE CHECKS PAYABLE TO:
 Washington County
 P.O. Box 200
 Stillwater MN 55082-0200

CHECK
 CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.

14949 62nd Street North PO Box 200
Stillwater, MN 55082-0200
(651) 430-6175 www.co.washington.mn.us

Property ID: 16.028.20.23.0001 Bill#: 498597

Taxpayer: US BANK NA AS TRUSTEE
WINIFRED W NETHERLY GST EXEMPT TRS
PO BOX 64142
SAINT PAUL MN 55164-0142



You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply.

Property Address:

Description:

Section 16 Township 028 Range 020 FT GOV LOT 2
DESC AS FOLL: COM AT CENT OF THE N LN SD LT
2 THN RUN S ALG E LN OF W12-NW1/4 SD SEC
DIST 10 RDS TO POB THN WLY PARL TO N LN SD
LT 2 TO A FT 9.25 CHNS ELY FROM W LN SD SEC
THN S PARL TO W LN SD SEC DIST 721 FT ML TO
PT ON NLY BANK OF CREEK

TAX STATEMENT 2016			
2015 Values for Taxes Payable in			
VALUES AND CLASSIFICATION			
Taxes Payable Year:	2015	2016	
Estimated Market Value:	131,400	131,400	
Homestead Exclusion:			
Taxable Market Value:	131,400	131,400	
New Improvements/ Expired Exclusions:			
Property Classification:	Res Non-Hstd	Res Non-Hstd	
Sent in March 2015			
PROPOSED TAX			
Did not include special assessments or referenda approved by the voters at the November election			\$1,684.00
Sent in November 2015			
PROPERTY TAX STATEMENT			
First half taxes due	May 15	\$834.00	
Second half taxes due	October 15	\$834.00	
Total Taxes Due in 2016:			\$1,668.00

Tax Detail for Your Property:

Taxes Payable Year:		2015	2016
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.		<input type="checkbox"/>	\$0.00
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.			\$0.00
3. Property taxes before credits		\$1,642.00	\$1,668.00
4. Credits that reduce property taxes			
	A. Agricultural market value credit	\$0.00	\$0.00
	B. Other Credits	\$0.00	\$0.00
5. Property taxes after credits		\$1,642.00	\$1,668.00
6. WASHINGTON COUNTY	A. County General	\$496.84	\$501.83
	B. County Regional Rail Authority	\$3.49	\$4.06
7. CITY OF AFTON		\$455.72	\$482.59
8. State General Tax		\$0.00	\$0.00
9. ISD 834 STILLWATER	A. Voter approved levies	\$211.41	\$224.43
	B. Other Local Levies	\$398.39	\$372.60
10. Special Taxing Districts	A. Metropolitan Council	\$15.49	\$15.31
	B. Metropolitan Mosquito Control	\$8.05	\$8.01
	C. Valley Branch Watershed	\$27.94	\$28.93
	D. County HRA	\$19.41	\$25.12
11. Non-school voter approved referenda levies		\$5.26	\$5.12
12. Total property tax before special assessments		\$1,642.00	\$1,668.00
13. Special assessments		\$0.00	\$0.00
14. TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		\$1,642.00	\$1,668.00

PAYABLE 2016 2nd HALF PAYMENT STUB
TO AVOID PENALTY PAY ON OR BEFORE: October 15

Property ID: 16.028.20.23.0001 Bill #: 498597



Taxpayer:
US BANK NA AS TRUSTEE
WINIFRED W NETHERLY GST EXEMPT TRS
PO BOX 64142
SAINT PAUL MN 55164-0142

Detach at perforation & mail this stub with your 2nd half payment in the enclosed green envelope
Res Non-Hstd

SECOND HALF TAX AMT

\$834.00

MAKE CHECKS PAYABLE TO:
Washington County
P.O. Box 200
Stillwater MN 55082-0200

CHECK
 CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.

1602820230001 2 00000000083400 0

PAYABLE 2016 1st HALF PAYMENT STUB
TO AVOID PENALTY PAY ON OR BEFORE: May 15

Property ID: 16.028.20.23.0001 Bill #: 498597



Taxpayer:
US BANK NA AS TRUSTEE
WINIFRED W NETHERLY GST EXEMPT TRS
PO BOX 64142
SAINT PAUL MN 55164-0142

Detach at perforation & mail this stub with your 1st half payment in the enclosed green envelope
Res Non-Hstd

FIRST HALF TAX AMT

\$834.00

MAKE CHECKS PAYABLE TO:
Washington County
P.O. Box 200
Stillwater MN 55082-0200

CHECK
 CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.

1602820230001 1 00000000083400 2

Washington County Department of Property Records and Taxpayer Services

14949 62nd Street North PO Box 200
Stillwater, MN 55082-0200
(651) 430-6175 www.co.washington.mn.us

Property ID: 16.028.20.21.0001 Bill#: 498100

Taxpayer: US BANK NA AS TRUSTEE
WINIFRED W NETHERLY GST EXEMPT TRS
PO BOX 64142
SAINT PAUL MN 55164-0142



You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply.

Property Address:
2167 OAKGREEN AVES
AFTON MN 55001

Description:
Section 16 Township 028 Range 020 N1/2-NW1/4
EXCEPT N1/2-N1/2-NW1/4

Line 13 Special Assessment Detail:
COUNTY ENVIRONMENTAL CHARGE PHE DEP 3.00

Principal: 3.00
Interest: 0.00

TAX STATEMENT 2016			
2015 Values for Taxes Payable in			
VALUES AND CLASSIFICATION			
	Taxes Payable Year:	2015	2016
Step 1	Estimated Market Value:	729,900	750,900
	Homestead Exclusion:		
	Taxable Market Value:	729,900	750,900
	New Improvements/Expired Exclusions:		
	Property Classification:	NH Rur Vac Land Res Non-Held	Res Non-Held NH Rur Vac Land
Sent in March 2015			
Step 2	PROPOSED TAX		
	Did not include special assessments or referenda approved by the voters at the November election		\$7,232.00
Sent in November 2015			
Step 3	PROPERTY TAX STATEMENT		
	First half taxes due	May 15	\$3,582.00
	Second half taxes due	October 15	\$3,582.00
	Total Taxes Due in 2016:		\$7,164.00

Tax Detail for Your Property:				
Taxes Payable Year:		2015	2016	
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. <input type="checkbox"/>				
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		\$0.00	\$0.00	
Tax and Credits	3. Property taxes before credits	\$6,831.00	\$7,161.00	
	4. Credits that reduce property taxes			
	A. Agricultural market value credit	\$0.00	\$0.00	
	B. Other Credits	\$0.00	\$0.00	
	5. Property taxes after credits	\$6,831.00	\$7,161.00	
Property Tax by Jurisdiction	6. WASHINGTON COUNTY	A. County General \$2,203.20 B. County Regional Rail Authority \$15.50	\$2,295.76 \$18.58	
	7. CITY OF AFTON	State General Tax \$2,024.51	\$2,205.61	
	8. State General Tax	\$0.00	\$0.00	
	9. ISD 834 STILLWATER	A. Voter approved levies \$659.89 B. Other Local Levies \$1,598.59	\$750.74 \$1,521.92	
	10. Special Taxing Districts	A. Metropolitan Council	\$68.84	\$69.98
		B. Metropolitan Mosquito Control	\$35.75	\$36.60
		C. Valley Branch Watershed	\$124.13	\$132.24
		D. County HRA	\$86.23	\$114.79
	11. Non-school voter approved referenda levies	\$14.36	\$14.78	
	12. Total property tax before special assessments	\$6,831.00	\$7,161.00	
13. Special assessments	\$3.00	\$3.00		
14. TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		\$6,834.00	\$7,164.00	

PAYABLE 2016 2nd HALF PAYMENT STUB

TO AVOID PENALTY PAY ON OR BEFORE: October 15

Property ID: 16.028.20.21.0001 Bill #: 498100



Taxpayer:
US BANK NA AS TRUSTEE
WINIFRED W NETHERLY GST EXEMPT TRS
PO BOX 64142
SAINT PAUL MN 55164-0142

1602820210001 2 00000000358200 4

Detach at perforation & mail this stub with your 2nd half payment in the enclosed green envelope

NH Rur Vac Land Res Non-Held

SECOND HALF TAX AMT

\$3,582.00

MAKE CHECKS PAYABLE TO:

Washington County
P.O. Box 200
Stillwater MN 55082-0200

CHECK

CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.

PAYABLE 2016 1st HALF PAYMENT STUB

TO AVOID PENALTY PAY ON OR BEFORE: May 15

Property ID: 16.028.20.21.0001 Bill #: 498100



Taxpayer:
US BANK NA AS TRUSTEE
WINIFRED W NETHERLY GST EXEMPT TRS
PO BOX 64142
SAINT PAUL MN 55164-0142

1602820210001 1 00000000358200 6

Detach at perforation & mail this stub with your 1st half payment in the enclosed green envelope

NH Rur Vac Land Res Non-Held

FIRST HALF TAX AMT

\$3,582.00

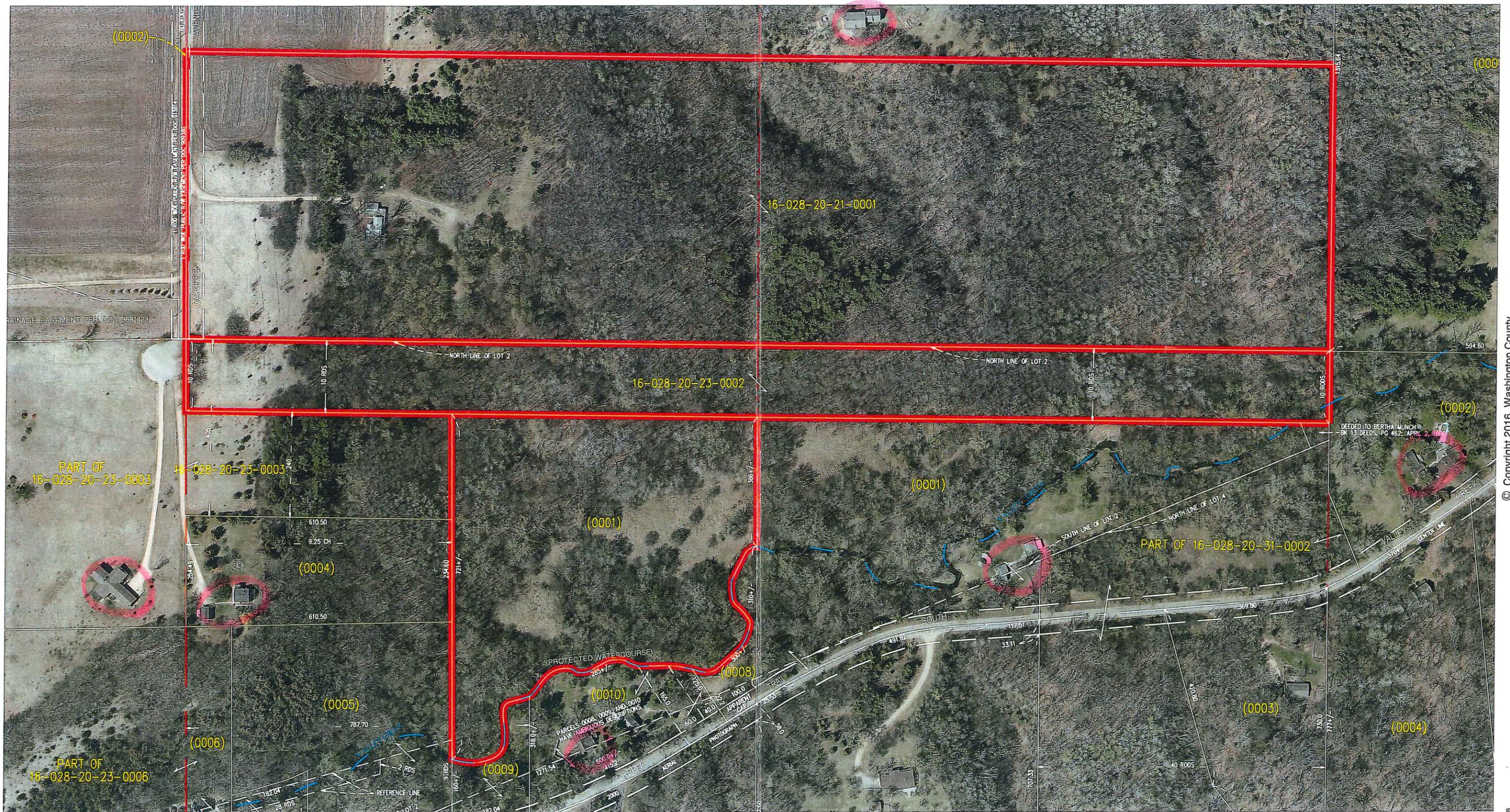
MAKE CHECKS PAYABLE TO:

Washington County
P.O. Box 200
Stillwater MN 55082-0200

CHECK

CASH

No Receipt sent. Your canceled check is proof of payment. Do not send postdated checks.



Washington County
 PUBLIC WORKS DEPARTMENT
 SURVEY AND LAND MANAGEMENT DIVISION
 14949 62nd Street North, P.O. Box 6
 Stillwater, Minnesota 55082-0006
 (651) 430-6875
 surveyor@co.washington.mn.us
 www.co.washington.mn.us/surveyor

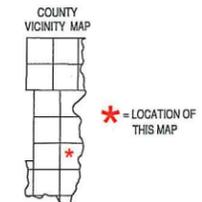
adjacent home loc.

- LEGEND**
- DNR PROTECTED WATERS
 - DNR PROTECTED WETLAND
 - - - - - DNR PROTECTED WATERCOURSE
 - MUNICIPAL BOUNDARY
 - PARK BOUNDARY



SECTION-TOWNSHIP-RANGE INDEX

0802820	0902820	1002820
1702820	1602820	1502820
2002820	2102820	2202820



SECTION VICINITY MAP

22	21	12	11
NW		NE	
23	24	13	14
32	31	42	41
SW		SE	
33	34	43	44

PROPERTY IDENTIFICATION NUMBER FORMAT (SECCODE)

SECTION NUMBER	TOWNSHIP NUMBER	RANGE NUMBER	QUARTER	SPECIFIC PARCEL
##	###	##	##	####

(0001) - LAST FOUR DIGITS OF PROPERTY IDENTIFICATION NUMBER

THIS DRAWING IS THE RESULT OF A COMPILATION AND REPRODUCTION OF LAND RECORDS AS THEY APPEAR IN VARIOUS WASHINGTON COUNTY OFFICES. WASHINGTON COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES.
 PROPERTY LINES AS SHOWN ARE FOR REFERENCE PURPOSES AND MAY NOT REPRESENT ACTUAL LOCATIONS.
 MAP LAST UPDATED: May 11, 2016
 NO ADDITIONAL CHANGES HAVE BEEN REPORTED TO DATE
 DATE OF CONTOURS: November, 2011 DATE OF PHOTOGRAPHY: May, 2013

CERTIFICATE OF SURVEY

Folz, Freeman, Erickson, Inc.

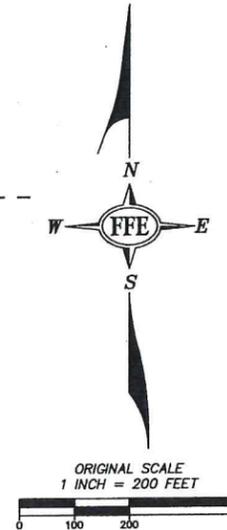


LAND PLANNING
SURVEYING
ENGINEERING

5620 MEMORIAL AVENUE NORTH, STILLWATER, MN 55082

Phone (651) 439-8833 Fax (651) 430-9331

Website: www.ffe-inc.com



SURVEY FOR:

Samuel G. Netherly
2167 Oakgreen Ave. South
Afton, Minnesota 55101

LEGAL DESCRIPTION:

LEGEND

- DENOTES 1/2 INCH IRON PIPE MONUMENT MARKED WITH A PLASTIC CAP INSCRIBED "FREEMAN LS 16989", UNLESS SHOWN OTHERWISE
- DENOTES FOUND MONUMENT, SIZE AND MARKINGS AS INDICATED

NOTES

1) ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF THE NORTHWEST QUARTER SECTION 16, T 28 N, R 20 W.

PARCEL A

The North half of the North half of the Northwest one-quarter (N1/2 N1/2 of NW1/4) in Section 16, Township 28, Range 20 West

PARCEL B

North one-half of the Northwest one-quarter (N1/2 NW1/4) and the North 10 rods of Government Lot 2, all in Section 16, Township 28, Range 20 west,

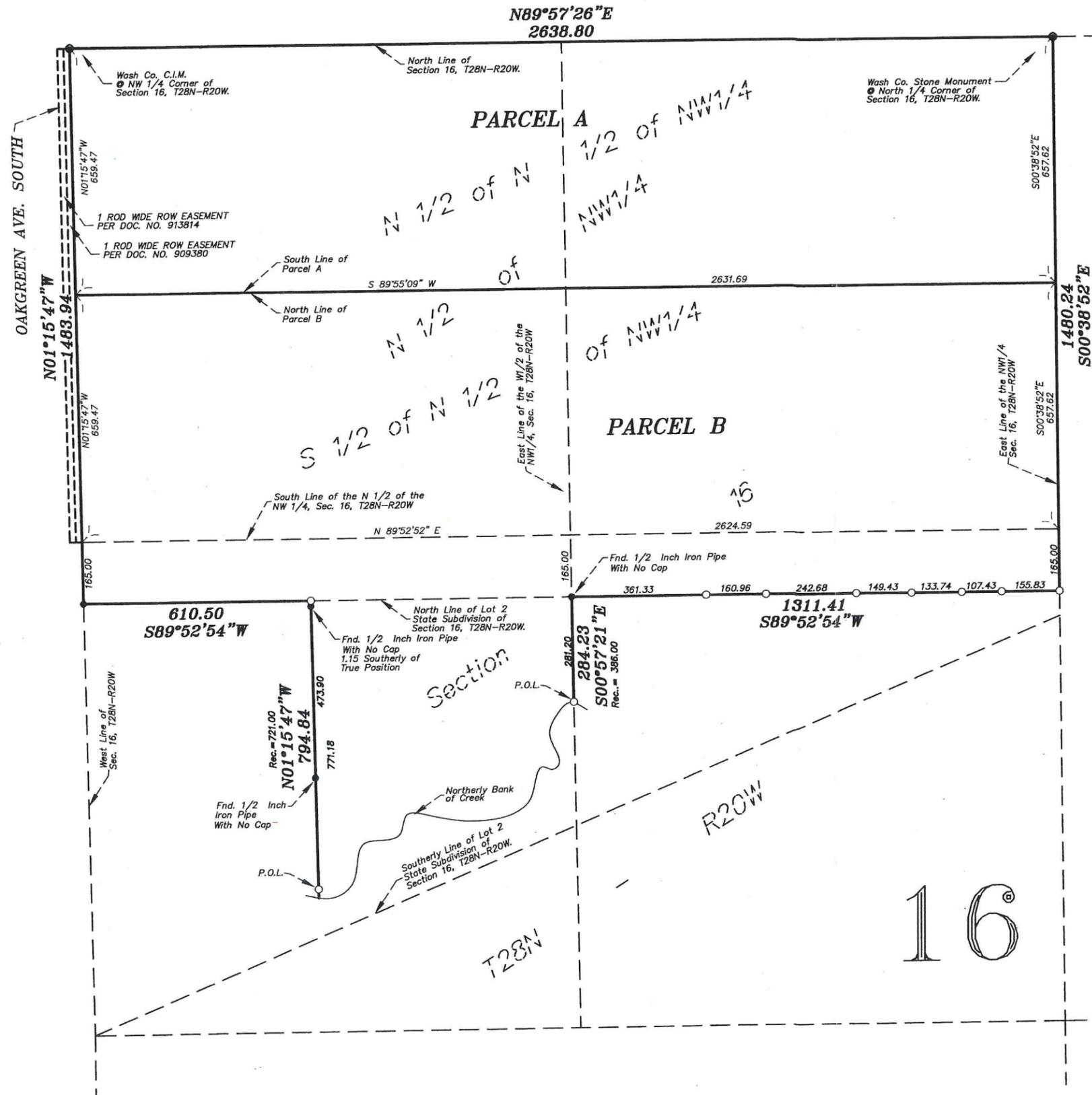
Also:

All the part of Lot number Two (2) in State Subdivision of Section number Sixteen (16) in Township number Twenty-eight (28) North, of Range number Twenty (20) West, described as follows, viz:

From the center of the North line of said Lot number Two (2), run South along the East line of the West one-half of the Northwest quarter (W1/2 of NW1/4) of said Section Sixteen (16), Ten Rods for a BEGINNING; thence Westerly parallel to the North line of said Lot Two (2) to a point Nine and twenty-five one-hundredths (9.25) Chains Easterly from the West line of said Section Sixteen (16); thence South parallel to the West line of said Section Sixteen (16) Seven Hundred Twenty-one (721) feet more or less to a point on the Northerly bank of the creek which runs through said Lot numbered Two (2) in a general Easterly and Westerly direction; thence in a Northeasterly direction along the Northerly bank of said creek to the East line of the West one-half of the Northwest quarter (W1/2 of NW1/4) of said Section Sixteen (16), at a point Three Hundred Eighty-six (386) feet more or less South of the point of beginning; thence North Three Hundred Eighty-six (386) feet more or less to the point of beginning, together with the perpetual right to the use and enjoyment of said creek and the benefits thereof jointly with the owner of that part of said Lot numbered Two (2) which lies South of the Northerly bank of said creek.

EXCEPT

The North half of the North half of the Northwest one-quarter (N1/2 N1/2 of NW1/4) in Section 16, Township 28, Range 20 west



RECEIVED

JUN 13 2016

CITY OF AFTON

Timothy J. Freeman
Timothy J. Freeman, L.S.
Minnesota License No. 16989

8/11/05
Date

Note: Official Copies of this map are crimp sealed
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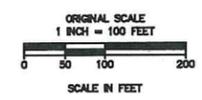
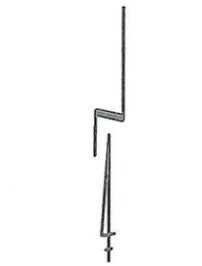
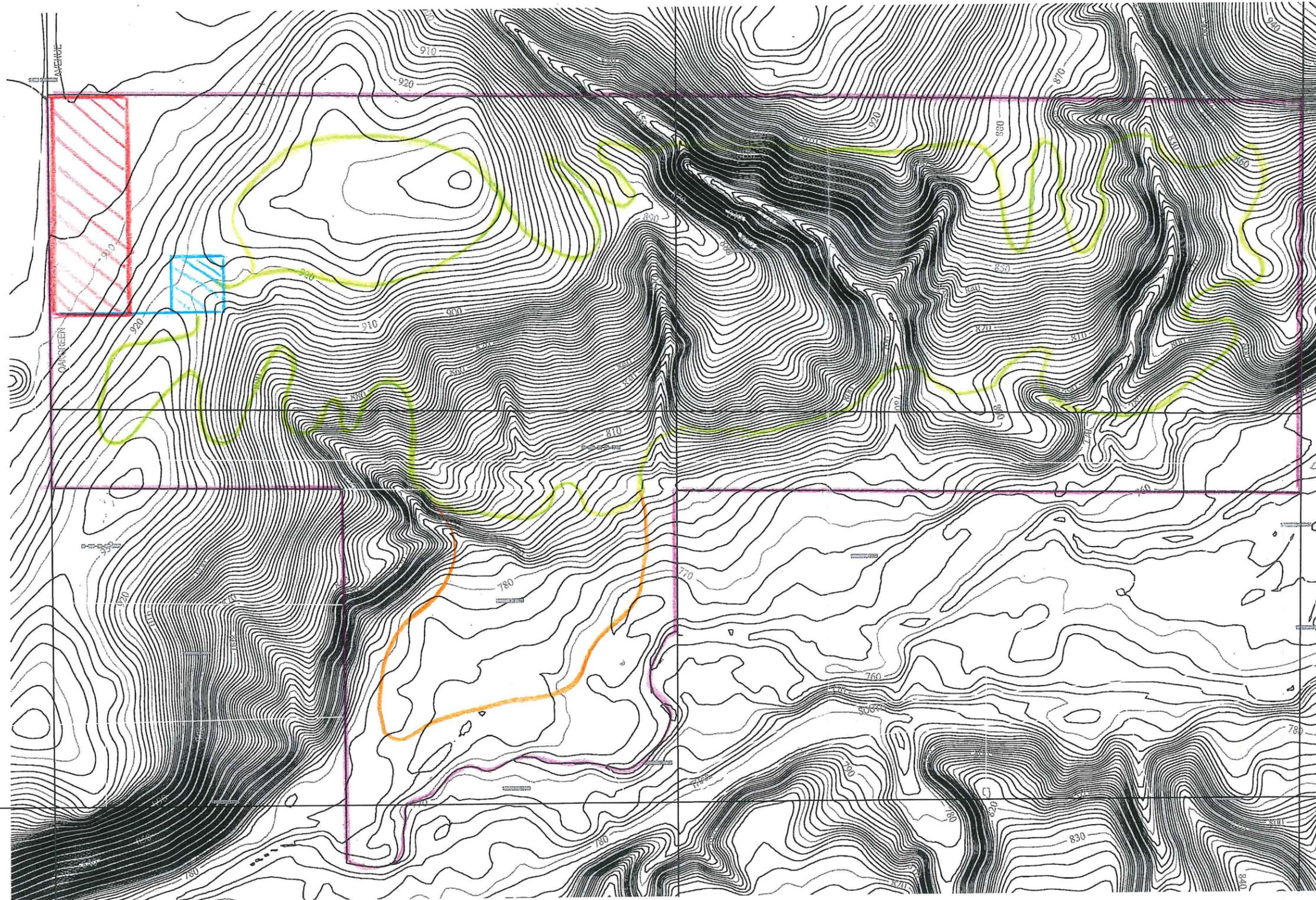
Netherly

City of Afton, Minnesota

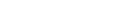
Folz, Freeman, Erickson, Inc.
LAND PLANNING • SURVEYING • ENGINEERING



12445 55TH STREET NORTH
STILLWATER, MINNESOTA 55082
Phone (651) 439-8833 www.ffe-inc.com



LEGEND

-  EXISTING PROPERTY BOUNDARY
-  PROPOSED LOT LINE
-  COMMUNITY GARDEN
-  DRIVEWAY (EXISTING)
-  PARKING / REST AREA / PROPOSED MAINT. SHED
-  HIKING / BIKING TRAIL
-  HIKING ONLY TRAIL

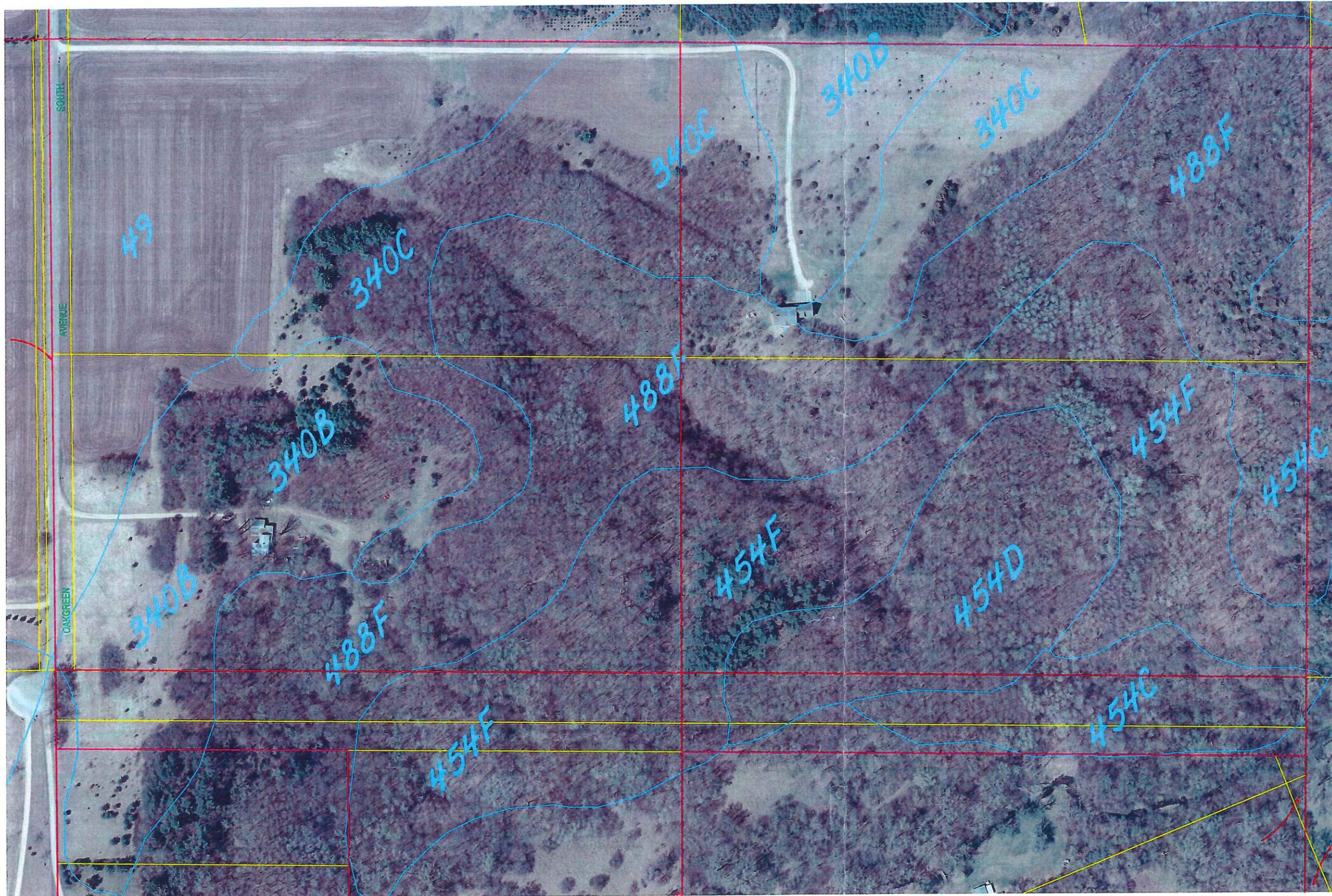
Netherly

City of Afton, Minnesota

Soil Map

Folz, Freeman, Erickson, Inc.
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 STILLWATER, MINNESOTA 55082
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LEGEND

49 - Antico Silt Loam - Typically, this soil has a very dark gray silt loam surface layer 4 inches thick, is dark grayish brown silt loam. The subsoil is about 25 inches thick. The upper part is dark brown silt loam. The middle part is dark brown and dark yellowish brown silt loam. The lower part is yellowish brown stratified coarse sand and gravel. This soil has fair suitability as building sites and poor suitability for most sanitary facilities. Soil strength is low in the silt mantle but is high in the underlying sandy material. Susceptibility to frost heave is moderate. Special precautions may be needed when installing roads, streets, sidewalks, and parking areas to prevent damage from frost heave. Septic tank absorption fields function well in this soil. They must be specially designed, however, because the underlying material is rapidly permeable and there is a hazard of pollution of ground water. Lawns, trees, and shrubs are generally easy to establish and maintain. The soil is a good source of sand and gravel for construction.

340 - Wauhan Silt Loam - Typically, the surface layer is very dark grayish brown silt loam about 8 inches thick. The subsurface layer is dark grayish brown silt loam about 4 inches thick. The upper part is dark brown loam. The lower part is dark yellowish brown silt loam. Limestone bedrock is at a depth of 23 inches. This soil has fair suitability as building sites because of the moderate depth to bedrock. The underlying bedrock requires heavy machinery for excavation. Susceptibility to frost heave is moderate, and roads, streets, and driveways may be damaged unless placed on more suitable base materials. Septic tank absorption fields are difficult to install because of the shallowness to the underlying bedrock.

454 - Mahmudi Loamy Sand - Typically, the surface layer is dark brown loamy sand about 8 inches thick. The subsoil is about 19 inches thick. The upper part is dark brown gravelly sand. The lower part is reddish brown gravelly coarse sand. The underlying material is stratified reddish brown medium sand and gravelly sand. This soil is well suited to building site development. Foundations are relatively easy to excavate, but sidewalks have poor stability and may cave in during excavation or when underground utilities are installed. This can be prevented by using temporary retaining walls. Septic tank absorption fields function well, but there is a hazard of pollution of underground water supplies and nearby lakes and streams. Specially designed absorption systems are needed to overcome this hazard.

488 - Brodale Flaggy Loam - Typically, the surface layer is very dark gray flaggy loam about 7 inches thick. The subsoil is dark brown flaggy very fine sandy loam about 6 inches thick. In some areas where soils have developed under soddland vegetation, the surface layer has lighter colors. In some areas there is not a flaggy surface layer. Because it has steep slopes, this soil is poorly suited to building site development and sanitary facilities. If it is used for building, designing buildings to fit the site can preserve the natural landscape and at the same time reduce the need for grading and control erosion and sedimentation. In most areas the underlying bedrock is very hard and large machinery is required for excavation, thereby increasing construction costs. This soil is poorly suited to septic tank absorption fields because of the steep slopes.

- B - 1 to 6 percent slope
- C - 6 to 12 percent slope
- D - 12 to 25 percent slope
- E - 18 to 30 percent slope
- F - 20 to 50 percent slope



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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 12, 2016
Re: Ordinance Amendment Language Regarding the Disturbance of Man-made Steep Slopes

At its June 13, 2016 meeting, the Council directed staff to work with the Planning Commission to develop an ordinance amendment to provide that the protection of slopes 18% or greater does not include slopes that were less than 18% in their natural state, but were made 18% or greater by grading, i.e. for the construction of a roadway, and also are not environmentally sensitive or fragile.

The Zoning Code prohibits the disturbance of slopes of 18% or greater and requires scenic easements to be placed on these slopes to protect them. The language prohibiting grading on steep slopes and requiring scenic easements to protect steep slopes references the protection of environmentally sensitive lands and lands judged to be fragile, as well as the preservation and management of areas unsuitable for development in their natural state.

While the disturbance of any steep slope requires proper erosion control measures to protect the slope, the question has been raised as to whether the 18% slope restriction was meant to protect man-made steep slopes as well as natural slopes. The Council has agreed that the 18% slope restriction was not meant for areas that were not 18% slopes in their natural state but were created by grading, i.e. for roadway construction, and has referred to the Planning Commission the task of developing an ordinance amendment that excludes man-made steep slopes from the 18% slope restrictions.

Ordinance Amendment Language

The ordinance amendment language is to provide that the protection of slopes 18% or greater does not include slopes that are not environmentally sensitive or fragile, and were less than 18% in their natural state, but were made 18% or greater by grading, i.e. for the construction of a roadway. The implementation of the ordinance language would need to involve the applicant or property owner showing that the natural slope of the land was less than 18% prior to grading that resulted in a slope of 18% or greater, and also showing that the land is not environmentally sensitive or fragile, and the land can be readily protected from erosion during and after grading.

Proposed ordinance language, to be added in each area of the code that addresses the protection of steep slopes, is as follows:

The protection of slopes 18% or greater does not include land that had a slope of less than 18% in its natural state but was graded to create an 18% slope, if the land is also determined not to be environmentally sensitive or fragile and can readily be protected from erosion both during and after grading.

Planning Commission Recommendation

The Planning Commission, at its July 11 meeting, recommended against the more general exception for man-made steep slopes. The Commission pointed to the potential difficulty of demonstrating a slope was man-made and to the possibility that a man-made steep slope may still be environmentally fragile and/or in an environmentally sensitive area. Instead, the Commission recommended a narrower exception, for example, specifically related to a driveway crossing a ditch area that has steep slopes. The Commission also recommended that there should be a process, such as a variance process, related to making this exception, through which the property owner would demonstrate that the slope was man-made, that it was not environmentally fragile, that it would be protected from erosion and that it was causing a practical difficulty.

COUNCIL ACTION REQUESTED:

Motion regarding an ordinance amendment related to the disturbance of man-made steep slopes.

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Mourse, City Administrator
Date: July 14, 2016
Re: Discussion Regarding the Addition of Vegetative Screening Requirements to the Subdivision Ordinance

A significant element of Afton's rural character is rural views that are characterized by long views of farm fields and houses dotting the landscape, as well as wooded areas, some with homes hidden on large wooded lots. Over time, as open land is subdivided and large homes are built, the long views of farm fields could be replaced with shorter views of large homes, which could begin to appear more suburban than rural. One way to mitigate this change in character is to require substantial vegetative screening to create a natural buffer zone, particularly along public roadways, as part of new subdivision approvals. The vegetation could provide a long-term natural, wooded view and natural, rural character. The Council requested that the Planning Commission explore adding vegetative screening requirements to the subdivision ordinance.

Planning Commission Recommendation

The Planning Commission recommended against adding vegetative screening requirements to the subdivision ordinance. The comments from the Commission members included concern that screening requirements were overreaching in terms of controlling what property owners could do on their property, the difficulty of monitoring and enforcing screening requirements, and that continued large lot development would avoid the need for screening.

COUNCIL ACTION REQUESTED:

Motion regarding vegetative screening requirements.

**Memorandum**

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

From: *Diane Hankee, PE, City Engineer*

Date: *July 19, 2016*

Re: *July Engineering Staff Report
WSB Project No. 1856-500*

1. Crack Fill and Seal Coat Afton Hills Drive

At the June council meeting the City approved Astech Corp. quote in the amount of \$29,450 to crack fill 11 miles of roadway, and seal coat 32nd St S and Plately Bridge. The quotes were under the \$75,000 budget and council directed staff to get a quote to seal coat Afton Hills drive.

Staff held a preconstruction meeting with Astech Corp. and requested a cost to complete Afton Hills Drive under the contract prices. It was discussed that also crack filling Afton Hills Drive temperature cracks prior to seal coating would extend the seal coat significantly for the cost. The cost to crack fill is \$1,200 and the cost to seal coat is \$20,388 for a total of \$21,588.

Because the contractor was scheduled to complete the crack filling on July 18, 2016, staff obtained City Administer approval to spend \$1,200 to crack fill Afton Hills Drive and thus directed the contractor to complete this work.

With the addition of the Afton Hills Drive costs, the total project cost is estimated to be \$51,038. The final cost may vary depending on the actual materials used. However this should be within +/- 5%.

Action: Consider approving an additional \$21,588 for the Crack Fill and Seal Coat Project of Afton Hills Drive.

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

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 12, 2016
Re: Patricia Swanson Request for Consideration of Code Updates

Patricia Swanson has made a formal request to place an item on the Council meeting agenda for consideration. Attached is the request and the materials related to the request. The materials relate to ordinance amendments regarding assembly uses, and regarding a vetting process for any person running for office within the City of Afton.

COUNCIL ACTION REQUESTED:

No action required

City of Afton
Policy for Submitting an Agenda Item
for Consideration at a Regular City Council Meeting

Adopted 7/20/10

Policy Purpose. Because the Afton City Council meets in a regular meeting once per month, it is important that the City is responsive to requests for consideration of items at a regular Council meeting. It is also important that City staff have a sufficient period of time to prepare information regarding requested agenda items. The purpose of the following policy is to balance these two priorities.

Policy. Citizens of Afton, organizations, businesses or other entities wishing to place items on the Regular City Council meeting agenda must submit an agenda request form with supporting documents to the City Administrator at least **eight days prior** to the scheduled meeting. The latest an item will be accepted is noon on the Monday the week prior to the scheduled meeting. If an item is complex and requires substantial analysis or information gathering to enable the council to make an informed decision at the meeting, the minimum timeline for submittal may be lengthened. The agenda request form is available on line, via email or at city hall.

Review Process. The City Administrator and/or Mayor will review the request and notify the requestor by the Wednesday prior to the meeting if the item will be on the agenda and if any additional information is needed.

Requests that are not received on time will not be put on the agenda; however, the requestor has the option to present the information under the Public Input portion of the meeting, which is limited to 3 minutes per person.

Procedure for Submitting an Agenda Item:

1. Please fill out the information below.
2. Return the form to the City Administrator
 - a. by email at: administrator@ci.afton.mn.us, or
 - b. by fax at: 651-436-1453, or
 - c. by mail to: PO Box 219, Afton, MN 55001.
3. The form must be received at City Hall at least 8 days prior to the meeting.

Name: Patricia Swanson
Address: 14810 42nd St. S.
Phone Number: 651-436-6452 Email: patandsteveswanson@yahoo.com
Date of Meeting: July 19, 2016
Nature of Request: _____
Items we should consider and update our
Afton City Codes

Do you have supporting documents to attach: Y N

Signature: Patricia M. Swanson Date: 7/10/2016

For Office Use Only	
Date Received: _____	Date Reviewed: _____
Placed on Agenda: Yes No	
If No, Reason Why: _____	
Follow up needed: _____	
Signature of City Administrator or Mayor: _____	Date: _____

To: Afton City Council & Mayor Bend

7/19/2016

Listed below are items we should consider and update our Afton City Codes:

I. Zones where religious uses are excluded or require a conditional use permit, but similarly situated assembly uses are permitted by right or are subject to less rigorous development standards.

Consider not even distinguishing between religious and secular assembly uses. The best way to regulate all assembly (religious or secular) uses is by size. This should ensure that any use limitations or standards related to traffic, parking, noise etc. apply to all similarly situated assembly (i.e. uses that create the same types of impacts, regardless of whether the use is religious or secular).

Land use standards that apply only to religious uses (or worse a particular religion).

RLUIPA has been applied broadly to protect houses of worship, prayer meetings in homes, religiously affiliated schools, religious retreat centers, faith-based homeless shelters, soup kitchens, non-profit hospitals and faith-based crisis centers.

Factors to consider include:

1. The size and resources of the burdened party;
2. The actual religious needs of an individual or religious congregation;
3. The level of current or imminent space constraints;
4. Whether alternative properties are reasonably available;
5. The history of a complainant's efforts to locate within a community; and
6. The absence of good faith by the zoning authorities.
7. **Sanction a licensing commission that will oversee CUP issuances** and require the non-profit tax exempt assembly organizations to maintain a license by passing a periodic criminal/financial/social background check to help ensure community standards are maintained. (A vetting process)

According to the DOJ, when a city takes one of the following actions, it may constitute a substantial burden.

1. Effectively barring the use of a particular property for religious activity;
2. Imposing a significantly great restriction on religious use of a property; or
3. Creating significant delay, uncertainty, or expense in constructing or expanding a place of worship, religious school, or other religious facility.

Below are a few pointers I found to understand both RLUIPA's rules and your local land use regulations.

1. Understand where religious uses are permitted in your city and make sure the locations zoned for the use are not unreasonably limited.
2. Do not distinguish between religious and secular assembly uses in your zoning ordinance. Rather, regulate assembly uses by size, where larger assemblies are permitted in the zones that better accommodate crowds and the impacts associated with crowds. Similarly sized assembly uses should be subject to the same developments standards, regardless of whether they are religious or secular.
3. Understand any special development standards for assembly of religious uses that in application may also significantly limit locations where religious uses may be established.
4. Continue to train your appointed and elected officials on RLUIPA.
5. Remind your city officials not to make remarks that are discriminatory or could be perceived as being discriminatory.
6. Avoid public discussions over whether a particular activity is religious. **Development applications should be focused on land use impacts and issues, not on whether a particular activity is religious enough to be covered by RLUIPA.**
7. If the City is inclined to deny a particular application, make a good record to support the denial. Verify that the reasons cited by the decision-makers are actually supported by the City's code and past practices. Analyze whether there are quick, reliable and financially feasible alternative sites available, which may require the use of

experts. Encourage applicants to redesign or reapply if a development proposal is unsatisfactory to the City.

8.RLUIPA itself provides that local governments may be protected from enforcement actions by taking corrective action, such as Changing the policy or practice that results in a substantial burden on religious exercise, retaining the policy or practice and exempting the substantially burdened religious exercise, providing exemptions from the policy or practice for applications that substantially burden religious exercise. Or by any other means that eliminates the substantial burden or other violation of RLUIPA.

Afton City Public Officials:

There should be a vetting process for any person running for a particular office within the City of Afton. The code should read something like: This person running for Afton City position, should be a resident, good standing with the City of Afton Community and to be able to vet the person back at least 15 years of criminal/social and residency of a city or country background check. At this juncture, Afton Residents will know where, what and whom the person is applying for an Afton City position.

Patricia Swanson

651-436-6452

patandsteveswanson@yahoo.com

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 13, 2016
Re: 2016 Street Improvement Projects

This item was included on the agenda in the case that the July 18 Council work session regarding street improvement planning resulted in the need for an action item regarding street improvement projects for 2016. While the City Engineer is in the process of updating the funding information related to the downtown improvements project, which could affect funding available for street improvements, the update process is not complete at this time.

COUNCIL ACTION REQUESTED:

No action required

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: July 12, 2016
Re: Ordinance Amendment to Update the City Code – Chapter 2, Article III. Officers and Employees – **Ordinance 08-2016**

The current ordinance regarding administrative positions does not reflect the current structure of administrative positions. The current ordinance reflects a deputy clerk rather than the current city clerk position, and includes a building official with zoning administration and zoning code enforcement duties, but not a building inspector. The City currently has a building inspector, whose responsibilities include all building related responsibilities in the building official description, except those related to commercial properties. The City also has a building official who handles all building related duties for commercial properties. The city administrator is responsible for zoning administration and zoning code enforcement. The city administrator is also responsible for statutory city clerk duties. Most of these have been delegated to the deputy clerk. The deputy clerk position has now been changed to the city clerk position. In addition, a portion of the zoning code enforcement duties have been delegated from the city administrator to the city clerk. Attached for the Council's consideration is an ordinance amendment that reflects the current structure of administrative positions.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of ordinance 08-2016 updating Chapter 2, Article III. Officers and Employees.

ORDINANCE 08-2016

CITY OF AFTON, MINNESOTA
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDING SECTIONS 2-76, 2-111, AND 2-112 OF THE AFTON CODE OF ORDINANCES REGARDING OFFICIALS AND EMPLOYEES

BE IT ORDAINED by the City Council of the City of Afton that the Afton Code of Ordinances be amended as follows.

DELETE the strike-through language and ADD the underlined language as shown below:

DIVISION 2. CITY ADMINISTRATOR

Sec. 2-76. Office created; powers and duties.

(a) The office of clerk and treasurer are abolished and replaced with the office of clerk-treasurer to be referred to as "the city administrator." The duties as prescribed under M.S.A. Ch. 412 of the city clerk and treasurer shall be assumed by and consolidated into a newly created position of city administrator.

(b) The city administrator also is the code enforcement officer and the zoning administrator and enforces the city Code.

(1) Process, review and conduct necessary inspections for zoning permits (special and conditional uses, signs, fences, farm site plans, design review, variances, etc.,) and such other permits as may be required by the city Code.

(2) Enforce codes by receiving and investigating complaints concerning alleged code violations. Meet with property owners or tenants to inform them of specific violations and necessary corrective measures. Prepare reports on such violations for the planning commission, City Council and city attorney, as necessary. Prepare and issue violation notices to violators.

*State law reference – Powers of council in statutory cities, M.S.A. §§ 412-191 – 412.231.

†State law reference – Officers and employees in statutory cities, M.S.A. §§ 412.101 – 412.151.

~~(b-c)~~ The city administrator shall serve at the pleasure and discretion of the City Council and report directly to the City Council. All other offices and positions created by the City Council, with the exception of the city attorney, shall report to the City Council through the city administrator.

~~(e-d)~~ The city administrator shall be assisted in ~~conducting managing~~ the day-to-day operations of the city by a ~~deputy~~ city clerk, office assistant, building inspector and building official, and may delegate duties to these positions.

~~(d e)~~ The city deputy clerk, office assistant, building inspector, building official and such other employees of the city as may be appointed from time-to-time, shall report directly to the city administrator.

(e f) The city administrator shall be responsible for the day-to-day operations of the city, including the management and supervision of the ~~city deputy~~ clerk, office assistant, and any other full or part-time employees as may be appointed by the City Council.

DIVISION 4. BUILDING INSPECTOR*

Sec. 2-111. Office created; powers and duties.

(a) The office of the building official inspector is hereby established. The building official is the code enforcement officer and the zoning administrator and enforces the city Code.

(b) The essential functions of the building inspector official shall be as follows:

(1) Review plans and specifications for all types of buildings, structures, HVAC and plumbing, with the exception of commercial buildings, and calculate fees and state surcharges where required. Inspect buildings, structures and property to ensure compliance with such plans and specifications and other state and city codes, environmental health and safety regulations and the zoning regulations in chapter 12, Article II. Conduct foundation, framing, structural, plumbing, heating and air conditioning and other required inspections.

(2) Administer building permit procedures. Provide information concerning building permit procedures and standards on a daily basis to residents, businesses, developers, architects and others involved in building construction activities.

(3) As directed by the City Administrator, conduct all-necessary inspections for zoning permits (special and conditional uses, signs, fences, farm site plans, design review, variances, etc.,) and such other permits as may be required by the city Code.

(4) Enforce codes by receiving and investigating complaints concerning alleged code violations. Meet with property owners or tenants to inform them of specific violations and necessary corrective measures. Prepare reports on such violations for the city administrator, planning commission, City Council and city attorney, as necessary. Assist in the preparation and issuance of violation notices to violators.

(5) May keep records, blueprints, permits and maps of sewer systems and appurtenances, service lines and pumps; ensure inspection of systems; and issue permits for ISTS.

(6) Work with residents, contractors, architects, developers, the city staff, fire department and other agencies and departments concerning permit applications, work in progress and questions relating to codes and regulations. Assist in revision of plans, reviews by consultants, coordination of consultants and related reviews, permits or inspections.

(7) Assist in preparations of the departmental budget and in maintaining budgetary control, maintain

~~records and prepare reports.~~

(8) Establish and maintain all records, pertinent files and necessary reports on all permits, zoning actions, Code violations and other related development activities, including notices, correspondence, minutes and ordinances.

~~(9) Assist the city administrator in the development and maintenance of a GIS system, policy and ordinance revisions and land use planning procedures and controls.~~

(10) Prepare monthly and annual reports on construction activities to regional, state and federal agencies and to the City Council.

(11) Keep abreast of new equipment, materials, technologies and construction practices, as well as new or changing codes, regulations and enforcement procedure; and recommend changes in policies and ordinances to the city administrator.

(12) Attend City Council and planning commission meetings, as needed, to present recommendations and findings.

(13) Perform related work as required.

(c) The building inspector shall report directly to the city administrator.

DIVISION 4 5. BUILDING OFFICIAL*

Sec. 2-112. Office created; powers and duties.

(a) The office of the building official is hereby established. ~~The building official is the code enforcement officer and the zoning administrator and enforces the city Code.~~

(b) The essential functions of the building official shall be as follows:

(1) Review plans and specifications for commercial ~~all types of~~ buildings, structures, HVAC and plumbing and calculate fees and state surcharges where required. Inspect buildings, structures and property to ensure compliance with such plans and specifications and other state and city codes, environmental health and safety regulations and the zoning regulations in chapter 12, Article II. Conduct foundation, framing, structural, plumbing, heating and air conditioning and other required inspections.

~~(2) Administer building permit procedures. Provide information concerning building permit procedures and standards on a daily basis to residents, businesses, developers, architects and others involved in building construction activities.~~

~~(3) Conduct all necessary inspections for zoning permits (special and conditional uses, signs, fences, farm site plans, design review, variances, etc.,) and such other permits as may be required by the city Code.~~

~~(4) Enforce codes by receiving and investigating complaints concerning alleged code violations. Meet with property owners or tenants to inform them of specific violations and necessary corrective measures. Prepare reports on such violations for the city administrator, planning commission, City Council and city attorney, as necessary. Assist in the preparation and issuance of violation notices to violators.~~

~~(5) May keep records, blueprints, permits and maps of sewer systems and appurtenances, service lines and pumps; ensure inspection of systems; and issue permits for ISTS.~~

*Cross reference – Buildings and building regulations, § 12-1771 et seq.

~~(6) Work with residents, contractors, architects, developers, the city staff, fire department and other agencies and departments concerning permit applications, work in progress and questions relating to codes and regulations. Assist in revision of plans, reviews by consultants, coordination of consultants and related reviews, permits or inspections.~~

~~(7) Assist in preparations of the departmental budget and in maintaining budgetary control, maintain records and prepare reports.~~

~~(8) Establish and maintain all records, pertinent files and necessary reports on all permits, zoning actions, Code violations and other related development activities, including notices, correspondence, minutes and ordinances.~~

~~(9) Assist the city administrator in the development and maintenance of a GIS system, policy and ordinance revisions and land use planning procedures and controls.~~

~~(10) Prepare monthly and annual reports on construction activities to regional, state and federal agencies and to the City Council.~~

~~(11) Keep abreast of new equipment, materials, technologies and construction practices, as well as new or changing codes, regulations and enforcement procedure; and recommend changes in policies and~~

ordinances to the city administrator.

(12) Attend City Council and planning commission meetings, as needed, to present recommendations and findings.

(13) Perform related work as required.

(c) The building official shall report directly to the city administrator.

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 14, 2016
Re: Limit Parking to North Side of 32nd Street East of St. Croix Trail – **Resolution 2016-35**

The owners of Windmill Marina, whose access is through 32nd Street, have requested that, in the interim until 32nd Street is reconstructed, parking be limited to the north side of 32nd Street east of St. Croix Trail. Parking on both sides of 32nd street results in the narrowing of the useable roadway so that two-way traffic is difficult and during busy times it may be difficult or impossible for emergency vehicles to access the Marina. The owner of the property on the south side of 32nd Street has agreed to no parking on the south side.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of resolution 2016-35 limiting parking on 32nd Street east of St. Croix Trail to the north side of 32nd Street in the interim until 32nd Street is reconstructed.

RESOLUTION 2016-35

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION LIMITING PARKING TO THE NORTH SIDE OF 32ND STREET EAST OF ST.
CROIX TRAIL**

WHEREAS, the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and,

WHEREAS, 32nd Street east of St. Croix Trail serves as the public street access to the Windmill Marina; and

WHEREAS, allowing parking on both sides of 32nd street results in the narrowing of the useable roadway so that two-way traffic is difficult and during busy times it may be difficult or impossible for emergency vehicles to access the Marina; and

WHEREAS, the owners of the Windmill Marina have requested that, in the interim until 32nd street is reconstructed, parking along 32nd Street be limited to the north side; and

WHEREAS, the owner of the property on the south side of 32nd Street has agreed to no parking on the south side.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Afton does hereby approve the limiting of parking on 32nd Street east of St. Croix Trail to the north side of 32nd Street only in the interim until 32nd Street is reconstructed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Palmquist:

Richter:

Ross:

Nelson:

Bend:

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

Meeting Date July 19, 2016

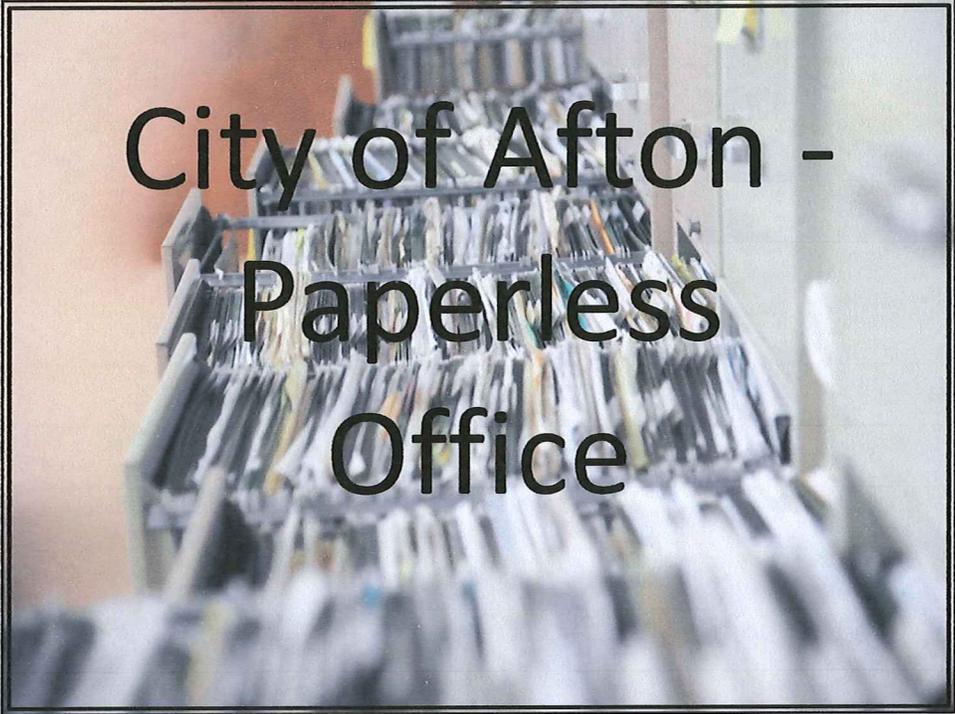
Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 14, 2016
Re: Paperless Office and Workflow Management System

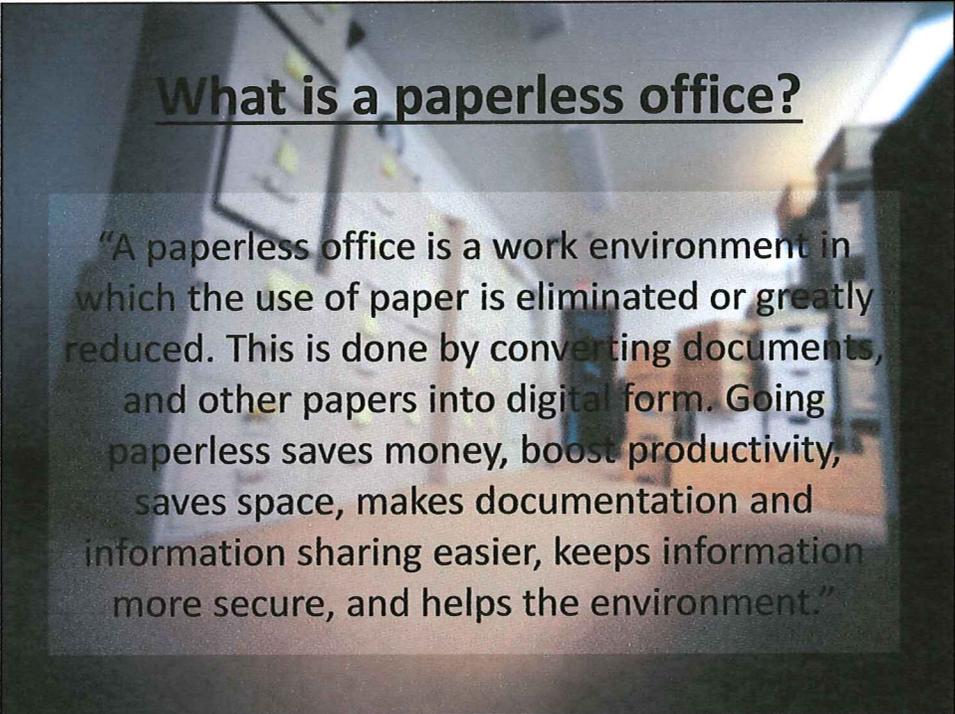
Attached is a PowerPoint Presentation with background information regarding a recommendation to purchase the Laserfiche document management and workflow management software. The recommendation was developed by the Personnel Committee working with the office staff. Also attached is the price quote from Cities Digital regarding the purchase of the software system, the configuration and installation of the system and training on the system, as well as a price quote from Presenter for server upgrade options to accommodate the Laserfiche system.

COUNCIL ACTION REQUESTED:

1. Motion regarding the purchase of the Laserfiche software from Cities Digital
2. Motion regarding selecting a server upgrade option



City of Afton - Paperless Office



What is a paperless office?

"A paperless office is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents, and other papers into digital form. Going paperless saves money, boost productivity, saves space, makes documentation and information sharing easier, keeps information more secure, and helps the environment."

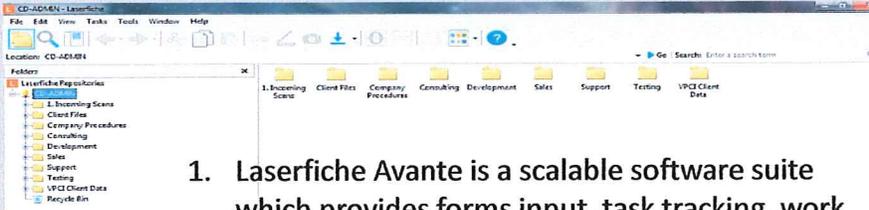
Need & Rationale

1. Cost savings through improved work flow and productivity.
2. Cost savings in reduction and mitigation of filing errors.
3. Cost savings by improving task tracking and resolution.
4. Cost savings through document continuity and maintaining legacy (paper) records.
5. Improve task and permit tracking using checklists and review and approval tracking.
6. Reduce / eliminate loss of access to old city records.
7. Simplify document handling.
8. Vastly improve searching / accessing documents.
9. Reduce effort of responding to requests for public data.
10. Improves decision making processes by speeding access to current and legacy documents.
11. Prevent damage / loss of documents in a disaster.

Investigation

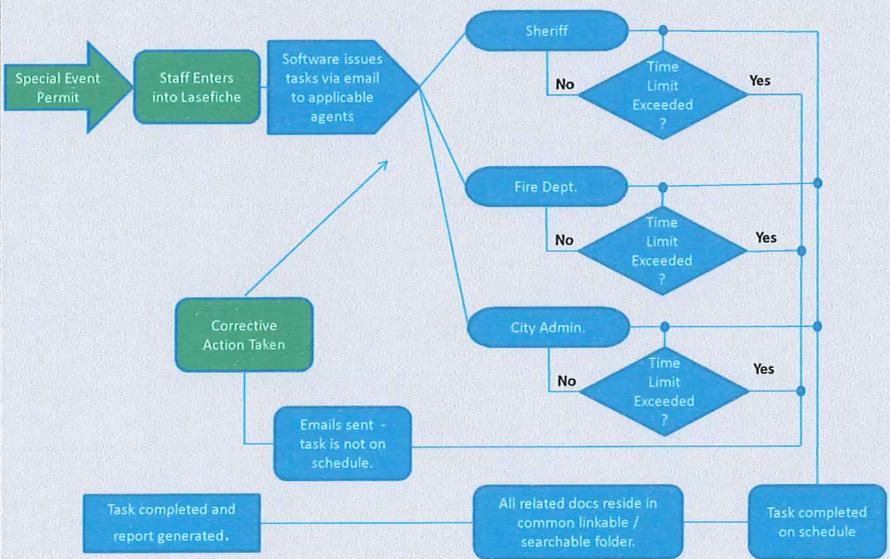
1. A year ago the city hired a consultant with expertise to assure that the best choice for the city is made.
2. Staff and consultant examined various programs and found that many programs did not fit the needs of the city.
3. Laserfiche was determined to be the best and most comprehensive software package on the market for city's needs.

Why Laserfiche



1. Laserfiche Avante is a scalable software suite which provides forms input, task tracking, work flow management and searchable documents.
2. Will be configured to fit Afton's needs.
3. Currently being used by more than 150 Minnesota cities ranging in size smaller than Afton to as large as Bloomington.
4. Turns documents into searchable files.
5. Provides tracking capability for tasks.

Work Flow Example



Short Time to Implementation

1. Quick time to implement – assuming normal staff workloads. (30 days to config and customize, 60 – 90 days til main stream).
2. The VAR (Value Added Reseller) will train Afton's staff on site.
3. The VAR and staff will work together to customize Laserfiche to Afton's needs.
4. Local phone support from VAR.
5. Networking support from other Laserfiche users.

All New Documents are Electronic

- Upon implementation, all new documents will be stored and accessed electronically.
- All new documents will be searchable.
- Tasks can be tracked.
- Documents will be backed up.
- Continuity maintained as administrations and staff changes with time.

Basic Costs

Laserfiche Software, training and one year of support.

- 1) Non recurring cost - \$10,540.
- 2) Recurring annual support and service contract - \$690.

Hardware - modifications or additions to existing equipment.

- 1) Option 1 - upgrade existing hardware ... \$2,958.
- 2) Option 2 – add new additional server ... \$5,172.

Funding.

Expenses will be funded from Cable Commission account, Special Activities Fund having a balance of \$28,932.

What are Legacy Documents?

- Legacy Documents are the existing documents that are currently stored in manual files. These include property files and subdivision files.
- There are a number of benefits to digitizing the legacy documents.
- Legacy files are stored at city hall and at the city's garage.

Benefits of scanning legacy documents

1. In order to search legacy documents they must be scanned into Laserfiche.
2. An important feature of Laserfiche is its ability to easily search current and legacy documents.
3. This would allow staff and council to “fill in the blanks” on important historical facts.
4. Disaster planning – redundant and offsite backup of all documents.

Legacy document scanning alternatives

- 1) VAR scans.
 - a. Time line based on budget constraints.
 - b. Automated process which will identify duplicates.
 - c. Templates automatically attached and OCR converted.
- 2) Staff scans.
 - a. Training, free time, maintenance of expertise required.
 - b. Legacy documents scanned as accessed.

Scanning Costs

1. At city hall there are 32 vertical file and 17 lateral file drawers containing legacy documents.
2. There are many over sized drawings in flat files and rolls.
3. There are an estimated 140,000 standard size documents at city hall.
4. There are an estimated 6900 over sized documents at city hall.
5. VAR cost for scanning standard sized documents is \$0.065 per sheet.
6. VAR cost for scanning large format documents is \$1.00 per sheet.

END

RECEIVED

JUN 22 2016

CITY OF AFTON



Software & Services Purchase Agreement

Software & Services Purchase Agreement

This agreement is made and entered into on this 6/21/2016 by and between:

Cities Digital, Inc.
2000 O'Neil Road
Suite 150
Hudson, WI 54016

And

Client: City of Afton
Client Address 1: 3033 St. Croix Trail S
Client Address 2: .
City, State, Zip: Afton, MN 55001-0219
herein referred to as "Buyer."

herein referred to as "Seller";

WITNESSETH

WHEREFORE, in consideration of the mutual covenants herein contained, and other valuable consideration, the receipt of which is acknowledged, the parties agree as follows:

1. Agreement to Sell and Purchase: Seller hereby agrees to sell to Buyer, and Buyer agrees to purchase from Seller those software products, services, maintenance agreements, and upgrades set forth in Exhibit "B".

2. License Agreement: It is specifically agreed and acknowledged that the software products sold by Seller to Buyer as described in Section 1 hereinabove, are being sold subject to the restrictions, duties and obligations of Seller pursuant to License Agreements with CompuLink Management Center, Inc. referenced in "Exhibit C" (Laserfiche Products), Buyer, by its execution of this agreement, agrees to fully abide by the terms and conditions of such License Agreement, and further agrees to fully indemnify, protect, and hold Seller harmless from any claims, suits, actions, liabilities, damages (including all legal costs incurred by Seller) resulting from any violation by Buyer under the terms thereof.

3. Purchase Price and Payment: The purchase price for the software products being purchased by Buyer from Seller are set forth in Exhibit "B" and shall be due and payable from Buyer to Seller as follows:

- a. Upon delivery of the software, service packages and scanner(s), pursuant to Exhibit "B," Buyer shall pay the full invoice amount;
- b. In consideration of the initial purchase of products and/or services, the Buyer shall pay Seller one hundred percent (100%) of the total software, hardware & support costs, set forth in Exhibit B, upon receiving the software and/or hardware. The Client shall pay the remaining balance of the invoice including services for installation and training (not included in a prepaid Advanced Service Package) upon completion of the services. Initial invoices for software and services are due upon receipt. Future invoices will be paid within thirty (30) days of invoice date. Invoices not paid within thirty (30) days of invoice will be subject to a one and ½ percent (1.5%) monthly interest charge (eighteen percent (18%) per year).
- c. It is acknowledged that certain items set forth in "Exhibit B" if necessary are based on Seller's estimates, including the following:
 - i. Technical services including consulting and training are billed at a rate of \$175 per hour; weekend/after-hours at a rate of \$250.00 per hour, development at a rate of \$250 per hour. Custom service agreements, with Escalated Support options, are to be negotiated, depending on individual client needs;
 - ii. Mileage at the rate of \$.585 per mile;
 - iii. Per diem (per person) at a minimum of \$225.00 per day, more depending on location.
 - iv. Server Hosting at \$300/month including 4 GB of memory and 50 Gigabytes of storage. Please see attachment for Service Level Agreement details of hosting.
 - v. Online Backup at \$1.50/month per Gigabyte.

Software & Services Purchase Agreement

- d. It is agreed that the estimates for those items set forth in Exhibit "B" will not be exceeded by Seller without prior written approval by Buyer. In the event that the estimates are exceeded with approval of Buyer, then Buyer shall pay the difference with the payment set forth in subsection (b) hereinabove.
- e. It is agreed that Seller may need to adjust billable rates periodically, as well as mileage and Per-Diem charges, as part of this Purchase Agreement. This change will happen not more frequently than once per year. The Buyer will be notified of this change at least 30 days in advance of this change.
- f. The term of this Agreement shall be for 1 year from the date first written above and shall renew for a one year term, unless terminated by either party with or without cause.

4. Maintenance and Upgrade Fees: It is acknowledged that Exhibit "B" includes initial fees for annual maintenance and upgrades for the software products and scanner device sold to Buyer as more fully described hereinabove. With respect to such maintenance and upgrade fees, it is agreed as follows:

- a. The sums payable by Buyer for maintenance and upgrades as described in Exhibit "B" are in addition to being payable as set forth above, payable annually on the anniversary of the purchase date;
- b. Such sums may be subject to a price increase after payment for the initial year, provided that, the price shall only be increased by Seller in the event that Seller's costs therefore are increased by CompuLink Management Center, Inc. or its successor in interest.
- c. Buyer shall have no legal obligation to continue paying for the maintenance (software updates) and technical support provided if Buyer does not see value in said service.

4b. Support Agreement As Detailed in "Exhibit A":

Seller provides a technical support hotline during weekday and non-holiday business hours 8:00 AM to 7:00 PM Central Time. The technical support staff processes assistance telephone calls, emails and remote connections as they arrive. The Support Director assesses difficulty of tasks and assigns cases to the tiered support staff. This process is in place to provide support to our customers based on the impact on their on-going operations.

Non-emergency calls for support are typically responded to within one hours (or less). Critical calls (delay in work or loss of data due to system issues) may be responded to immediately. Support calls may be escalated internally to other technicians as needed.

Seller support is provided as a part of the Laserfiche annual support fee. Technical support is considered assistance with software malfunctions (break/fix) or "bugs." Technical Support does not include assisting clients with how-to questions, configuration of software, creating workflows, consulting or training is not considered technical support.

AFTER HOURS SUPPORT

Under special circumstances, Cities Digital can be available for after-hours support upon request based on availability. After hours support requires a 2-week prior notification, unless case of emergency. Billable rates for clients with current Laserfiche Software Assurance Plans are \$250/hr before 8:00am and after 7:00pm Central Time and weekends.

5. Limitation: It is specifically acknowledged and agreed that all techniques, procedures and methodologies used and implemented by Seller in the performance of its work under this agreement are not included in the sale, and all intellectual property rights to such techniques, procedures and methodologies shall be retained by Seller, or by such third parties with whom Seller may contract with or have licenses through.

6. Independent Contractor: It is specifically acknowledged that Seller is an independent contractor, and that no agent, employee, or subcontractor of Seller shall be deemed an employee of Buyer, or be entitled to any compensation from Buyer except as specifically set forth in this agreement.

7. Confidentiality: Seller shall keep confidential all non-public aspects of the work performed under this contract, including but not limited to all communications regarding that work and all Buyer data and information to which Seller obtains access in the course of performing services under this agreement. Seller shall limit internal access to information regarding work

Software & Services Purchase Agreement

under this contract to those members of Seller's own staff or subcontractors of Seller who are directly involved in the work or otherwise have a need for access to the information. Unless otherwise required by law, Seller shall not disclose any non-public information to anyone other than the Buyer's project manager and Seller's own staff and subcontractors without the Buyer's prior written consent. Seller shall ensure that all individuals and subcontractors engaged directly or indirectly by Seller to provide services under this agreement are advised of and required to comply with the forgoing confidentiality obligation.

8. Sharing Information: Upon the Buyer's written request and authorization, Seller shall share any project information designated by the Buyer and shall fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the project and designated by the Buyer in the request. Seller shall not communicate with representatives of any of the news media regarding work under this contract; any communications with news media representatives regarding this contract shall be exclusively through the Buyer.

9. Commitment and Completion: It is agreed that Seller shall commence work within 14 days of receipt by Seller from Buyer of a written authorization to proceed and shall be completed pursuant to Exhibit "B." Notwithstanding such schedules, it is acknowledged that delays resulting from any acts or omissions of Buyer, or circumstances beyond the control of Seller, including, but not limited to acts of war or terror, natural disasters, material shortages, and acts of God, shall not be deemed a breach of this agreement.

10. Insurance:

a. Seller shall maintain occurrence for commercial general liability and automobile liability insurance which shall include personal injury, bodily injury, including death, and broad form property damage including loss of use of property, occurring in the course of or in any way related to Seller's operations, in an amount not less than \$2,000,000 combined single limits per occurrence;

b. Seller shall maintain Workers' Compensation and Employer's liability for all consultants' employees who are subject to Worker's Compensation statute either as a carrier-insured employer or as a self-insured employer.

c. Seller shall maintain professional errors and omissions liability insurance for the protection of the Seller and its employees and subcontractors, insuring against losses arising out of or resulting from their professional acts, omissions, activities or services, in an amount not less than \$2,000,000 per claim;

d. At the request of Buyer, Seller shall furnish the Buyer with certificates evidencing the date, amount, and type of insurance required by this contract.

11. Warranty and Limitations: Except as otherwise set forth herein, Seller's warranty is specifically limited to successful completion of installation and operation of Laserfiche software program with respect to scanning and capturing documents of Buyer as provided in Exhibit "B", and that, except as may be available through CompuLink Management Center, Inc., Seller gives no other warranties, express or implied. In the event the software is unable to perform as warranted by Seller within 30 days of completion of installation, Buyer shall be entitled to a full refund of the purchase price.

It is specifically acknowledged and agreed that Seller's warranty is limited and shall not apply to performance by the Seller under this agreement of specifications other than those specifically warranted above, such exclusions to include, but are not limited to: 1) the integration of the system to be installed by Seller with existing software of Buyer; and 2) the importation of documents into the system, due to the fact Seller currently has insufficient knowledge of the documentation and data.

In addition, said warranties shall not apply:

a. To the extent of any problems encountered with the integration of external databases with the software installation;

b. To the extent of any problems encountered as a result of the failure of the Buyer to install and configure the hardware necessary to operate the software in accordance with the hardware specifications previously provided by the Seller; or

c. To the extent of any problems encountered as a result of the failure of the Buyer's computing equipment, servers, networks or operating systems.

Software & Services Purchase Agreement

12. Limitation and Damages: BUYER AGREES THAT SELLER'S TOTAL AGGREGATE LIABILITY, IF ANY, SHALL NOT EXCEED FEES PAID TO SELLER BY BUYER FOR THE PRODUCTS AND/OR SERVICES INVOLVED. The Seller will endeavor to provide high quality services and a high quality product. However, the Seller is not, and will not be responsible for any consequential or incidental damages resulting from any interruptions of service, or data loss (including lost transactions). With the exception of Buyer subscribing to Server Hosting, day-to-day data backup is the Buyer's responsibility and Seller is not and cannot be liable for data loss due to poor or nonexistent or insufficient backup or any other issues associated and/or caused by Buyer's day-to-day backup.

13. Attorney's Fees: In case suit, action, or arbitration is instituted to enforce or rescind any of the rights or provisions expressed in this agreement, the party not prevailing agrees to pay the prevailing party's costs and disbursements related to said proceedings and such sums as the court or arbitrator, may adjudge reasonable for the attorney's fees at trial or appeal of said suit or action.

14. Governing Law: This agreement shall be governed and construed under the laws of the State of Wisconsin.

15. Severability: If any provision of this agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this agreement.

16. Complete Agreement: This represents the complete and final agreement of the parties regarding the purchase and sale of software products and other services to be rendered by Seller on behalf of Buyer and supersedes and replaces any oral or written agreements heretofore made. Any modification to this agreement shall only be valid if in writing and signed by the parties hereto.

Seller: Cities Digital, Inc.
Name: Patrick Welsch
Title: President
Date: 6/21/2016

Buyer: City of Afton
Name: _____
Title: _____
Date: 6/21/2016

By: _____

By: _____

Software & Services Purchase Agreement

EXHIBIT A: Software Support Policy, "LSAP" (Laserfiche Software Assurance Plan)

The initial purchase of a software system also requires purchasing maintenance for each component. Annual Maintenance is a software assurance program initiated by Cities Digital to ensure that clients are able to receive regular product updates and basic software support through their value-added reseller. Cities Digital has developed this policy with regard to services that are included with the purchase of Annual Maintenance in order to serve all clients with the utmost accuracy and efficiency.

Services included in base LSAP costs:

- Cities Digital technical support hotline: 855-714-2800, Support@CitiesDigital.com
- Access to product updates (does not include installation or training)
- GoToAssist remote support (allows support technicians to access client's computer remotely)
- Customer portal access: Submit & Track tickets at support.citiesdigital.com
- Customer support site access at support.laserfiche.com
- Annual consulting meeting

Services available on a per unit basis (not included with base LSAP):

Onsite installation, training, consulting or support services	\$175/hour with current LSAP \$250/hour without current LSAP Packages of hours available, call for estimate.
Server Hosting	\$300/Month
Online Backup	\$1.50/Gigabyte/Month
Custom integrations or programming	\$250/hour
Document conversions	Call for estimate
Scanning services	\$.04 - \$.10 per page, \$1 for plans/maps

Renewable Annual Technical Support	Fee is based on software components that have been purchased and installed. The support plan is renewable each year.
Telephone and Email Support	855-714-2800 support@citiesdigital.com Chat & remote support: support.citiesdigital.com Hours: 8:00AM - 7:00PM Central
Response Time and Definition	Responses provided within 24 hours of initial report. Most all responses and technical troubleshooting will happen within an hour, if not immediately through chat / remote support. Responses consist of diagnosing the problem and if possible resolving it immediately. If it is not possible to resolve immediately a time will be scheduled to attempt resolution of the problem at the client's convenience.
Options for Coverage During Non-Standard Business Hours	Technical appointments may be scheduled with the Director of Support at support@citiesdigital.com.
Capability for Remote Diagnostics	A web-based tool for remote diagnostics and support called GoToAssist is utilized. More information about the tool can be found at GoToAssist.com. A tool for unattended work is offered called TeamViewer. Client written authorization is required before use of the unattended access tool.

Maintenance Cost for Fixes and Major Releases	Maintenance that is done over the phone or remote access is included in annual maintenance agreement at no additional cost. Most minor
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Software & Services Purchase Agreement

	<p>upgrades can be completed this way.</p> <p>Upgrades are often available for download from an FTP site, making delivery time zero.</p> <p>Major upgrades referred to as “platform changes” may be subject to a fee. The fee is set by the manufacturer when the new version is released.</p>
<p>Support Escalation Procedures</p>	<ol style="list-style-type: none"> 1. Problem is reported, a support case is opened and documented. The case is resolved over the phone or remotely. 2. If immediate resolution is not possible, problem is reported to second tier support. 3. If there is no existing solution, Cities Digital development will write a script or solution to fix the problem. Cities Digital will then implement the solution remotely or through onsite support if necessary.
<p>Tracking Database</p>	<p>All support cases are tracked in case management database. The tracking software assigns incident numbers and the client may call and request the status on any support case at any time during work hours.</p> <p>Clients may also track case status online at support.ctiesdigital.com.</p>
<p>Upgrades and Patches</p>	<p>New minor software upgrades and patches are free to clients with current annual support contracts. These products are made available for download to clients through Cities Digital. If assistance is needed to install the upgrades or patches, Cities Digital tech support will assist remotely at no extra charge.</p>

Software & Services Purchase Agreement

EXHIBIT B: Quotation



2000 O'Neil Rd., Suite 150
Hudson, WI 54016

Quote

Date:	Quote Number :	Revision:
6/21/2016	QUO-05383-S3J6	0

Prepared For:

City of Afton
3033 St. Croix Trail S
Afton, MN 55001-0219

Contact:

Phone: (855) 714-2800
Fax: 866-592-7343
www.CitiesDigital.com

Product	Product ID	Quantity	Unit Price	Ext Amount
ONETIME Software Cost				
Laserfiche Avante Full Named User with Web Access, Mobile, Snapshot and Email	MNF16	3	\$600.00	\$1,800.00
Laserfiche Forms for Licensed Users	MFRM	3	\$50.00	\$150.00
Laserfiche Avante SQL Express Server with Workflow	MSE10	1	\$1,500.00	\$1,500.00
Recommended Professional Services				
Gold - Advanced Service Package (40hrs for Installation, Training, Configuration and Project Management)	CD6000	1	\$6,400.00	\$6,400.00
Annual Maintenance: Support & Upgrades				
Laserfiche Avante Full Named User with Web Access, Mobile, Snapshot and Email Annual Maintenance	MNF16B	3	\$120.00	\$360.00
Laserfiche Forms Annual Maintenance	MFRMB	3	\$10.00	\$30.00
Laserfiche Avante SQL Express Server Annual Maintenance	MSE10B	1	\$300.00	\$300.00
Subtotal				\$10,540.00
Tax				\$0.00
TOTAL				\$10,540.00

All sales are final, VPCI and Cities Digital do not accept returns of software and all sales are final. If your product is damaged we will replace it within 30 days of purchase at no charge. Prices are subject to change.

City of Afton Laserfiche Project

Infrastructure Upgrades

At the time of the city's last server upgrade cycle the possibility of a document management solution had not been discussed. The server was sized according to the needs known at the time, with provisions for slight growth.

The current server meets the needs of the city presently and with some hardware upgrades will likely be able to run the Laserfiche software without a negative impact on the other services that are being hosted on the server. Page 2 includes pricing for the upgrades required.

One concern with upgrading the current server is that even with the upgrades there would be limitations to future upgrades that could be performed. After adding the additional storage there will be no additional space for expanding storage on this system.

Provided on page 3 is pricing for an additional server to be dedicated to Laserfiche. It is similar in specifications to the existing server, has enough expansion room that it could be upgraded later if required, and would have its resources dedicated to Laserfiche. If this option was chosen, then the upgrades to the existing server would not be required.

Finally, it needs to be noted that the storage capacities included on the attached quotes are pending confirmation from Cities Digital that they will be sufficient for the application.



Technology Management Quote

Customer: City of Afton

Date: 27-Jun-16
Valid for 30 days

Remarks:
Upgrade existing server to run Laserfische. Labor is an estimate only.

Service Work Quote				
Rate per hour	Hours			Labor Charge
\$ 135.00	5.00			\$ 675.00
Equipment Description		Qty	Unit Price	Extension
Western Digital 2TB Enterprise Grade Hard Drive		2	\$ 149.99	\$ 299.98
Dell Hard Drive Tray		2	\$ 25.00	\$ 50.00
RAM Upgrade, 32GB (16GB x 2)		1	\$ 249.00	\$ 249.00
External Hard Drive, 4TB (Backups)		4	\$ 145.00	\$ 580.00
Windows Server Standard 2012R2		1	\$ 725.00	\$ 725.00
Ubiquiti Edgeswitch Lite, 24 Port		1	\$ 225.00	\$ 225.00
Labor Charge				\$ 675.00
Equipment				\$ 2,128.98
Sub-total				\$ 2,803.98
WI Sales Tax				\$ 154.22
Grand Total				\$ 2,958.20



Technology Management Quote

Customer: City of Afton

Date: 27-Jun-16
Valid for 30 days

Remarks:

Add additional server to environment to run Laserfiche. Labor is an estimate only.

Service Work Quote				
Rate per hour	Hours			Labor Charge
\$ 135.00	3.00			\$ 405.00
Equipment Description		Qty	Unit Price	Extension
Dell Poweredge T330 Server Windows Server 2012R2 Standard 32GB RAM 500GB RAID1 2TB RAID1 3yr Warranty (1024406521962.1)		1	\$ 3,198.58	\$ 3,198.58
External Hard Drive, 4TB (Backups)		4	\$ 145.00	\$ 580.00
Altaro VM Backup Standard		1	\$ 395.00	\$ 395.00
Altaro VM Backup Renewal for Existing License		1	\$ 98.75	\$ 98.75
Ubiquiti Edgeswitch Lite, 24 Port		1	\$ 225.00	\$ 225.00
		0	\$ -	\$ -
				Labor Charge
				\$ 405.00
				Equipment
				\$ 4,497.33
				Sub-total
				\$ 4,902.33
				WI Sales Tax
				\$ 269.63
				Grand Total
				\$ 5,171.96

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: July 12, 2016
Re: Nominations of Historic Properties for Local Designation – **Resolution 2016-36**

The Design Review/Heritage Preservation Commission has obtained grant funding to complete research on 13 historic properties in Afton and nominate the properties for local designation. The local designation process involves both the Minnesota Historical Society and the City Council approving the local designation of the properties. The local designation process recognizes the historic significance of the properties and encourages the preservation of the properties through the City's historic preservation design guidelines. The property owners have all agreed to their properties being designated as local historic properties. Attached are local designation nomination forms for 11 of the 13 properties. The local designation nomination forms for the final two properties will be completed and brought to the Council at its August 16 meeting. Attached is a resolution approving the local designation of the 11 properties.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of resolution 2016-36 regarding the local designation of 11 historic properties.

RESOLUTION 2016-36

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION NOMINATING ELEVEN PROPERTIES FOR LOCAL DESIGNATION AS
HISTORIC PROPERTIES**

WHEREAS, the City of Afton is a municipal corporation organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City received grant funding to nominate local properties for local designation as historic properties; and

WHEREAS, the local designation process recognizes the historic significance of local properties and encourages the preservation of the properties; and

WHEREAS, the owners of the nominated properties have all agreed to their properties being designated as local historic properties; and

WHEREAS, the list of the properties proposed for local designation is as follows:

Carnithan-Squires House	3390 St. Croix Trail S.
Citizen State Bank	3321 St. Croix Trail S.
Congregational Church – Afton	Historic Museum 3165 St. Croix Trail S.
Mount Hope Cemetery	Upper 34 th Street S. PID# 22.028.20.13.0017
Reverend Simon Putnam House	3192 St. Croix Trail S.
Selma’s Ice Cream Parlor	3419 St. Croix Trail S.
Afton Public Square	St. Croix Trail and 34 th Street PID# 22.028.20.14.0041
Afton Township Hall	1675 Stagecoach Trail S.
Afton Village School	15888 34 th Street S.
Asa and Flora Tracy House	3632 St. Croix Trail S.
Emil Asp Blacksmith Shop	15880 36 th Street S.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Afton does hereby approve the local designation of the historic properties listed above.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 19TH DAY OF JULY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

RESOLUTION 2016-36

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

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Carnithan-Squires House
Other Names/Site No.: Squire House Gardens
SHPO Inventory No.: WA-AFC-010
Parcel No: 22.028.20.14.0037

LOCATION:

Street & No.: 3390 St. Croix Trail South
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: Richard Arthur Meacock and Martin Stern
Owner Phone/Cell: (651) 436-8080
Street & No.: 3390 St Croix Trail S
City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>	
		<i>Contributing</i>	<i>Noncontributing</i>
X private	X building(s)	1	buildings
public	district		sites
	site		structures
	structure		objects
	object		
		1	0
			TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0 *Open to the Public:* Yes, retail area

FUNCTION or USE:

Historic Functions: Residential
Current Functions: Residential, Commercial Retail

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

The structure now doing business as Squire House Gardens was built by Samuel Carnithan and his brother William circa 1870. William, the older brother, was born in 1834 in Washington, New York and arrived in Afton from New York in 1857, living with the Reverend Simon Putnam and working as a laborer, farm hand and carpenter. He served with Company C of the 7th Minnesota Infantry for three years (1862-1865), both in the South and in the U.S.-Indian War of 1862. (Neill) He participated in several significant battles of the Civil War, including the Battle of Nashville, the Battle of Fort Blakely and the siege and capture of Spanish Fort.

The land that now bears the Carnithan-Squires House was deeded to William in January of 1868. His younger brother and millwright Samuel had arrived in Afton following the Civil War and together they built a one and a half story house that was subsequently occupied by Samuel and his wife Anna. When Anna died in childbirth and Samuel was killed in an accident, William and his wife Emily moved into the house, living there until it was sold to Benjamin Squires.

Benjamin Perham Squires and his wife Susan arrived in Afton from Somerset Maine and purchased the house in 1880. Benjamin worked as a wagon dealer and storekeeper for Charles Getchell. The first store Benjamin ran, located one block east of the Squires' home, was demolished to make way for a railroad bed. A new store replaced it, located one block south of the Squires house. Benjamin worked there until he was killed in a train accident in 1883. Upon his death, his estate went to probate and was valued at four thousand dollars. A house, stable, and building are all mentioned in the estate paperwork.

After her husband's death Susan Squires turned their home into a boarding house for students attending the nearby St. Croix Academy. Son Joseph Francis, known as Frank, and his wife Emma, lived with his widowed mother in the Squires House after his father's death. Susan died in January 1901 (Stillwater Messenger). Frank became a member of the Lodge Brotherhood of American Yeomen in 1912 and built an addition onto the house in 1913. He was also a storekeeper like his father, and died in 1957.

The house was enlarged for a gift and interior decorating business in the 1970s by then owner Mildred Hipp.

Architectural significance: Possessing distinctive characteristics of a style, place period, method or materials of construction, builder or architect.

Architectural Classification: Wood-frame Residential

Materials Used:

Foundation: Native limestone

Walls: Wood frame, clapboard

Roof: Asphalt shingles

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Narrative Description:

The Carnithan-Squires House is a 1½ story wood frame Italianate residential structure resting on a native limestone foundation. The footprint of the original building was a gable front and wing with a tucked 1-story porch. The structure displays narrow lap siding and an asphalt-shingled roof.

The building retains its original corner boards, front entry with sidelights, 4-over-4 wood double-hung windows with bracketed window hoods, side attic windows, and ornate eave brackets.

Modifications over time include the enclosing of the front porch with 12-light frames, and two sequential additions to the back (west) elevation of the original house. A two-car garage is incorporated into the back wing. The additions are sheathed in narrow lap siding and the fenestration includes a variety of window shapes and sizes.

Today the house and grounds are operated as the Squire House Gardens. The first floor of the structure serves as a gift shop and offices for the business. The upper story remains in residential use. Two parcels along St. Croix Trail to the north of the house serve as gardens for the gardening and landscaping business. The northerly sunken garden along St. Croix Trail was once the site of the Richert-Peterson-Pothen store, and after demolition was incorporated into the Squire House Gardens.

The original house components show a high degree of architectural integrity and the Carnithan-Squires House is one of Afton’s best-maintained and architecturally significant residences.

SIGNIFICANCE STATEMENT: The Carnithan-Squires House is significant because of its early builders and inhabitants. By the 1860s William Carnithan was a major landowner in Afton Township sections 20 and 21 immediately west of the Village of Afton. William and his brother Samuel played a significant role in the early town site development and built their fine home adjacent to the Afton Town Square. Benjamin and Susan Squires, who moved into 3390 St. Croix Trail South in 1880, were prominent Afton Village residents, Benjamin working with Charles Getchell one the town’s earliest settlers and founders. The house itself has significance as the most intact and Italianate “high-style” home remaining in Afton from the 1870s.

OTHER ITEMS OF SIGNIFICANCE:

<p><i>Related Historic Contexts:</i> Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and agriculture Development 1870-1940</p>	<p><i>Significant Person(s):</i> William Carnithan Samuel Carnithan Benjamin Perham Squires Susan Squires</p>
<p><i>Period of Significance:</i> Circa 1875-1901 From the date of construction to the death of Susan Squires</p>	<p><i>Cultural Affiliation:</i></p>
<p><i>Significant Dates:</i> Circa 1875, Washington County tax records date of construction.</p>	<p><i>Architect/Builder(s):</i> William and Samuel Carnithan, carpenters</p>

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

GEOGRAPHICAL DATA:

Acreage of Property: 0.548

Legal Description of Property: S 1/3 LTS 001,002,003 & N 2/3 LTS 004, 005 & 006 BLK 5 AFTON & ALL THAT TRCT OF LAND AVERAGING 99.3FT IN WIDTH M/L WHICH LIES ON BOTH SIDES OF C/L OF CMSP&P RR CO R/W LOC IN WACO WHICH TRCT OF LAND CONT APPROX 14900 SQ FT & CAN BE DESC AS FOLL:COM @ PT ON C/L SD R/W WHICH PT IS DIST 100FT S M/L FROM NLY LN CITY BLK 005 ORIGINAL TOWN OF AFTON AS MEAS ALG CTR SD R/W THN PROCEEDING SLY ALG C/L SD R/W DIST 150FT & THERE TERM SUBDIVISIONNAME AFTON LOT 1 BLOCK 5 SUBDIVISIONCD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Historical Photographs:



Historic Photograph of the Carnithan-Squires House looking toward the west-northwest.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Current Photographs:



The Carnithan-Squires House looking in the same direction as the historic photograph above.



Looking across St. Croix Trail South, formerly Washington Street, to the current "Squire House Gardens."

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Looking to the west-southwest at the front elevation.



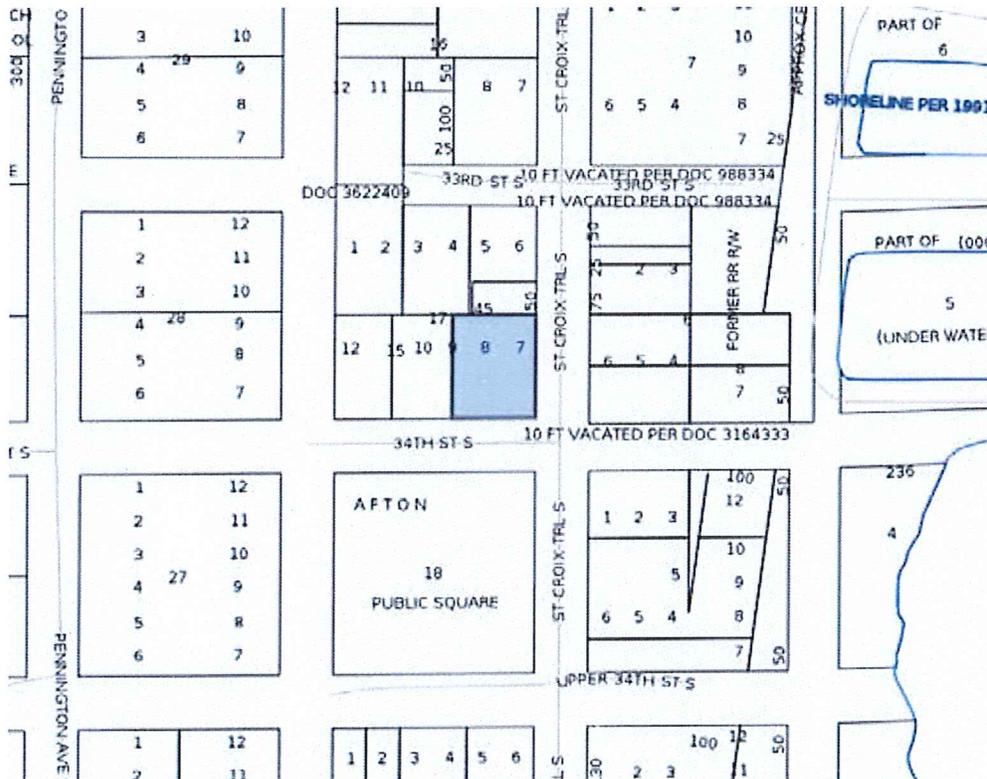
The south-facing elevation. Note the newer wing of the house extending to the west from the original house.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

AERIAL PHOTOGRAPH(S) AND MAP(S) OF THE PROPERTY:



Aerial photograph of the Carnithan-Squires House and adjacent gardens to the north.



Parcel Map for the Carnithan-Squires House.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

MAJOR BIBLIOGRAPHIC SOURCES:

Published:

Afton Historical Society. Historic Afton Walking Tour. n.d.

Afton Historical Society. Historic Afton: South Afton, Glenmont Mills, Swede Hill. n.d.

Blondo, Steven. Minnesota Architecture-History Inventory Form City of Afton Flood Protection and Sanitary Sewer Improvements, Afton, Washington County, Minnesota. 2015.

Collins, Sue; Anna Engquist, Betty Roney; Gail Seifert; Louise Johnson; Maynard Johnson, and Willard Rosenfelt. *Washington: A History of the Minnesota County*. The Croixside Press: Stillwater. 1977.

Grant, Evelyn Bolles. History of Valley Creek and Surrounding Afton Township. Article written for Valley Creek Women's Club, January 1963.

Hayes, Elma R. *Afton-Lakeland: 200 Years of Change*. 1975

Martens, Ken. The Historic Benjamin Perham Squires House of Afton. n.d.

Minnesota State Historic Preservation Office (MN SHPO)

1990 Historic Context: Early Agriculture and River Settlement (1840-1870). MN SHPO: Saint Paul

Neill, Edward D. *History of Washington County and the St. Croix Valley*. North Star Publishing Company, 1881.

Robb, Edwin G. *Afton Remembered*. Afton Historical Society Press: Afton. 1996

Stillwater Messenger.

Zellie, Carole. Washington County Historic Contexts. 1999.

Unpublished:

Afton Historical Museum. Various archives. Fall/Winter 2015-2016.

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC

Street & No.: 807 Holly Avenue

City/Town: Saint Paul

State, County, Zip: Minnesota, Ramsey County, 55104

Telephone No.: 651-221-9765

Date Prepared: March 30, 2016

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Citizens State Bank

Other Names:

SHPO Inventory No.: WA-AFC-067

Parcel No: 22.028.20.14. 0013

LOCATION:

Street & No.: 3321 St. Croix Trail South

City/Town: Afton

State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: Lone Star on St. Croix LLC

Owner Phone/Cell:

Street & No.: 3321 St. Croix Trail S

City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>		
		<i>Contributing</i>	<i>Noncontributing</i>	
X private	X building(s)	1	1	buildings
public	district			sites
	site			structures
	structure			objects
	object			
		1	1	TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0

Open to the Public: Yes

FUNCTION or USE:

Historic Functions: Commercial, Bank

Current Functions: Vacant

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

The Citizens State Bank building was constructed in Afton on the east side of Washington Street in 1912-13 by L.A. Bluff.

While not much appears to be recorded about the bank's history, a seminal event for the bank occurred in 1921. An armed robber held up the bank for \$2000. The subsequently convicted bandit, one J.P. Beltz, locked the bank teller and the cashier into the vault, which was open at the time. He then moved on to Stockholm, Wisconsin, robbing a bank there and was finally captured in Red Wing, still in possession of the \$2000. (Martens)

The bank closed due to embezzlement of funds in 1929 and became a retail store and most recently housed a book publisher.

Architectural significance: Possessing distinctive characteristics of a style, place period, method or materials of construction, builder or architect.

Architectural Classification:	Commercial building
Materials Used:	Brick, stone banding, wood frame, composition roof
Foundation:	Rough-faced concrete block
Walls:	Brick (historic bank)
Roof:	<u>Composition flat roof</u>

Narrative Description:

The Citizens Bank Building is significant as one of Afton's only early, 1-story commercial brick buildings. It was built early in the 20th century with the exterior wall faced in light brick with accents of orange brick.

The building sits on a basement foundation of formed, brown stone-like concrete block. The basement level retains its window openings that are crowned with shallow brick arches.

The main floor facing north displays double-hung windows with projecting and corbelled hoods and sills of orange brick.

The corner entry and the display windows on the north and west elevations are crowned with a band of segmental arches. The main elevation along St. Croix Trail South is framed in orange brick and displays a decorative band of diamond shapes in orange brick across the building's upper façade.

A noncontributing modern 2-story wood building with decks and open wood stairways is attached to the back of the original bank structure.

In 2015 a new front door set was installed in the building. The set includes a rounded arch, solid wood paneled door surrounded by side and arched windows (See west-facing elevation photograph).

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE STATEMENT: The Citizens State Bank building at 3321 St. Croix Trail South is significant as one of Afton’s only commercially designed brick structures. Its location on then Washington Street (now St. Croix Trail) also was significant in the relocation of the major commercial village services one block to the west of the originally planned commercial and flood prone Front Street.

OTHER ITEMS OF SIGNIFICANCE:

<p>Related Historic Contexts: Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and agriculture Development 1870-1940</p>	<p>Significant Person(s):</p>
<p>Period of Significance: 1913 date of construction</p>	<p>Cultural Affiliation:</p>
<p>Significant Dates: 1913 date of construction</p>	<p>Architect/Builder(s): L.A. Bluff</p>

GEOGRAPHICAL DATA:

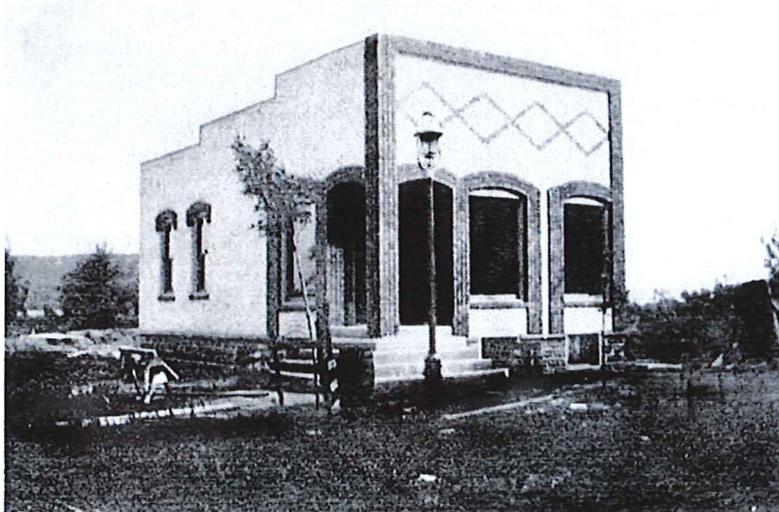
Acreage of Property: 0.208

Legal Description of Property: N 50 FT OF LOTS 1 & 2 & 3 006 SUBDIVISIONNAME AFTON LOT 1 BLOCK 6 SUBDIVISIONCD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Historical Photographs:



The Citizens State Bank as it appeared in 1913 during construction. This photograph was taken from Washington Street, now St. Croix Trail South, looking to the southeast.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Current Photographs:



The Citizens State Bank as it appears today. Note that the fenestration openings remain intact. However, the building is going through renovations and a substantial new wood paneled door with sidelights has recently been installed.



View of the main, west-facing façade.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The Citizens State Bank looking to the east-northeast. A modern, wood frame 2-story structure is now attached to the back (east-facing) elevation.



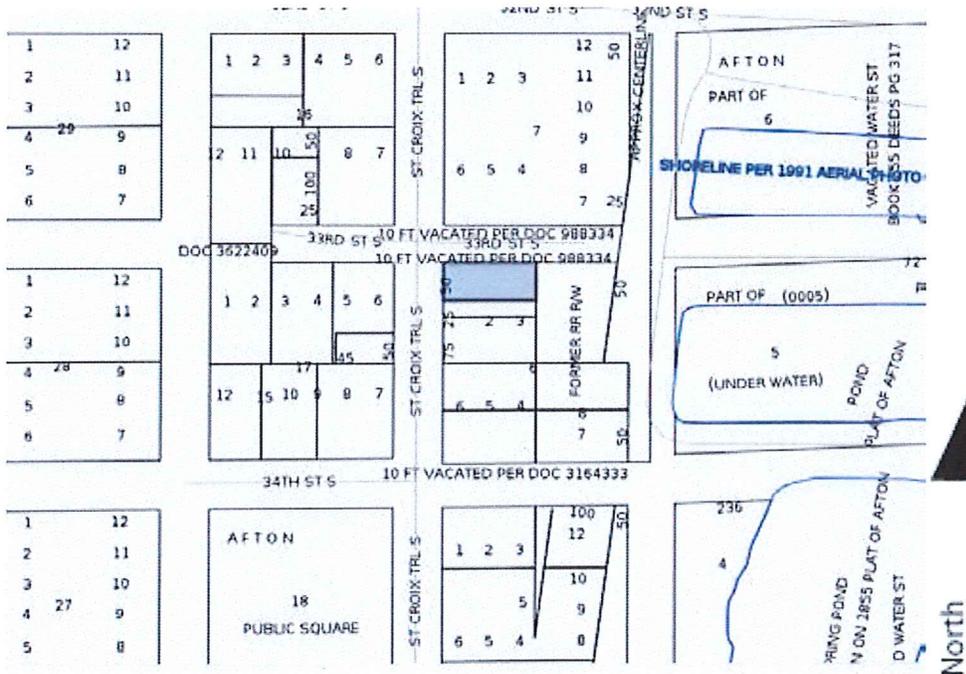
The north-facing elevation retains its window openings and displays double-hung sash, as well as a basement window and a display window above.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:



Aerial photograph of the Citizen State Bank and back, modern addition to the east.



Parcel Map for the Citizens State Bank at the southeast corner of 33rd Street South and St. Croix Trail South.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

MAJOR BIBLIOGRAPHIC SOURCES:

Published:

Afton Historical Society. Historic Afton: South Afton, Glenmont Mills, Swede Hill. n.d.

Afton Historical Society. Historic Afton Walking Tour. n.d.

Blondo, Steven. Minnesota Architecture-History Inventory Form City of Afton Flood Protection and Sanitary Sewer Improvements, Afton, Washington County, Minnesota. 2015.

Martens, Ken. "The Historic Benjamin Perham Squires House of Afton." n.d.

Neill, Edward D. *History of Washington County and the St. Croix Valley*. North Star Publishing Company, 1881.

Zellie, Carole. Washington County Historic Contexts. 1999.

Unpublished:

Afton Historical Museum. Various archives. Fall/Winter 2015-2016.

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
Street & No.: 807 Holly Avenue
City/Town: Saint Paul
State, County, Zip: Minnesota, Ramsey County, 55104
Telephone No.: 651-221-9765
Date Prepared: March 30, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Afton Congregational Church
Other Names: Afton Historical Museum
SHPO Inventory No.: WA-AFC-012
Parcel No.: 22.028.20.11.0004

LOCATION:

Street & No.: 3165 St. Croix Trail South
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: City of Afton
Owner Phone/Cell: (651) 436-5090
Street & No.: 3033 St Croix Trail S
City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>		
		<i>Contributing</i>	<i>Noncontributing</i>	
X	private	X		
	public			
	building(s)	1		buildings
	district		1	sites
	site			structures
	structure			objects
	object			
		1	1	TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0

Open to the Public: Yes

FUNCTION or USE:

Historic Functions: Ecclesiastical
Current Functions: Museum

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

The history of the present day Afton Historical Museum dates back to the construction of the building as the Congregational Church in 1868. Eight years earlier, on March 30, 1860, a Congregational Church society was organized, meeting in Reverend Simon Putnam's home and the schoolhouse until September, 1868 when the church was built. When it was dedicated that same year, the building was debt-free, as the congregation had begun successfully raising funds since 1867. Simon Putnam was the church's first pastor.

Simon Putnam was born on November 17, 1821 in Sutton, Massachusetts. He married Julia Bacon and had a son, Myron, born in Hopkinton, Massachusetts on April 29, 1845. (Martens 2014) By 1857 the Putnams were listed as living in Afton. Simon Putnam was Afton's first school superintendent and taught in his home until a school was built. Both Simon and his son volunteered to fight in the Civil War (though Myron's age kept him from soldiering, he was issued a drum as a musician.) Disease took a large number of men during the war and both Simon and Myron contracted illnesses that shortened their lives. Myron died at age 18 and Simon at 43, shortly after returning from battle. They are both buried in Mount Hope Cemetery.

The Congregational Church building was occupied by Methodists as well. The American Methodists had been holding their own services in the Congregational Church, incorporating themselves into the Methodist Episcopal Society of Afton in 1896. Meanwhile, in 1854, the Swedish Methodists had organized at Mounds Prairie, a farming district along the Afton and Woodbury township line. A schism of sorts occurred in this congregation, over conflicts regarding the church title and cemetery property, and so money was raised by some congregants to erect a separate (Swedish) church, which was built in 1886 in the village of Afton. (All that remains today of the Mounds Prairie church is the cemetery.)

In 1904, having lost ground due to deaths and outstanding financial obligations, the Congregationalists sold the church building to the American Methodists. The American and Swedish Methodists merged in 1914, utilizing first the Swedish church for their new congregation. The two groups became estranged in 1919 when the newly merged membership split apart over whether to use the Swedish language in some services (favored by the older members) or to conduct services entirely in English (endorsed by the younger members.) In that year the American Methodists returned to the Congregational Church they had previously occupied. Just a few years later however (1926) the Methodist leadership decided that it was time for all Methodists to come together permanently; thus the American Methodists sold the old Congregational church building to the Woodmen of America for less than \$1000 in order to rejoin their former Swedish brethren. (Other groups included in this purchase were the American Legion and the Afton Men's Club.) In 1926, after severe flooding and mudslides, the building was moved onto a new raised basement on the adjacent lot to the south.

For unknown reasons shortly thereafter the Citizens State Bank foreclosed on the church mortgage. The village subsequently purchased the building, putting it to use as a hall. A new mortgage for the Afton Memorial Hall Association was issued in 1928. The building was used to stage plays and other entertainments. (Robb) It was

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

also utilized as a Town Hall from circa 1926-1982. Vice-presidential candidate Walter Mondale cast his vote in the 1976 presidential election in this hall.

In June, 1988 the Afton Historical Museum held its grand opening in the former Afton Congregational Church building. (Robb)

Architectural significance: Possessing distinctive characteristics of a style, place period, method or materials of construction, builder or architect.

Architectural Classification: Wood-frame Church
Materials Used:
Foundation: Rough-faced concrete block (1926)
Walls: Wood frame, clapboard
Roof: Asphalt shingles

Narrative Description:

The Afton Congregational Church has a simple, front-gabled Greek Revival form.

The building retains the majority of its character-defining features. These include the main roof profile, the front entry with an open gabled roof above and a sheathing of narrow lap wood siding. The sets of three windows on the north and south-facing elevation retain their original window openings and nine-over-nine double-hung windows.

Modifications to the original design appear in the raised basement built of rough-faced concrete block, the opening of the original front porch enclosure, access doors added along the south-facing elevation, the removal of a back brick chimney, and an expansion to the building's east-facing elevation.

A small, mid-century, one-car garage sits on the property to the south of the main building. The garage is used by the city to store maintenance equipment.

SIGNIFICANCE STATEMENT: The Afton Congregational Church was symbolically very important to the community of Afton since its early construction in 1868. Its first pastor was the Reverent Simon Putnam both a religious leader and educator. Although the church building has been moved one lot to the south after flood and mud slide damage in the second quarter of the 20th century, the church building retains most of its original late 1860s appearance.

OTHER ITEMS OF SIGNIFICANCE:

Related Historic Contexts: Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and agriculture Development 1870-1940	Significant Person(s): Rev. Simon Putnam
---	--

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

<p><i>Period of Significance:</i> 1868 with the construction of the church to 1926 when the building ceased to support church services.</p>	<p><i>Cultural Affiliation:</i></p>
<p><i>Significant Dates:</i> 1868, date of construction.</p>	<p><i>Architect/Builder(s):</i> Unknown</p>

GEOGRAPHICAL DATA:

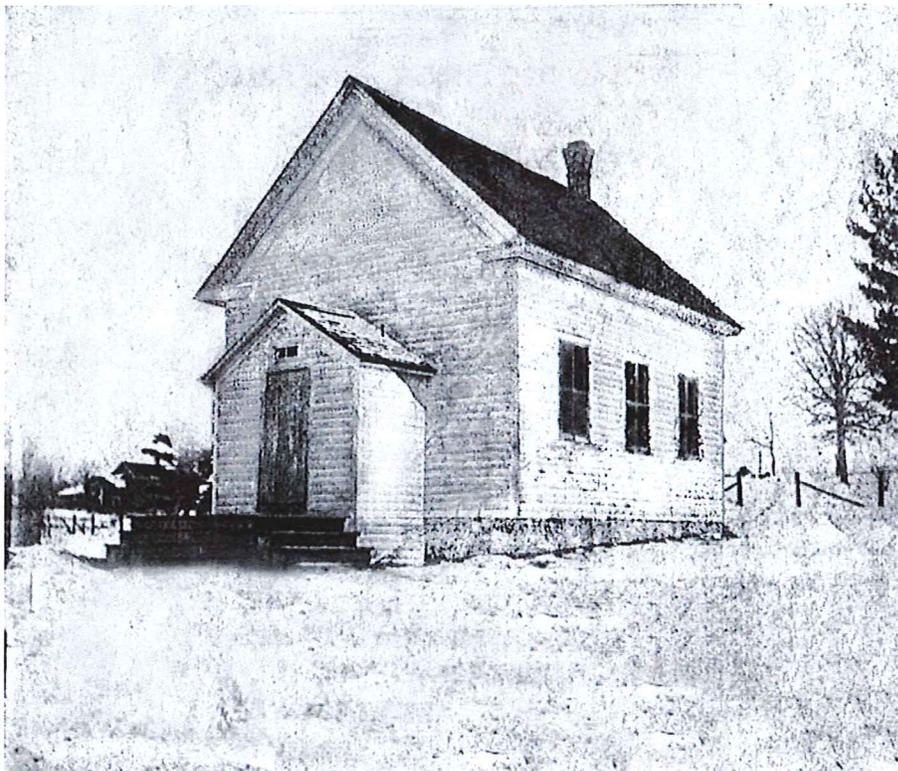
Acreage of Property: 0.347

Legal Description of Property: LOTS 1-3 008 BEING S 100 FT SUBDIVISIONNAME AFTON LOT 1 BLOCK 8 SUBDIVISIONCD 19040THN PROCEEDING SLY ALG C/L SD R/W DIST 150FT & THERE TERM SUBDIVISIONNAME AFTON LOT 1 BLOCK 5 SUBDIVISION 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Historical Photograph:



The Afton Congregational Church as it appeared in 1868.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Current Photographs:



The Afton Congregational Church housed the Congregational and American Methodist congregations, and later was a meeting place for fraternal organizations, such as Modern Woodmen of America and the American Legion and Auxiliary,



Looking east across St. Croix Trail South, formerly Washington Street, to the current Afton Historical Museum.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



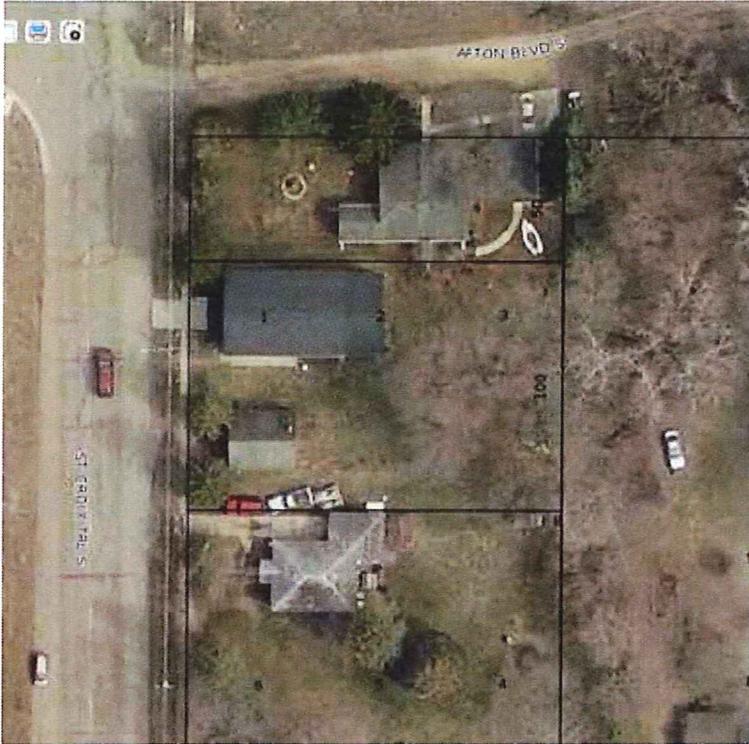
Looking to the south-southeast at the north-facing elevation with the later, lower-roofed addition to the back of the original simple rectilinear structure.



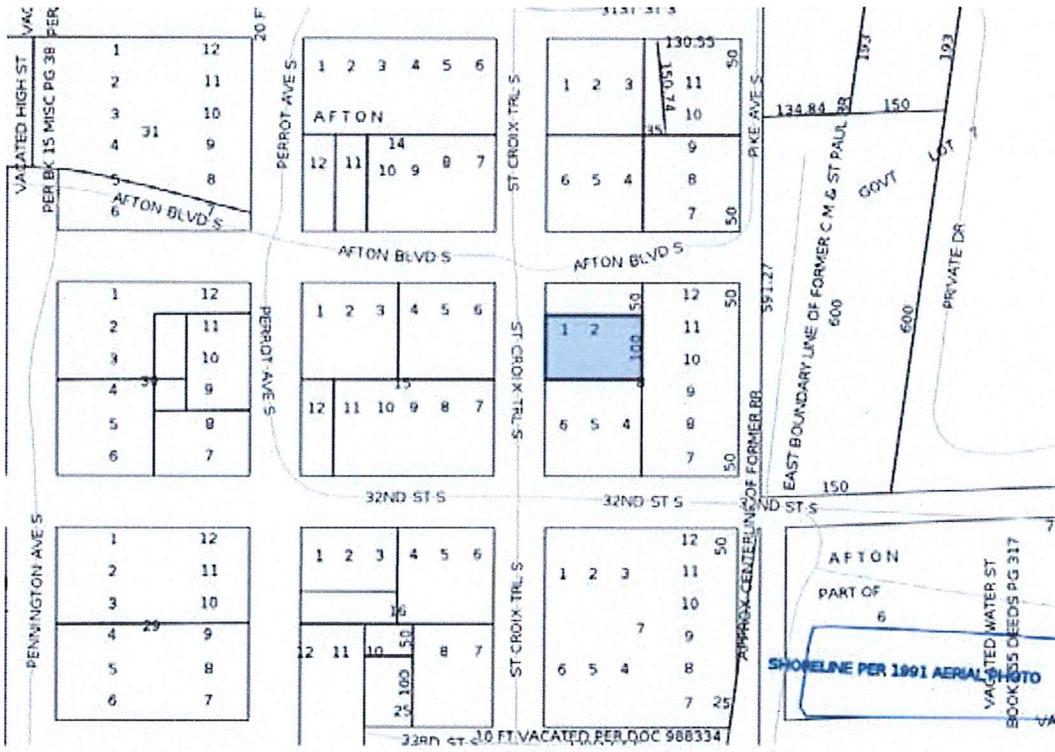
The south-facing elevation displays the side entrances to the basement and the back addition.

AERIAL PHOTOGRAPHS AND MAP(S) OF THE PROPERTY:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Aerial photograph of the Afton Historical Museum and the noncontributing city utility garage to the south.



Parcel Map for the Afton Congregational Church/Afton Historical Museum.

MAJOR BIBLIOGRAPHIC SOURCES:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Published:

Blondo, Steven. Minnesota Architecture-History Inventory Form City of Afton Flood Protection and Sanitary Sewer Improvements, Afton, Washington County, Minnesota. 2015.

Grant, Evelyn Bolles. History of Valley Creek and Surrounding Afton Township. Article written for Valley Creek Women's Club, January 1963.

Martens, Ken. *The Perilous St. Croix River Valley Frontier*. Charleston: History Press, 2014.

Neill, Edward D. *History of Washington County and the St. Croix Valley*. North Star Publishing Company, 1881.

Robb, Edwin G. *Afton Remembered*. Afton Historical Society Press: Afton. 1996.

Zellie, Carole. Washington County Historic Contexts. 1999.

Unpublished:

Afton Historical Museum. Various archived materials. Fall/Winter 2015-2016.

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
Street & No.: 807 Holly Avenue
City/Town: Saint Paul
State, County, Zip: Minnesota, Ramsey County, 55104
Telephone No.: 651-221-9765
Date Prepared: March 30, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Mount Hope Cemetery

Other Names:

SHPO Inventory No.:

Parcel No: 22.028.20.13. 0017

LOCATION:

Street & No.: Upper 34th Street South

City/Town: Afton

State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: City of Afton

Owner Phone/Cell:

Street & No.: 3033 St. Croix Trail South PO Box 219

City/State/Zip: Afton, Minnesota 55001-0219

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>	
		<i>Contributing</i>	<i>Noncontributing</i>
private	building(s)		
X public	district	1	
	X site		
	structure		
	object		
		1	0
			TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0

FUNCTION or USE:

Historic Functions: Cemetery

Current Functions: Cemetery

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

Mount Hope Cemetery is located on a bluff top west of County Highway 21 and south of State Highway 95 on lot 17 outside the Afton Village limits. Its condition is precarious, as it has been vandalized many times over the years and has not been maintained. According to Ken Martens in *The Perilous St. Croix River Valley Frontier*, the area was used as a burial ground a dozen years prior to its formal designation as Mount Hope Cemetery in 1855. There is a discrepancy in how much land was assigned for its purpose. According to Neill, "At the time of the platting of the village of Afton, the proprietors set apart and donated to the village twenty acres in section twenty-two, for a cemetery. It was dedicated in 1855." In *Afton Remembered*, we learn that "It (Mount Hope) was officially assigned five acres but never grew beyond a stingy one-half acre." The name of the cemetery (and the name of Afton) were said to have come from Mrs. Electa Getchell, wife of one of the three men who platted the village of Afton. At the arrival of Decoration Day (today's Memorial Day) young boys from the brick schoolhouse were marched up the hill to the bluff top cemetery to decorate the graves of Civil War soldiers buried there. (Robb)

Mount Hope appears to have been the first cemetery in Afton for white families. Other 19th century cemeteries include Evergreen and the German Lutheran cemeteries (within the original village boundaries), St. Peter's Lutheran in the township and Mounds Prairie, near the Afton-Woodbury Township line. (Grant) There was also an Indian cemetery, located west of the Milwaukee Road tracks near the present day Selma's. Other than the Upper 34th Street roadbed there are no visible boundaries to the cemetery, which is covered with overgrown grass and weeds. Only a very few headstones and memorials have survived the years. There are ten upright markers and many smaller headstones and fragments. An ornamental fence surrounds one of the grave stones. The site was officially used by the city for almost forty years, from 1855 to 1892. It is unknown why its use was discontinued.

Although there does not appear to be an existing register of names of those buried at Mount Hope, some do appear on the remaining stones. Numerous burials occurred for which there are no markers. A number of children rest there, many dying of cholera and diphtheria. There is a rear row at the western edge of the blufftop where they are buried. Fieldstone rocks were used as headstones and footstones on children's graves. Pioneer Christian burial practices included burying the body facing east, so that upon resurrection they would be able to see the "glorious view" of Christ's second coming. (Martens, 2014)

A list of burial sites was compiled by Elizabeth and John Erickson in 1969, noting what names were readable at that time. According to this source, noteworthy burials there include C.S. Getchell and his wife mentioned above, as well as Reverend Simon Putnam, first superintendent of schools in Afton, and his son Myron, both of whom served in the Civil War. Other early pioneers include Charles Cushing, Afton's first school clerk and S.H. Paterson who built the village's first hotel in the 1850s. At least one twentieth century plot was discovered there with a marker labeled "Ott 1980."

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Mount Hope was nominated as one of Minnesota's ten most endangered sites in 2002 by the Preservation Alliance of Minnesota.

Narrative Description:

The Mount Hope Cemetery is a 5 acre site that sits on the highest bluff's edge hill overlooking to the east the St. Croix River Valley. The only higher point in Afton is on the top of the Bissell Mound that is located further west on the prairie flatlands away from the bluff.

The cemetery is entered through a simple portal of two timber posts with a spanning board that reads "Mount Hope Cemetery" in Gothic lettering.

Dedicated in 1855 the grounds are evocative of an early pioneer settlement cemetery. There appears to be no formal layout of the burials, but rather widely dispersed gravesites defined by names carved onto found rocks, simple marble markers, or more elaborate granite monuments. Simple to grand, no tombstones appear to have avoided the ravages of time, nature and/or vandals.

The grounds do show sign of recent efforts to clear brush and straighten stones. However, most of the site remains overgrown with volunteer vegetation that nestles randomly placed or fallen stones that are growing moss and lichen.

SIGNIFICANCE STATEMENT: Founded in 1855, the Mount Hope Cemetery is significant as the first pioneer cemetery for the Village of Afton. Located on a high bluff overlooking the St. Croix River Valley, the graveyard is the final resting place for Afton's earliest religious, education, civic and business families.

OTHER ITEMS OF SIGNIFICANCE:

<p><i>Related Historic Contexts:</i> Town site Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and agriculture Development 1870-1940</p>	<p><i>Significant Person(s):</i> Reverend Simon Putnam Charles & Electa Getchell Charles Cushing S.H. Paterson</p>
<p><i>Period of Significance:</i> 1855 dedication to 1892</p>	<p><i>Cultural Affiliation:</i></p>
<p><i>Significant Dates:</i> 1855</p>	<p><i>Architect/Builder(s):</i></p>

GEOGRAPHICAL DATA:

Acreage of Property: 5.006

Legal Description of Property: BEING PUBLIC CEMETARY CO AUDITORS PLAT # 5 SUBDIVISIONNAME COUNTY AUDITOR'S PLAT NO.5 LOT 17 SUBDIVISIONCD 19125

Boundary Justification: Washington County tax records

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

PHOTOGRAPHIC DOCUMENTATION:

Historical Photographs:

Current Photographs:



The entry sign to Mount Hope Cemetery at the top curve of Upper 34th Street South.



A collection of headstones and monument pieces that typify conditions found throughout the cemetery.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The broken Berry Family monument to the right sits at a gravesite defined by a short iron fence and gate.



Most of the formal monuments in Mount Hope have suffered damage through vandalism. This photograph is looking southwest over the cemetery's somewhat wild grounds.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



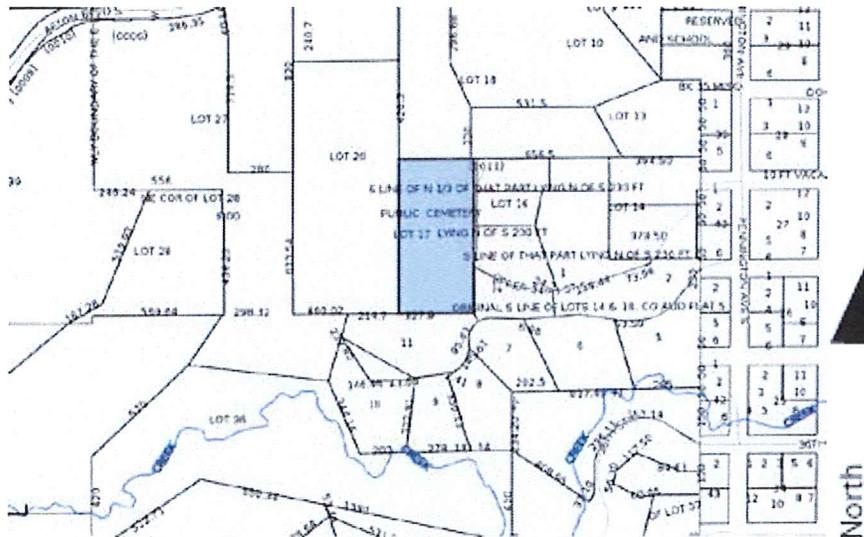
A "white bronze" spelter grave marker for Civil War Veteran Charles Cushing.

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:



Aerial photograph of Mount Hope Cemetery on Upper 34th Street South at the top of the tallest bluff edge overlooking the St. Croix River Valley. The only higher point is on Bissell Mound that is located further to the west on the prairie.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Parcel Map of the 5 acre cemetery overlooking the Village of Afton. .

MAJOR BIBLIOGRAPHIC SOURCES:

Published:

Grant, Evelyn Bolles. History of Valley Creek and Surrounding Afton Township. Article written for Valley Creek Women's Club, January 1963.

Martens, Ken. *The Perilous St. Croix River Valley Frontier*. Charleston: History Press, 2014.

Neill, Edward D. *History of Washington County and the St. Croix Valley*. North Star Publishing Company, 1881.

Zellie, Carole. Washington County Historic Contexts. 1999.

Unpublished:

Afton Historical Museum. Various archives. Fall/Winter 2015-2016.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
Street & No.: 807 Holly Avenue
City/Town: Saint Paul
State, County, Zip: Minnesota, Ramsey County, 55104
Telephone No.: 651-221-9765
Date Prepared: March 30, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Reverend Simon Putnam House
Other Names: Congregational Church Parsonage
SHPO Inventory No.: WA-AFC-065
Parcel No: 22.028.20.11. 0028

LOCATION:

Street & No.: 3192 St. Croix Trail South
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: Thomas D. & Donna M. Dematteo
Owner Phone/Cell:
Street & No.: PO BOX 40
City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>	
		<i>Contributing</i>	<i>Noncontributing</i>
X private	X building(s)	2	buildings
public	district		sites
	site		structures
	structure		objects
	object		
		2	0 TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0

Open to the Public: Yes

FUNCTION or USE:

Historic Functions: Residential, Ecclesiastical
Current Functions: Residential, Commercial

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

Simon Putnam was born on November 17, 1821 in Sutton, Massachusetts. He married Julia Bacon and had a son, Myron, born in Hopkinton, Massachusetts on April 29, 1845. He is listed on the 1857 Minnesota census as a preacher, age 34. Listed with him was Julia Putnam (32) and Myron L. Putnam (12). Research indicates he was in Afton at least the previous year, as he is cited in the Minnesota Farmers' Diaries in 1856 as having preached there. And by that year he was on the original board of trustees of School District #24, located in Afton village, which was organized in 1856.

By 1859 Putnam had built his home, also known as the parsonage, on the northwest corner of the intersection of Washington Street (now St. Croix Trail South) and 32nd Street South. He taught school in the kitchen of his home. His house was used for both educating the young people of Afton and holding religious services until separate structures were built. A new brick school was constructed circa 1867.

Led by Putnam, the Congregationalists organized in Afton on June 24, 1858. The denomination had 13 members and for 10 years met in homes or the schoolhouse. The Congregational Church on Washington Street (present day St. Croix Trail South) was not completed until September of 1868.

Reverend Putnam held "war meetings" to raise volunteers to fight the "Godless rebels" when the Civil War broke out. He enlisted in Company E of the Third Infantry Regiment on October 12, 1861 and brought his sixteen-year-old son Myron. Too young to be issued a military musket, Myron entered as a musician and was issued a drum. In a losing battle in Murfreesboro, Tennessee, the Putnam's company and most of the rest of the Third Minnesota surrendered. Myron and Simon returned to Minnesota according to the terms of their Confederate parole. Myron, however, went on to participate in the Battle of Wood Lake, part of the US-Dakota War, and was discharged in July 1863, having developed a chronic illness. He died at the age of eighteen shortly thereafter (Martens). Simon was promoted to Full Chaplain on September 9, 1863 and was mustered out on September 11, 1864 at Afton. Illness contracted during the war also claimed Simon. Father and son are buried at Mount Hope Cemetery on the bluff overlooking the Village of Afton and the St. Croix River Valley.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Architectural significance: Possessing distinctive characteristics of a style, place period, method or materials of construction, builder or architect.

Architectural Classification: Residential building
Materials Used: Wood frame, asphalt singles
Foundation: Sheathed in cement
Walls: Thin-lap and shiplap wood siding
Roof: Asphalt shingles

Narrative Description:

The Reverend Simon Putnam House is located on a large lot at the northwest corner of the intersection of 32nd Street South and St. Croix Trail South. The lot supports the house, a collection of 1 and 1½ story components located near the street intersection, and a barn-like structure to the west and north of the residence.

The main massing of the folk cottage is a 1½ story front-gabled temple-form with two recessed and end-gabled 1-story wings. Adjacent and to the south of the main gabled end is an enclosed 1-story porch. There are gabled and shed additions to the west off the back of the cottage, all leading to a complex and changing profile from each direction.

The house is wood frame and sheathed in narrow lap wood siding. Like the amorphous nature of the architectural forms, the fenestration displays a variety of window types, sizes and proportions. However the house still retains a variety of original divided light windows and some luxury in the diamond-cut glass transom over the centered plate glass window.

While the corner porch, once open is now enclosed, the cottage still evokes a pioneer charm in its ability to expand as the need for more room grew without aesthetic concern or balance. The house now contains an antique business.

To the back of the site is an early 2-bay white barn. The simple end-gabled structure retains its original divided light window, sliding barn doors and shiplap siding. The barn probably appeared more coordinated and connected to the homestead when the house, as originally rendered, was painted white.

SIGNIFICANCE STATEMENT: Built in 1958, the simple folk cottage at 3192 St. Croix Trail South was the home of the Reverend Simon and Julia Putnam and is also significant was both the Parsonage of Afton's Congregationalist Church and one of the earliest buildings to hold school instruction before a dedicated school house was built.

OTHER ITEMS OF SIGNIFICANCE:

Related Historic Contexts: Town site Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870	Significant Person(s): Reverend Simon Putnam
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City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Railroads and agriculture Development 1870-1940	
Period of Significance: 1859 when the house was built to Putnam's death circa 1865	Cultural Affiliation:
Significant Dates: 1859 date of construction	Architect/Builder(s): Unknown

GEOGRAPHICAL DATA:

Acreage of Property: 0.861

Legal Description of Property: LOTS 7-11 015 SUBDIVISIONNAME AFTON LOT 7 BLOCK 15 SUBDIVISIONCD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Historical Photographs:



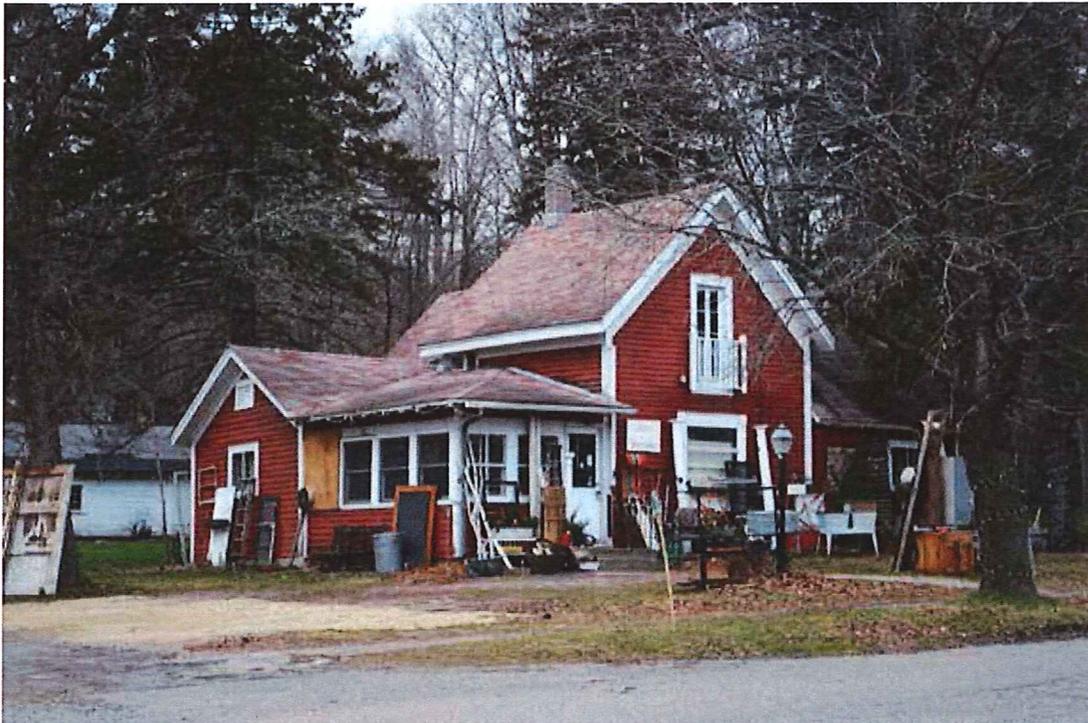
Reverend Simon Putnam

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



20th century photograph of the Reverend Simon Putnam House

Current Photographs:



The Reverend Simon Putnam House sits on the northwest corner of the intersection of 32nd Street South and St. Croix Trail South. Architecturally it is a folk cottage that has grown through time with additions to the north and west.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The porch to the south of the front gable elevation was once open but is now enclosed.



The north-facing elevation displays some of the cottage's complex growth of lean-tos and additions.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



South-facing elevation.



To the west and north of the cottage is a two stall barn-like structure that appears to date back to the turn-of-the-century.

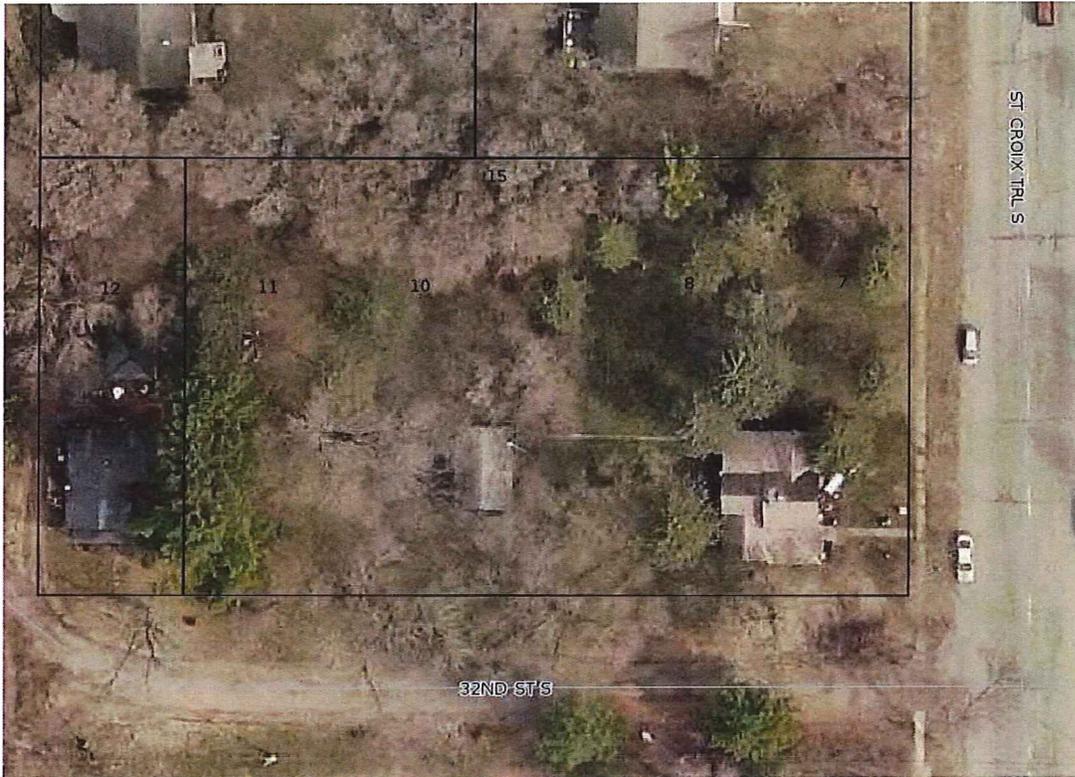
City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



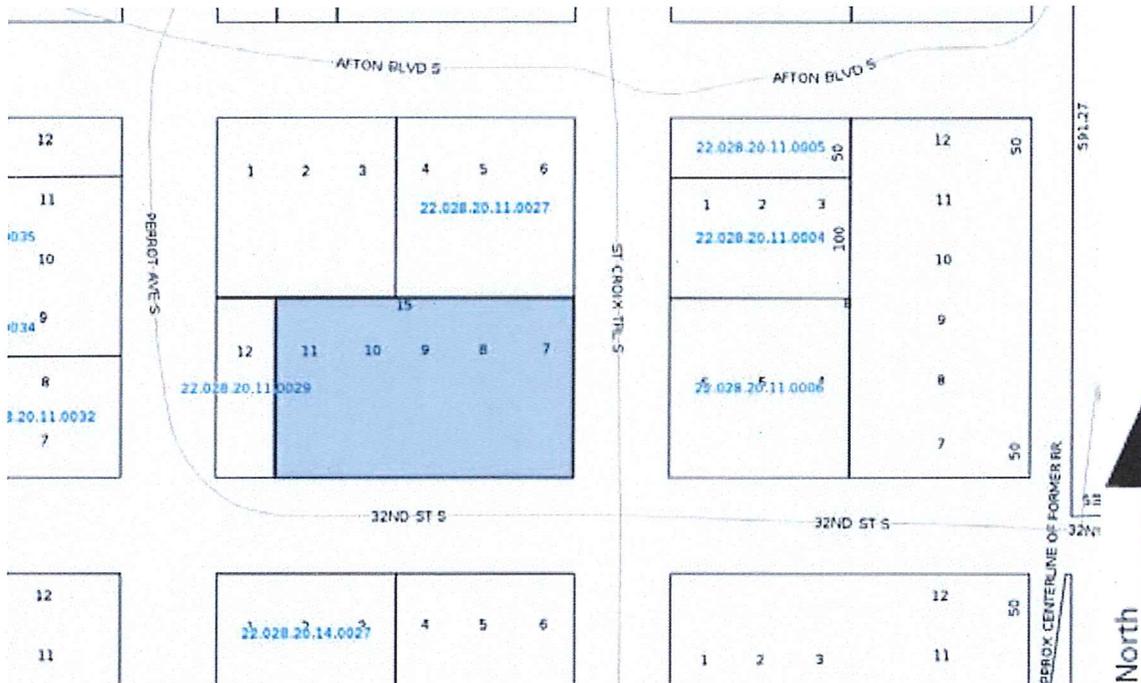
The barn displays some if not all of its original fenestration.

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Aerial photograph of the complex roof of the cottage with the barn to the west of the house.



Parcel Map of the Reverend Simon Putnam property at the northwest corner of 32nd Street South and St. Croix Trail South.

MAJOR BIBLIOGRAPHIC SOURCES:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Published:

Blondo, Steven. Minnesota Architecture-History Inventory Form City of Afton Flood Protection and Sanitary Sewer Improvements, Afton, Washington County, Minnesota. 2015.

Grant, Evelyn Bolles. History of Valley Creek and Surrounding Afton Township. Article written for Valley Creek Women's Club, January 1963.

Loehr, Rodney C. Minnesota Farmers' Diaries. Sources for Northwest History. Minnesota Historical Society. Collections.mnhs.org/MNhistorymagazine/articles/18/v18i03p284-297.pdf. accessed March 29, 2016.

Martens, Ken. *The Perilous St. Croix River Valley Frontier*: History Press, 2014.

Robb, Edwin G. *Afton Remembered*. Afton Historical Society Press: Afton, 1996.

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Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Selma's Ice Cream Parlor
Other Names: Eddie and Selma Halberg House
SHPO Inventory No.: WA-AFC-071
Parcel No.: 22.028.20.14.0006

LOCATION:

Street & No.: 3419 St. Croix Trail South
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: Paul D. & Rebecca Nickerson
Owner Phone/Cell:
Street & No.: 1422 Setters Way
City/State/Zip: Houlton, Wisconsin 54082

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>		
		<i>Contributing</i>	<i>Noncontributing</i>	
X private	X building(s)	1	1	buildings
public	district			sites
	site			structures
	structure			objects
	object			
		1	1	TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0 *Open to the Public:* Yes

FUNCTION or USE:

Historic Functions: Residence, commercial business
Current Functions: Residence, commercial business

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

The Afton Walking Tour brochure notes that the property that would be the site of the Halberg residence was used for a Civil War arsenal and drill grounds for soldiers.

The building that houses Selma's Ice Cream Parlor, built in 1880 by the Torval Halberg family, has been a fixture in the Afton community for over 100 years. (Robb) Deed records indicate that a Peter B. Johnson was the land grantee in 1889.

On January 8, 1913 a partial site addition was sold by Peter B. Johnson to Torval Halberg (later sometimes spelled Holberg), a Norwegian immigrant. Eddie M. Halberg (likely the son of Torval) was married in October of 1913 to Selma Swanson. Selma's family had emigrated from Sweden in 1868, settling in Welch, Minnesota until moving to a berry farm west of Afton in 1911. A photograph dating circa 1913 shows Selma standing in a white dress on the front porch of the Halberg home and shop. In the picture, under a four-paned display window, a sign reads:

WE SELL
STARKEL'S ICE CREAM

By 1945 the northern addition to the building had served as a grocery, a fishing bait/gear store and the Afton post office. These types of services suggest the unique character of Afton as a resort and fishing community. Historically, this type of local shop with its varied purposes, was typical of the era, and despite its modest character played an important role in the social and commercial life of Afton.

Eddie died in 1936 and on the 1940 census, Selma was listed as a widow and the proprietor of a confectionary store. Selma died in 1966.

Architectural significance: Possessing distinctive characteristics of a style, place period, method or materials of construction, builder or architect.

Architectural Classification: Wood-frame residence, cottage commercial
Materials Used: Wood, Asphalt, corrugated metal
Foundation: Sheathed in concrete
Walls: Wood frame, narrow-lap clapboard
Roof: Asphalt shingles

Narrative Description:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

The property fondly known as Selma’s or Selma’s Ice Cream Parlor is located on the east side of St. Croix Trail South directly across from the Afton Public Square.

The earliest photographic documentation known to date was taken in July of 1913. The photograph shows that by that time Selma & her family had started selling ice cream from a storefront in their home. The structure appeared to be simple in plan with a cross-gabled footprint.

Over the years the structure expanded in all directions except west maintaining a setback from then Washington Street.

There appear to be three major additions to the exterior of the Halberg home. The first and most visible from the street was an addition to the north with a false front and an early 20th century storefront door, transom and window set. This expansion housed various businesses and services such as a grocery store, a bait shop and the Afton post office. An expansion with a shed roof to the front elevation south provided additional square footage for Selma’s retail business.

A later expansion of a 1½-story addition to the back, east-facing elevation, appears to have converted the once residence into strictly a commercial building.

The current building displays sheathing in narrow-lap wood siding, a variety of window types and sizes, and both asphalt shingling on the cross-gabled roof and composition or corrugated metal roofing on the shed roofs. To the north and east of the main building, a small, 20th-century, garage shaped structure is raised one story up to sit on a rough-faced block, tuck-under 1-car garage. The upper structure appears to have been converted for residential rental or office use. Access to the upper story is supplied by a metal stair and deck system. The noncontributing garage displays a conventional, stock overhead garage door.

SIGNIFICANCE STATEMENT: Selma’s, at 3419 St. Croix Trail South, is significant for its association with Selma Swanson Halberg, (sometime latter written as Holberg), one the community’s dearest-remembered residents and commercial services providers. The building is also significance for its evolution from a folk cottage into a mixed-use residential/commercial property displaying a partial false front that was a popular façade embellishment for wood-frame commercial properties in early settlement towns.

OTHER ITEMS OF SIGNIFICANCE:

<p>Related Historic Contexts: Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and agriculture Development 1870-1940</p>	<p>Significant Person(s): <i>Selma Halberg</i></p>
<p>Period of Significance: 1880 with the construction as a residential folk cottage to Selma Halberg’s death in 1966.</p>	<p>Cultural Affiliation:</p>
<p>Significant Dates: 1880</p>	<p>Architect/Builder(s): Unknown</p>

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

GEOGRAPHICAL DATA:

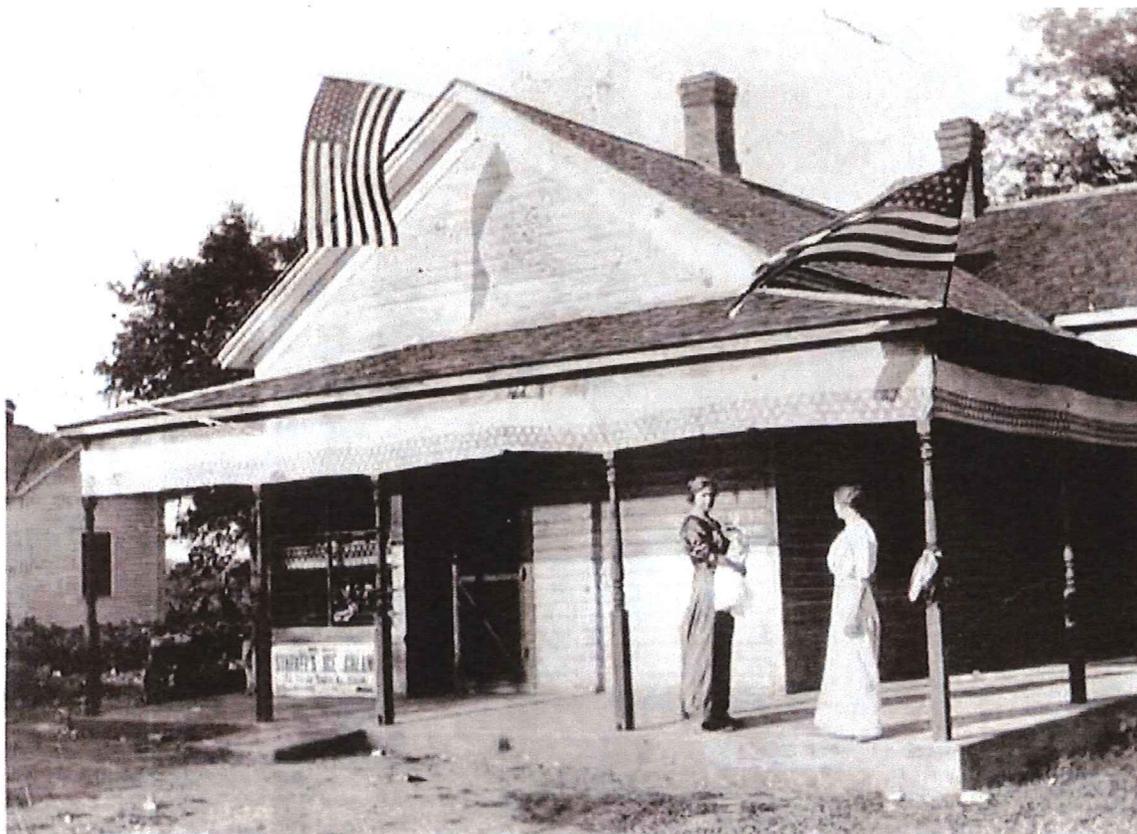
Acreage of Property: 0.865

Legal Description of Property: S 1/3 LTS 001,002,003 & N 2/3 LTS 004, 005 & 006 BLK 5 AFTON & ALL THAT TRCT OF LAND AVERAGING 99.3FT IN WIDTH M/L WHICH LIES ON BOTH SIDES OF C/L OF CMSP&P RR CO R/W LOC IN WACO WHICH TRCT OF LAND CONT APPROX 14900 SQ FT & CAN BE DESC AS FOLL:COM @ PT ON C/L SD R/W WHICH PT IS DIST 100FT S M/L FROM NLY LN CITY BLK 005 ORIGINAL TOWN OF AFTON AS MEAS ALG CTR SD R/W THN PROCEEDING SLY ALG C/L SD R/W DIST 150FT & THERE TERM SUBDIVISIONNAME AFTON LOT 1 BLOCK 5 SUBDIVISIONCD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Historical Photographs:



Selma's shop as it appeared circa 1913.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Current Photographs:



Since 1913 Selma's has grown in all directions except west.



Looking east across St. Croix Trail South, formerly Washington Street, to Selma's. Note the noncontributing raised garage structure to the north and east of Selma's.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Looking to the south-southeast at the west-facing elevation. In the early 20th century the false front wing was added to Selma's and served as a post office.



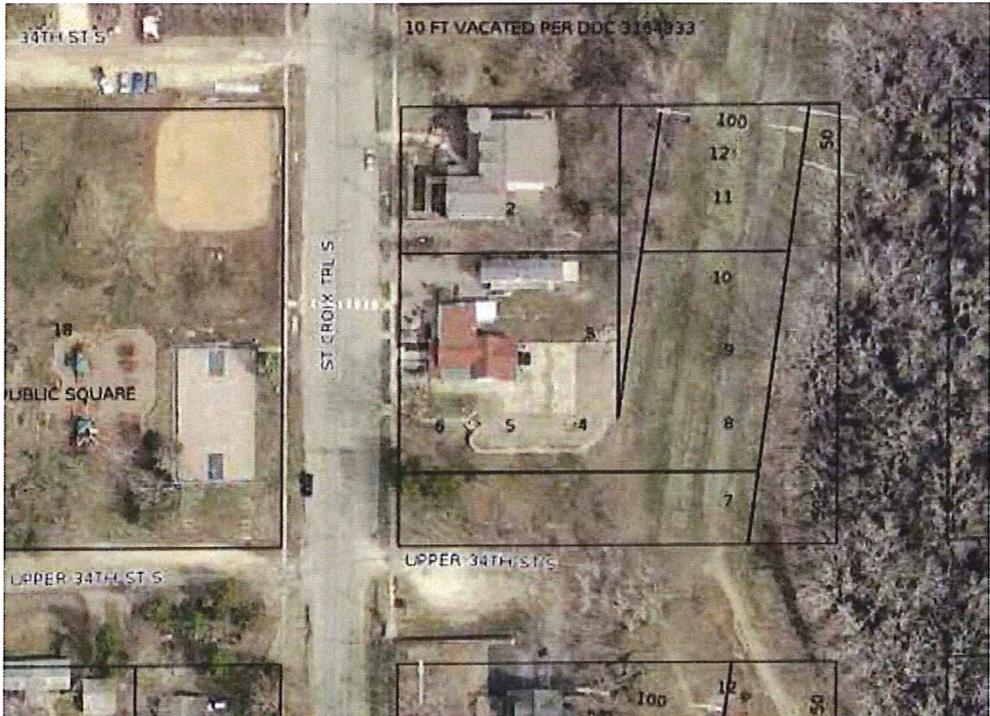
Looking to the northwest at the south- and east-facing elevations of Selma's.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



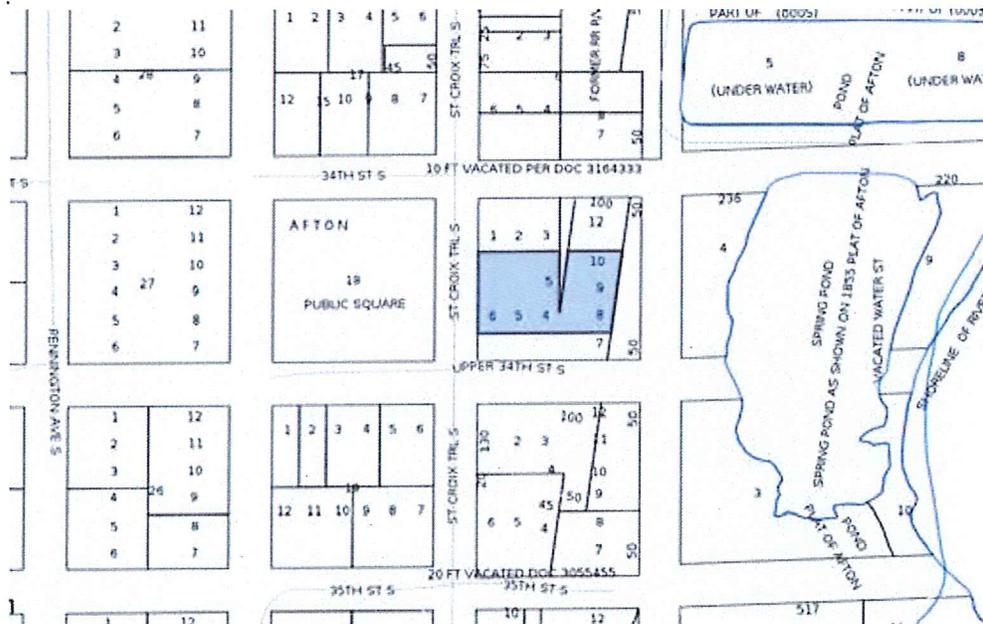
Selma's south-facing elevation.

AERIAL PHOTOGRAPH(S) AND MAP(S) OF THE PROPERTY:



Aerial photograph of Selma's and the noncontributing elevated garage to the immediate north and east of Selma's Parlor.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Parcel Map for the Selma's Ice Cream Parlor.

MAJOR BIBLIOGRAPHIC SOURCES:

Published:

- Afton Historical Society. *Historic Afton: South Afton, Glenmont Mills, Swede Hill*. n.d.
- Afton Historical Society. "Historic Afton Walking Tour." n.d.
- Blondo, Steven. *Minnesota Architecture-History Inventory Form City of Afton Flood Protection and Sanitary Sewer Improvements, Afton, Washington County, Minnesota*. 2015.
- Neill, Edward D. *History of Washington County and the St. Croix Valley*. North Star Publishing Company, 1881.
- Robb, Edwin G. *Afton Remembered*. Afton Historical Society Press: Afton, 1996.
- Zellie, Carole. *Washington County Historic Contexts*. 1999.

Unpublished:

- Afton Historical Museum. Various archives. Fall/Winter 2015-2016.

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
 Street & No.: 807 Holly Avenue
 City/Town: Saint Paul

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

State, County, Zip: Minnesota, Ramsey County, 55104

Telephone No.: 651-221-9765

Date Prepared: March 30, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Afton Public Square
Other Names: Town Square Park
SHPO Inventory No.: WA-AFC-
Parcel No.: 22.028.20.14. 0041

LOCATION:

Street & No.: St. Croix Trail and 34th Street
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: City of Afton
Owner Phone/Cell:
Street & No.: 3033 St. Croix Trail South
City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>		
		<i>Contributing</i>	<i>Noncontributing</i>	
private	building(s)		3	buildings
X public	district	1		sites
	X site			structures
	structure		1	objects
	object			
		1	4	TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0 *Open to the Public:* Yes

FUNCTION or USE:

Historic Functions: RECREATION AND CULTURE: outdoor recreation
Current Functions: RECREATION AND CULTURE: outdoor recreation

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

According to the *History of Washington County and the St. Croix Valley*, in 1881 "...in the center of the (Afton) village is a beautiful park covered with a thick growth of native oaks. In the center an auditorium has been erected, where meetings are held in the pleasant weather of summer."

Afton's town square (also known as the village park) was platted by the early pioneers who arrived from the eastern seaboard of the United States. The square, along with the village itself, was originally platted in 1855. A survey performed in May, 1855 by Civil Engineers and Surveyors Emerson and Case shows the park on lot 18 on what was then called Washington Avenue and Fifth Street. (Now St. Croix Trail and 34th Street.)

Public parks reach back in history as far as Ancient Rome. Immigrants to the New World frequently planned their towns around a common area. The early public green, town common or town square was often a shared piece of land. Many of the earliest settlers in Afton were from New England towns, where a public square served as the center of the community. Commons spaces surrounding center parcels were used for grazing, militia parades, marketplaces, and burying grounds. The schoolhouse was often located there as well. Of regular shape, (unless dictated by the topography) the grounds emerged as public parks over time.

In the Afton town square park there is a set of trees leaning to the east. Local belief is that these are "marker trees", shaped by the Indians living in the Afton area prior to white settlement. The legend is that the trees were bent to indicate the direction to the Rattlesnake Mound nearby, and/or to the St. Croix River. This story has not been substantiated.

When Civil War broke out volunteers were known to have drilled in the square preparatory to leaving for the South. (Drills also occurred directly east across Washington Street where an underground arsenal was located.) By the 1880s the park was surrounded by a "substantial fence." (Afton Courier)

In 1911 the Stillwater Messenger reported that on July 1 of that year Martin Lind found a Civil War cannon on land he had rented from Tom Cooney. The cannon had disappeared twenty-five years previously and had only been discovered due to a heavy rain. It was removed to the town square. What became of it from there is unknown.

In 1918 the Stillwater Gazette announced that nearly all the men in the village turned out to rake and clean the park; and that a new flag pole, graveled walks, seats and picnic tables were to be provided. That same year the town council voted to erect a concrete bandstand in the park. A committee was formed to solicit funds and labor. A wooden dance pavilion was erected in 1920 on the northeast corner of the park, built by the American Legion. (Afton Historical Society) It collapsed under heavy snow in 1927 and was replaced by a bandstand, which itself was torn down in September, 1973 due to structural defects. (Martens)

In the 1990s playground equipment, picnic tables, a basketball court and a gazebo were all added to the park grounds. (Robb)

Architectural significance: Possessing distinctive characteristics of a style, place, period, method or materials of construction, builder or architect.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Architectural Classification: Recreational structures
Materials Used: Wood, concrete, asphalt roofing
Foundation: Concrete
Walls: Concrete
Roof: Asphalt shingles

Narrative Description:

The Afton Public Square was originally platted in 1855 as a place for Afton Village residents to gather and recreate. It is a square block (Block 18) in form at the center of the Village. Three uncurbed streets to the north, east and west define the Square with the St. Croix River bluff as a backdrop to the west.

The grounds display a large expanse of lawn with a few native oaks and a variety of volunteer shrubs to the back (west) of the site. The easterly portion of the block is less vegetated. A ball diamond with a chain link backstop is located in the northeast corner of the Square with home plate placed just off the intersections of St. Croix Trail South and 34th Street South. Toward the southeast corner of the Square is a chain link fenced basketball court that was added to the park in the 1990s.

Toward the center of the square is a colorful collection of modern playground equipment. In the northwesterly quadrant are a wood frame picnic pavilion that supports a hipped asphalt shingled roof that was constructed in the 1990s. South of the pavilion is a wood and concrete gazebo bandstand that was constructed circa 2000. Public restroom needs are addressed with a single vault-tank outhouse constructed in the 1970s near the southwest corner of the Square.

While the grounds and possibly the ball diamond are contributing, the three remaining structures and playground equipment are noncontributing to the historic significance of the Afton Public Square.

SIGNIFICANCE STATEMENT: The Afton Public Square is significant for being the only public open space for the Village of Afton as platted in 1855. Although subsequently there have been structure and object additions to the landscape dating from the late 20th century into the 21st century, the parcel has retained its geographic boundaries and it remains to this day Afton’s publicly owned and utilized park space. The Square’s period of significance span from 1855 when to Square was platted to the modern era.

OTHER ITEMS OF SIGNIFICANCE:

<p>Related Historic Contexts: Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and Agriculture Development 1870-1940</p>	<p>Significant Person(s):</p>
<p>Period of Significance: 1855 to 1966</p>	<p>Cultural Affiliation:</p>
<p>Significant Dates: 1855</p>	<p>Architect/Builder(s):</p>

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

GEOGRAPHICAL DATA:

Acreage of Property: 0.208

Legal Description of Property: ENTIRE BLK 018 SUBDIVISION NAME AFTON BLOCK 18 SUBDIVISION CD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Current Photographs:



The Afton Public Square platted in 1855 and remaining in public park use today. Camera facing west.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The ball diamond in the northeast corner of the Square. Camera facing northeast.



The basketball court in the southeast corner of the Square. Camera facing southeast.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



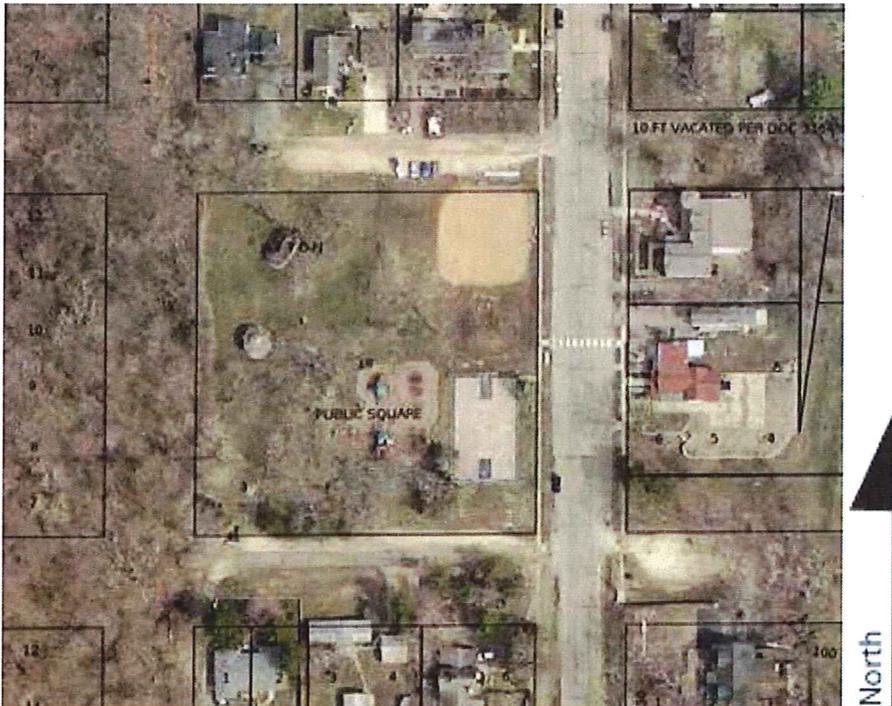
The Afton Public Square playground equipment. Camera facing east across Square.



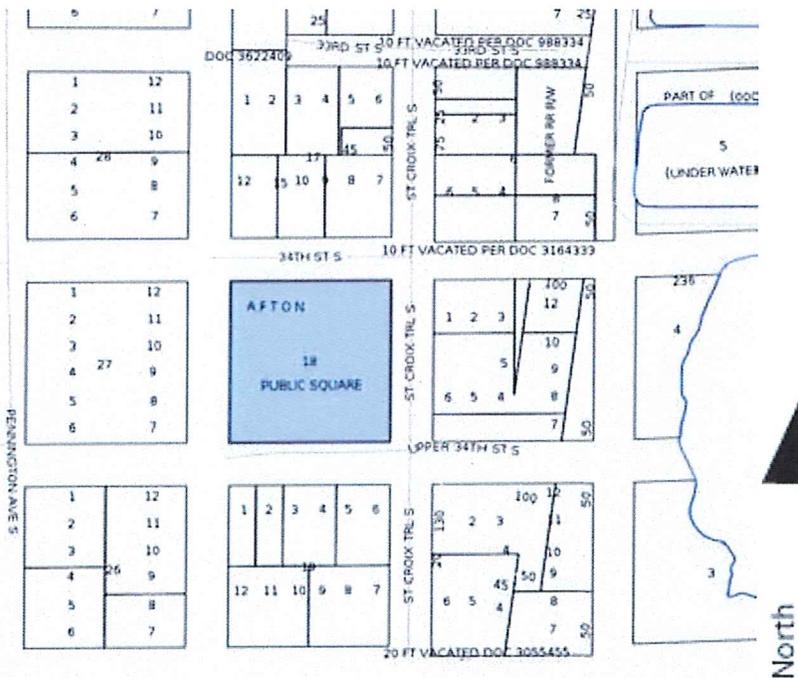
The westerly edge of the Afton Public Square displays a picnic pavilion (circa 1990) and a gazebo bandstand in the background (circa 2000). Camera facing to the south from the Upper 34th Street South right-of-way.

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Aerial photograph of the Afton Public Square on the west side of St. Croix Trail between Upper 34th Street South and 34th Street South.



Parcel Map for the Afton Public Square. The Square is on Block 18 immediately south of the Afton Village School.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

MAJOR BIBLIOGRAPHIC SOURCES:

Published

Afton Citizens Forum. Bulletin 43. Afton Historical Society.

Afton Courier. June 17 1880.

Afton Historical Museum. Various archives. Fall/Winter 2015-2016.

Blondoe, Steven. Minnesota Architecture-History Inventory Form City of Afton Flood Protection and Sanitary Sewer Improvements, Afton, Washington County, Minnesota. 2015.

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Map. 1855. Afton Historical Society.

Neill, Edward D. *History of Washington County and the St. Croix Valley*. North Star Publishing Company. 1881.

Robb, Edwin G. *Afton Remembered*. Afton Historical Society Press. Afton. 1996.

Stillwater Gazette. 1918. Afton Historical Museum.

Stillwater Messenger. Various years. Afton Historical Museum.

Washington County Department of Property Records and Tax Payer Services.
www.mn-washington.manatron.com.

Unpublished

Martens, Ken. Phone interviews. May 2016.

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
Street & No.: 807 Holly Avenue
City/Town: Saint Paul
State, County, Zip: Minnesota, Ramsey County, 55104
Telephone No.: 651-221-9765
Date Prepared: May 28, 2016

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Afton Township Hall
Other Names: Afton Town Hall
SHPO Inventory No.: WA-AFC-
Parcel No: 10.028.20.32.0004

LOCATION:

Street & No.: 1675 Stagecoach Trail South
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: City of Afton
Owner Phone/Cell:
Street & No.: 3033 St. Croix Trail South
City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>		
		<i>Contributing</i>	<i>Noncontributing</i>	
	X building(s)	1	1	buildings
	district			sites
X private	site			structures
X public	structure			objects
	object			
		1	1	TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0 *Open to the Public:* No

FUNCTION or USE:

Historic Functions: GOVERNMENT: city hall
Current Functions: DOMESTIC: secondary structure

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

In the area called Valley Creek, just northwest of the old village of Afton, the original Town Hall still stands. Charles Bolles, son of one of the earliest settlers to the area, Erastus Bolles, sold a piece of land to the township for the Township Hall for \$75, circa 1883. Farmer August Kleinschmidt hauled the lumber to build the building. (Grant) A wood stove was purchased for the building in 1884 for twenty-eight dollars (with delivery costing another eighteen dollars.) The Historic Afton Valley Creek Tour brochure shows a map dated 1886 indicating the Town Hall located just east and north of a store and post office and south of a confectionary shop. The building remains at what is believed to be its original location where, at some point, it was raised for the construction of a concrete block foundation.

This building served the community for public gatherings of many kinds. Town meetings and local and national elections voting were held there, as well as school presentations and theater productions. In the early 1900s, in spite of having built two schools to that point, overcrowding forced the community to hire an additional teacher and the Town Hall was utilized for classes for a time. (Historic Afton Valley Creek Tour)

This building served as the community's town hall for more than 100 years. In 1970, when the township merged with Afton village, the governmental functions moved into what is now the Afton Historical Society Museum; then relocated just a few short years later to its current quarters at 3033 St. Croix Trail.

Architectural significance: Possessing distinctive characteristics of a style, place, period, method or materials of construction, builder or architect.

Architectural Classification:	Civic building
Materials Used:	Wood frame, Asphalt shingles
Foundation:	Concrete block
Walls:	Wood
Roof:	Asphalt shingled

Narrative Description:

The Afton Township Hall was built circa 1883 on Stagecoach Trail in the settlement of Valley Creek. Located approximately 2 miles northwest of Afton Village the building now known as the Afton Town Hall was built as the Afton Township Hall.

The civic building is utilitarian in design and displays a simple, symmetrical distribution of fenestration on all elevations. The wood frame building is sheathed in shiplap wood siding. The roof displays aging asphalt shingles. The structure at some point was raised and basement excavated and a relatively new concrete block foundation built. A simple brick stove chimney sits at the easterly ridge of the roof.

The main elevation providing the only entry to the one room structure faces west along Stagecoach Trail. The only fenestration on the west and main elevation is a centered door opening and a set of original, paneled entry doors. To the south of the doors is an original "PUBLIC POST" board. Above the entry in the front gable is a

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

hand painted sign that reads “AFTON TOWN HALL.” At the ridge of the front gable is an original or very early flag pole.

The north and the south (side) elevation of the Hall display three symmetrically placed large and original two-over-two double-hung windows. The back east elevation displays two balanced two-over-two double-hung windows equally in size to those in the side elevation.

The interior of the Hall is clad on the walls and ceiling with wood beadboard. Hanging on the back (east) wall is a platform that supports the truncated brick stove chimney above. The ceiling also displays two rows of newer semi-globed suspended ceiling lights and a ceiling fan.

Other unique and original features include a raised stage at the eastern end of the hall. The stage was partially enclosed with a short wood ledge that is capped with a polished wood rail and displays polished wood finials at its corners. The north wall also displays a series of wood panel doors attached to the outside wall and floor at 90 degrees that served as dividers between individual voting stations.

The Hall also retains some oddly placed decorative posts. Their placement and attachment cavities suggest that they may have been used to cord off portions of the room or direct movement within the open space.

The Hall’s parcel also supports a large modern utility truck garage. The four bay structure is constructed of rough and smooth face concrete block with some brick infill. The building located along the northern property line is noncontributing to the site’s historic significance.

SIGNIFICANCE STATEMENT: The Afton Township Hall is significant as playing a major civic role in the rural and industrial settlement of Valley Creek to the northwest of Afton Village. The town hall structure has retained its original fenestration, siding, and interior features including a community stage and unique door/panel separated voting stations. The period of significance spans the time from the Hall’s early construction circa 1883 to 1970 when the township was consolidated into the City of Afton and the Hall was retired from civic use.

OTHER ITEMS OF SIGNIFICANCE:

<p><i>Related Historic Contexts:</i> Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and Agriculture Development 1870-1940</p>	<p><i>Significant Person(s):</i></p>
<p><i>Period of Significance:</i> Circa 1883 to 1970</p>	<p><i>Cultural Affiliation:</i></p>
<p><i>Significant Dates:</i></p>	<p><i>Architect/Builder(s):</i></p>

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

GEOGRAPHICAL DATA:

Acreege of Property: 1.28

Legal Description of Property: PT NW1/4-SW1/4 BEING W 215FT OF N 240FT OF S 479.25FT SECTION 10
TOWNSHIP 028 RANGE 020

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Current Photographs:



The Afton Township Hall built circa 1883 in Valley Creek retains most of its original exterior and interior architectural features. Camera facing east across Stagecoach Trail.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The Township Hall displays its original entry doors and its side elevation two-over-two double-hung windows. The only architectural feature that has been added since the hall's early construction is a 20th century concrete block foundation.



The Township Hall now shares its parcel with a City of Afton maintenance garage to the north.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The south and east-facing elevations of the Hall display their original windows and the stove chimney.

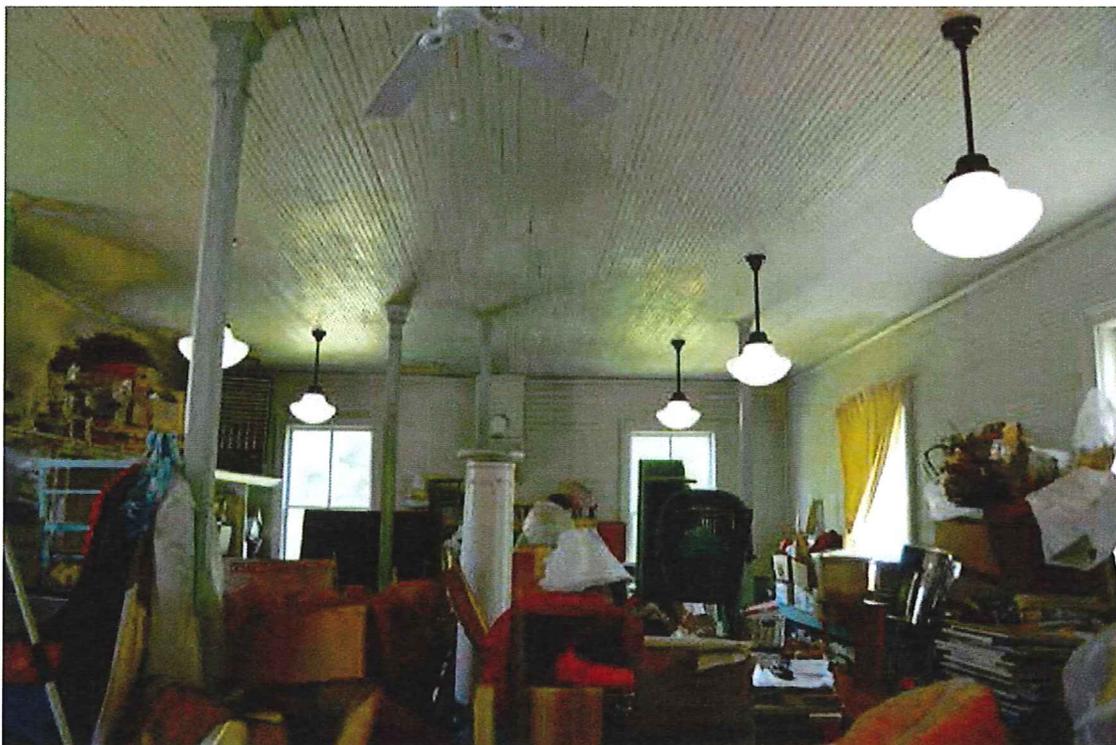


The peak of the front gable retains its original flagpole.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

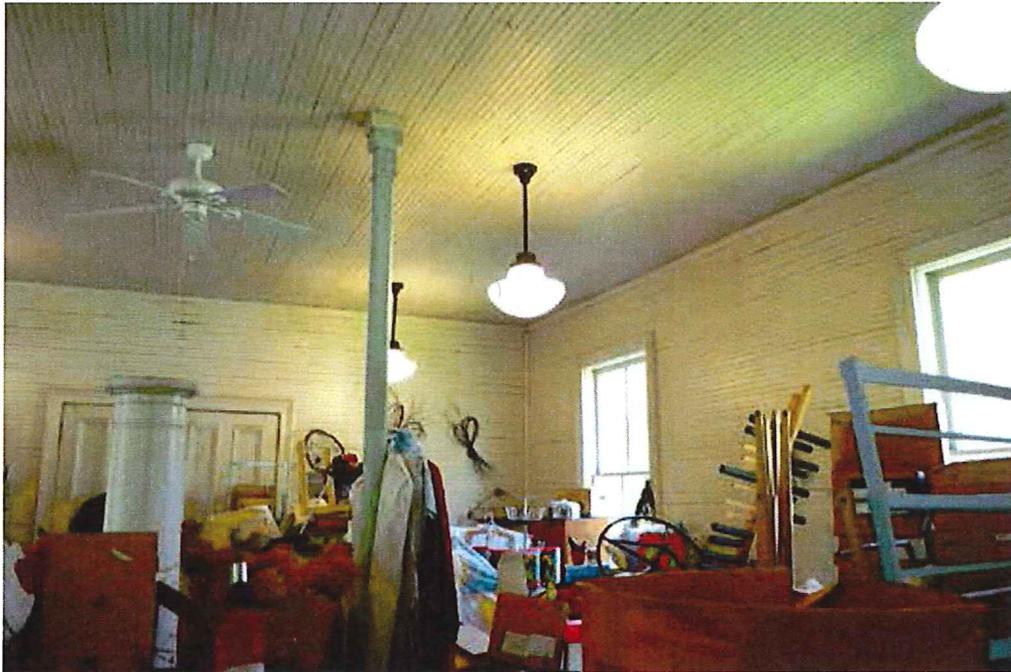


The original "PUBLIC POST" board remains to the right of the entry on the west-facing elevation.

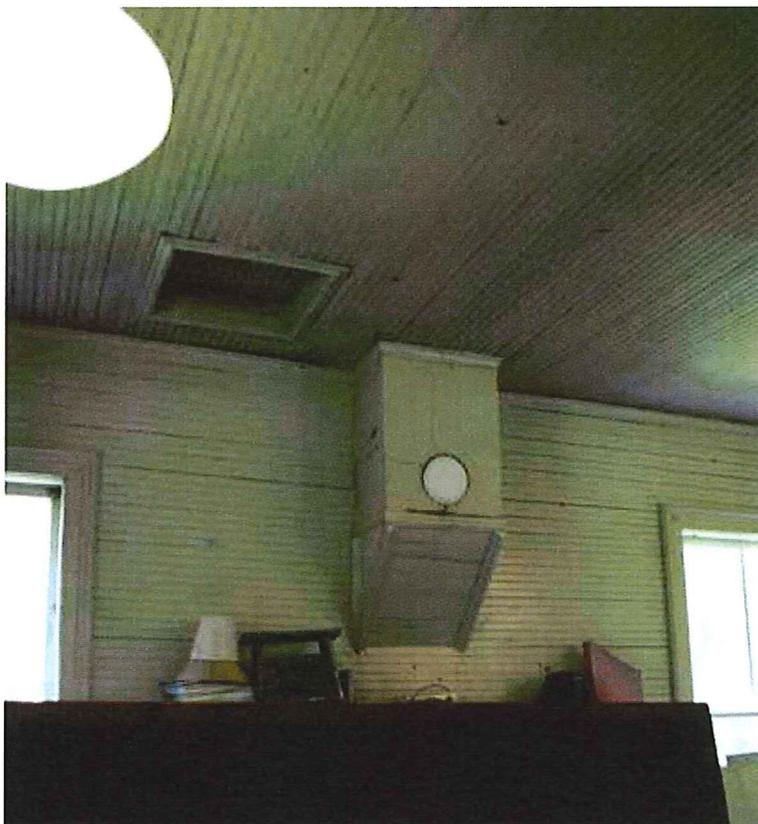


The interior walls and ceiling are sheathed in a beadboard finish. Camera looking to the east.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

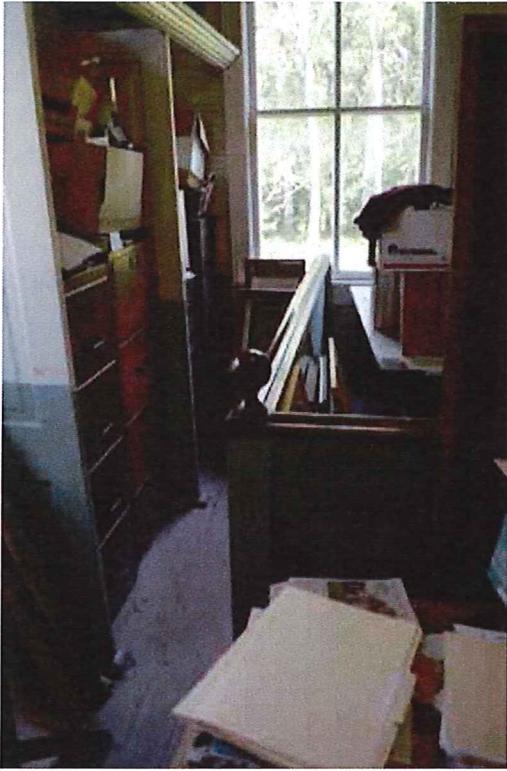


Interior view looking to the west.

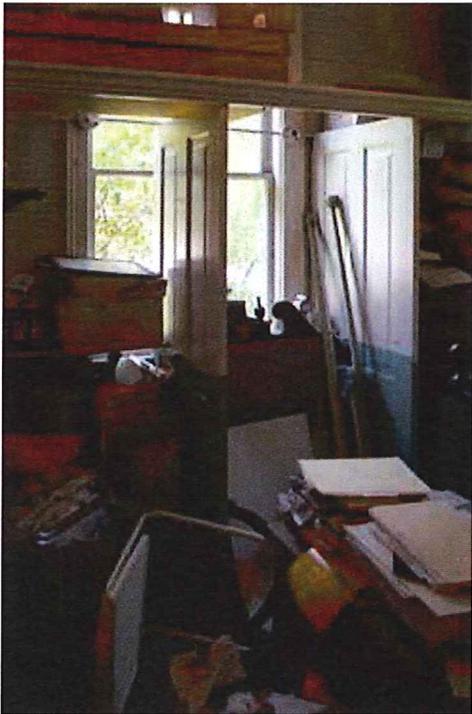


The brick chimney that vented the original stove sits on a platform on the east wall. .

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The Hall is currently being used for storage.. The edge of the stage (with finial) can be seen elevated a few steps above the floor. Also note the two-toned door that defines one of the north wall's voting stations.



Voting stations divided by residential doors still remain along the northern wall of the interior.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



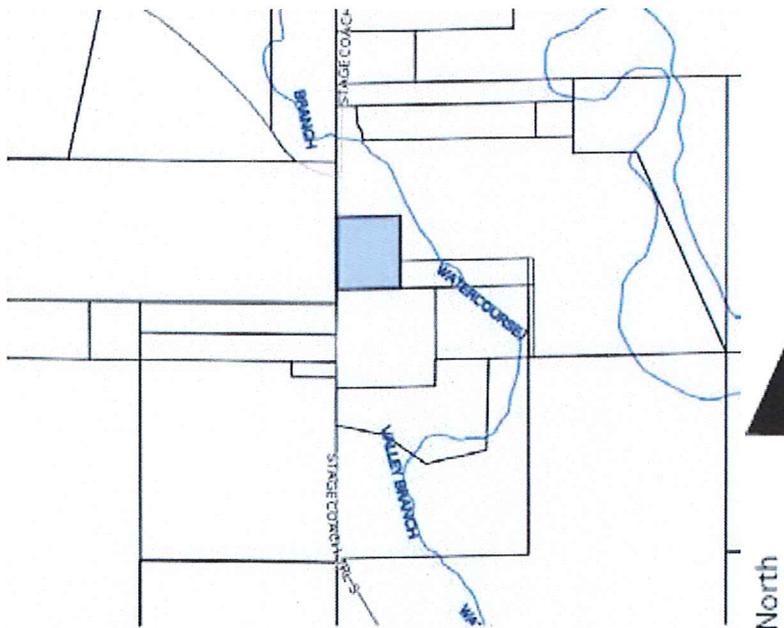
Afton City utility garage located on the north property line of the Afton Township Hall parcel.

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:



Aerial photograph of the Afton Township Hall to the south and the City of Afton Truck garage to the north.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Parcel map for the Afton Township Hall on Stagecoach Trail South in the Valley Creek area. .

MAJOR BIBLIOGRAPHIC SOURCES:

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Unpublished

Martens, Ken. Interview. May 10, 2016.

Martens, Ken. Interview May 14, 2016.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
Street & No.: 807 Holly Avenue
City/Town: Saint Paul
State, County, Zip: Minnesota, Ramsey County, 55104
Telephone No.: 651-221-9765
Date Prepared: May 28, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Afton Village School
Other Names: Afton Brick School House
SHPO Inventory No.: WA-AFC-011
Parcel No: 22.028.20.14.0038

LOCATION:

Street & No.: 15888-34th Street South
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: Kathleen M. Sullivan
Owner Phone/Cell:
Street & No.: 5431 Hilltop Avenue North
City/State/Zip: Lake Elmo, Minnesota 55042

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>		
		<i>Contributing</i>	<i>Noncontributing</i>	
X private	X building(s)	1	1	buildings
public	district			sites
	site			structures
	structure			objects
	object			
		1	1	1TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0 *Open to the Public:* No

FUNCTION or USE:

Historic Functions: EDUCATION: school
Current Functions: DOMESTIC: single dwelling

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

“The farmer’s social life revolved to a large extent around the schoolhouse. With its adjoining lot, it functioned as polling place, caucus hall, public forum, clubhouse, church, funeral parlor, theater and picnic ground. It was quite natural that the schoolhouse should be variously used by the community, since it was the sole public meetinghouse in the neighborhood – at least, until a church was built” “Singing meetings, spelling bees, Sunday school festivals, temperance meetings, dramatic entertainments, panorama shows and Christmas celebrations with community trees were all held in the schoolhouse.” (Minnesota Farmers’ Diaries)

According to *Afton Remembered*, there were as many as twelve different schools, built between 1855 and 1884, serving the young people of Afton Village and Afton Township during the early years. The first school classes were held in private homes.

The first Afton Township school building, known as the Haskell School and named for Joseph Haskell, a local farmer, was constructed in the mid-1850. The school was approximately 4 miles southwest of the Village proper in Township Section 21. The first school building in Afton Village proper was a small wood-framed structure opened in 1856 near Gummesson’s Coulee in the southern portion of the Village. (Robb) That school was later incorporated into a residence that was recently demolished.

The brick school, which according to Ken Martens came to be known as the Afton Village School, was the second school built within the village and was defined as a community school (as opposed to a private home school). With the loss of the first one room, frame school house, the Afton Village School at 15888-34th Street South became the oldest remaining school building in the Village.

Information varies on the early years of the Afton Village School. It is a small brick building (originally constructed with a bell tower) facing the public square, erected by 1867 for approximately \$550. Although several sources identify the construction date as 1876, The Village’s first planning map supports the earlier date, which may have been mistakenly transposed and then repeated over time. The silken map, now held at the Afton Historical Museum, dated 1855, delineates streets, blocks and parcels of the original Afton Village in black ink. That base map was officially certified by a local justice of the peace as the Afton Village plat map. Overlaid on the original base map in sepia ink are property ownership and land use information added in the mid 1860s. The sepia ink overlay clearly shows “School House” written on the Afton Village School site parcel. The name “Foreman” is written on the plat directly east of the school (later the site of the Carnithan-Squires House). Noah Foreman owned this parcel for a little over a year between 1866-1867, thus dating the school to have already been sited and likely functioning on the adjacent parcel in the mid 1860s.

Elisha Partridge (1826-1900), originally from Massachusetts, served as the first classroom teacher. He was a Civil War veteran who served with the Third Minnesota Regiment. The building was utilized as a school until 1903. (Blondo)

In 1950 that the Afton area School District (known as District 22) officially consolidated all the rural and urban systems, closing the last remnants of this early system and the little schools became obsolete. In 1957 District 22 merged with the Stillwater School District 834 where it remains today. (Robb, 37-41)

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Architectural significance: Possessing distinctive characteristics of a style, place, period, method or materials of construction, builder or architect.

Architectural Classification: School
Materials Used: Brick, stone, wood flooring, asphalt roofing
Foundation: Brick
Walls: Brick
Roof: Front gabled with asphalt shingles

Narrative Description:

The Afton Village School is sited on block 17 along 15888-34th Street South facing the Afton Public Square to the south. The simple, 27 foot by 40 foot Greek Revival style building was rendered in cream-colored brick with its main elevation's open gable facing to the south. The roof is covered with high-profile asphalt shingles. The structure retains its original footprint.

Two large evergreens frame the front of the structure.

While the structure has retained its original brick chimney along the northerly ridge of the roof, it has lost its bell tower over time. However, the Afton Heritage Preservation Commission knows the bell's current location if the tower were ever rebuilt.

The main elevation displays a central door opening with a two-light transom above. The central door is flanked by two modern carriage lights and two tall nine-over-nine double hung windows. The windows appear to be newer insulated sash with divided light inserts. The door set and window openings are capped with stone lintels. The two front windows have stone sills.

The front elevation also displays a decorative brick dentil banding immediately under the front gable bargeboard. The brick dentil banding follows the bargeboard around all four elevations of the school building. The lower portion of the front façade, from window sill level down, has been painted with a cream band of paint.

The octagonal window in the upper gable is an addition to the original design. It does not appear in the historic photograph of the school.

The east and west (side) elevations display three tall windows evenly placed with newer nine-over-nine appearing insulated glass sash. All windows also have stone lintels and sills. Both elevations display moisture damage to the foundation brick.

The back elevation displays a variety of fenestration including a back entry door, a horizontal window set and a tall window that matches the size and shape of the windows on the other three elevations. In the back gable at attic level is a small six-light window. All the windows have stone lintels and sills. The back door also displays a stone lintel. The horizontal window set and the gable window may not be original to the structure as originally built.

There is a raised wood deck and modern wood railing off the north-facing (back) elevation that provides access to and from the back entry.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

There are a number of areas on the elevations where building settling has caused stress and a need to repoint. The repointing was done with a dark, rust red mortar that draws attention to the repairs. A light colored patina applied over the dark joints could fix this distraction.

Adjacent to the original school is a late 20th century garage-like structure that has been brick faced on the south side to compliment the brick on the school structure. The original garage door opening has been infilled with brick and two double door sets, each supporting 15-light glass windows. The building is currently used for educational purposes.

The roof of the secondary structure displays the same shingles as the main building, however the gabled end elevations and the north-facing elevation are sheathed in a wide lap siding. A concrete driveway approaches the structure from the street.

The original school is contributing. The late 20th century garage structure is noncontributing to the historical significance of the property.

SIGNIFICANCE STATEMENT: The Afton Village School House, dating back to the mid 19th century, is the oldest remaining school structure within the Village of Afton. The school structure is also significant for retaining most of its character defining features. The building retains its original footprint without subsequent additions that would have blurred its architectural profile and diminished its simplicity of design and utility. The period of significance spans the time from when the school house was built circa 1867 to 1903 when it no longer functioned as a school.

OTHER ITEMS OF SIGNIFICANCE:

<p>Related Historic Contexts: Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and agriculture Development 1870-1940</p>	<p>Significant Person(s):</p>
<p>Period of Significance: Circa 1867 to 1903</p>	<p>Cultural Affiliation:</p>
<p>Significant Dates:</p>	<p>Architect/Builder(s):</p>

GEOGRAPHICAL DATA:

Acreege of Property: 0.208

Legal Description of Property: W1/2 OF LOT 9 BLOCK 17 & ALSO LOT 11 -BEING THE ELY 15FT SUBDIVISION NAME AFTON LOT 10 BLOCK 17 SUBDIVISION CD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

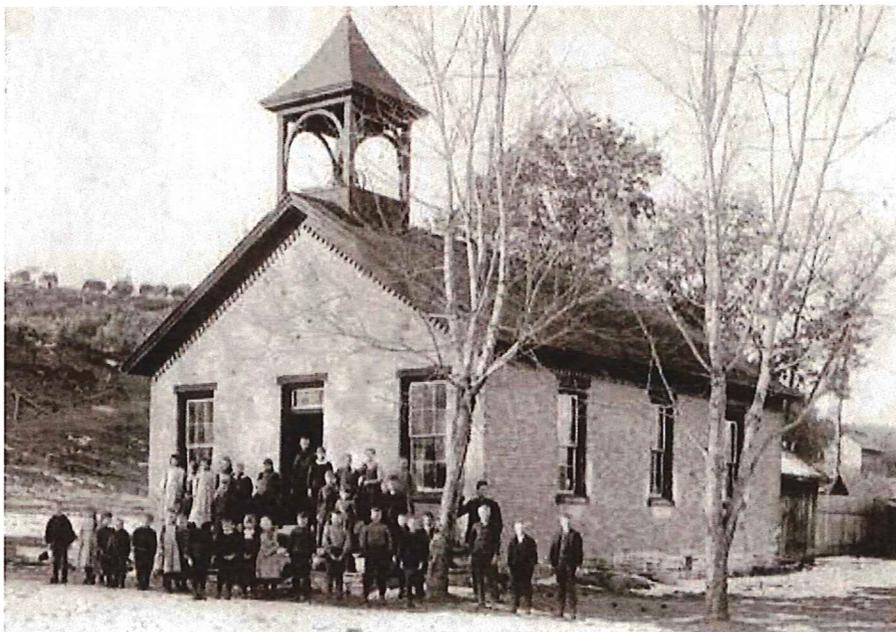
City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

PHOTOGRAPHIC DOCUMENTATION:



Detail from the 1855 base map that shows the original street, block and parcel layout of the Village in black ink on a silk sheet. A sepia ink overlay added in the 1860s shows the name "Foreman" on lots 7 & 8 of block 17, and "School House" written in the same hand on lots 9 & 10. Noah Foreman only owned the parcels between 1866 and 1867 indicating that the Afton Village School was likely on the adjacent parcels at least by the mid 1860s.

Historical Photographs:



This early photograph shows the Afton Village School as it appeared in the 3rd quarter of the 19th century.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Current Photographs:



The Village School retains much of its original architectural profile. While it has lost its bell tower and an octagonal window has been added to the front façade, the brick detailing, fenestration openings and simple, rectangular footprint remain intact.



The school house now shares its lot with a 20th century garage structure that has been faced to compliment the original building. This view was taken across 34th Street South from the Afton Public Square.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The south and west-facing elevations of the school building, now a residence.



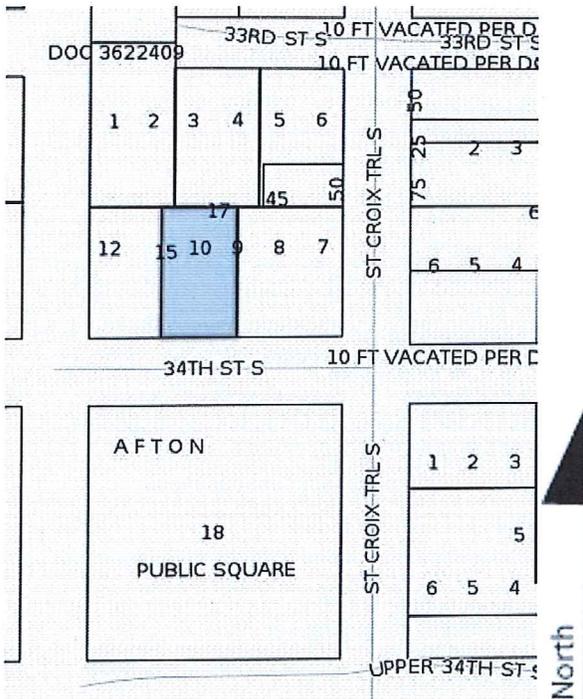
The north-facing elevation. Note that while the majority of the openings are original the divided light windows are newer, insulated windows.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:



Aerial photograph of the original Afton Village School on the north side of 34th Street South.



The plat map for the school structure located to the west behind the historic Carnathan-Squires House and north of the Afton Public Square.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

MAJOR BIBLIOGRAPHIC SOURCES:

Published

Afton Historical Museum. Various archives. Fall/Winter 2015-2016.

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Stillwater Gazette. "Early History of Afton Village School... recalled by one of Pupils" by Alvin Hedstrom. April 19, 1951.

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www.mn-washington.manatron.com

Unpublished

Martens, Ken. Phone conversation. January 25, 2016.

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
Street & No.: 807 Holly Avenue
City/Town: Saint Paul
State, County, Zip: Minnesota, Ramsey County, 55104
Telephone No.: 651-221-9765

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Date Prepared: May 28, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Asa and Flora Tracy House
Other Names: Asa Tracy House
SHPO Inventory No.: WA-AFC-
Parcel No: 22.028.20.41.0030

LOCATION:

Street & No.: 3632 St. Croix Trail South
City/Town: Afton
State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: Kathy A Bolton-Iverson
Owner Phone/Cell:
Street & No.: 3632 St. Croix Trail South
City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>		
		<i>Contributing</i>	<i>Noncontributing</i>	
X private	X building(s)	1	2	buildings
public	district			sites
	site		1	structures
	structure			objects
	object			
		1	3	TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0 *Open to the Public:* No

FUNCTION or USE:

Historic Functions: DOMESTIC: single dwelling
Current Functions: DOMESTIC: single dwelling

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

The Minnesota state census of 1857 lists Asa Tracy, age 24, Flora Tracey, age 18, and William Tracey, age 1, all born in the state of Maine. Asa Tracy's profession was listed as a "lumberman". He and his family had just arrived in the territory, settling in Afton. It was about this time that the house was built. Asa and Flora had another son (George) and three daughters (Fannie, Eva and another child whose name is unknown.)

Asa was identified as both a shingle-maker and sawyer and found employment in the nearby sawmills. He responded to the call for volunteers in the War Between the States and enlisted in Company C of the Seventh Minnesota Regiment, mustering out in 1865. According to the Afton Courier, Asa ran the shingle mill at Hersey, Bean & Brown where he was badly injured in 1880.

Jane (also known as Jenny) and London Peters, free African-Americans born in New York and Ohio respectively, were frontier pioneers in the St. Croix Valley in the 1840s. Living in Afton circa 1855, London disappeared and the Tracy family took in the elderly Jane who was unable to live alone, caring for her until her death.

Asa Tracy died in March, 1912 in Stillwater, MN at the home of one of his daughters, Mrs. A. G. Schuttinger, at the age of 78.

Architectural significance: Possessing distinctive characteristics of a style, place, period, method or materials of construction, builder or architect.

Architectural Classification: Residential building
Materials Used: Wood frame, asphalt roof
Foundation: Stone, concrete
Walls: Wood frame
Roof: Gabled with asphalt shingles

Narrative Description:

In 1860 Asa Tracy and his wife Flora built an L-shaped wood frame Victorian cottage at the southerly outskirts of Afton Village. Their handsome home originally displayed tall porch posts with arched bracketed crowns. The front porch formed a colonnade with ten arched openings with the front porch wrapping around the cottage's front elevation. The colonnade was crowned with dentils under the porch soffits.

The front porch, the house's most distinctive feature, could be accessed from the interior either through the front door, or windowed French doors with shutter. Much remains of the home's original architecture and much has changed.

What remains of the original design includes four front porch carved posts sans the crowning large arching brackets. The original front door entry set and the tall first floor front porch openings with shutters remain. The

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

unique and original raised and arched window surrounds are displayed on all the visible fenestration. MOST OF THE HOUSE RETAINS ITS NARROW LAP SIDING

Any future changes to the front porch should attempt to replicate the openness and heft of the original colonnade seen in the 19th century historic photograph.

The site also displays a low-pitched shed garage behind the main house and a larger two stall utility building along the northern parcel boundary. Both buildings date outside the period of significance.

The portion of the original house and those house elements and features that remain from the original design would be considered contributing to the historic significance of the property. The outbuildings and subsequent additions to the original profile of the main house are outside the period of significance and would be considered noncontributing to the house's significance.

SIGNIFICANCE STATEMENT: The Asa Tracy House is significant to the Village of Afton because of its association with one of the settlement's early carpenters and builders. The Period of Significance spans the time from when he built his house in 1860 to when his work life was impaired by a work related accident in 1880.

OTHER ITEMS OF SIGNIFICANCE:

<p>Related Historic Contexts: Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and Agriculture Development 1870-1940</p>	<p>Significant Person(s):</p>
<p>Period of Significance: 1860 to 1880</p>	<p>Cultural Affiliation:</p>
<p>1860</p>	<p>Architect/Builder(s): Asa Tracy</p>

GEOGRAPHICAL DATA:

Acreege of Property: 1.00

Legal Description of Property: LOTS 7-12 021 SUBDIVISION NAME AFTON LOT 7 BLOCK 21 SUBDIVISION CD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

PHOTGRAPHIC DOCUMENTATION:

Historical Photographs:



This photograph was taken of the Asa Tracy House in the second half of the 19th century. It was an outstanding example of Cottage Victorian architecture and craftsmanship. The house was built at the southerly end of Afton Village in 1860.

Current Photographs:



The Asa Tracy House has retained much of its original cottage feeling, but also been modified in many ways. The fenestration on most of the elevations has remained intact but the trimmings have been changed over time.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



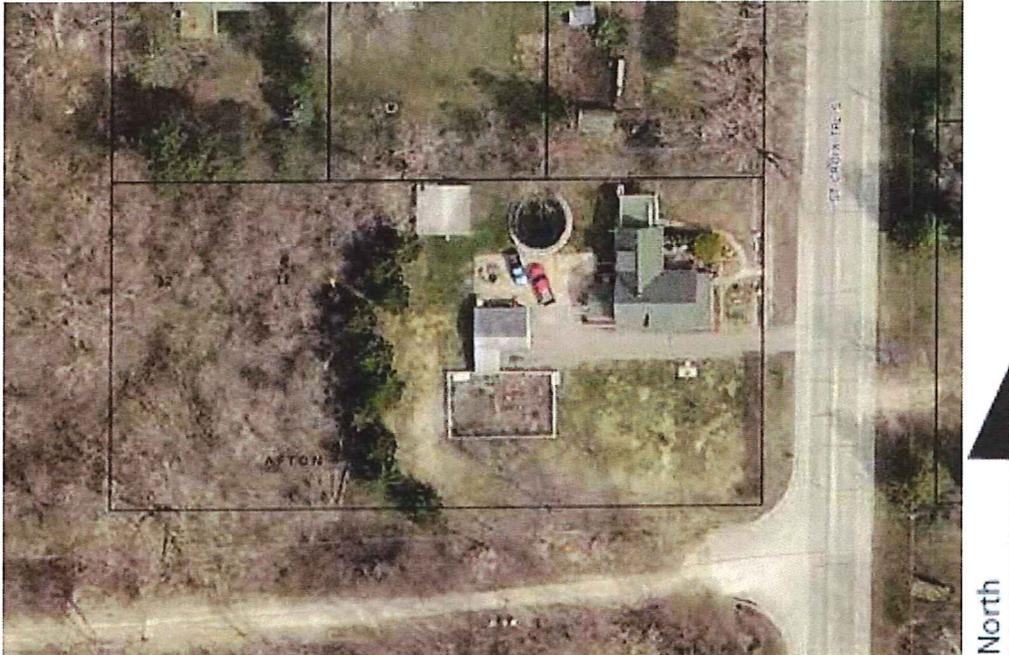
The Asa Tracy House displays two major out buildings and a fenced garden none of which appears to be contemporary with the main house.



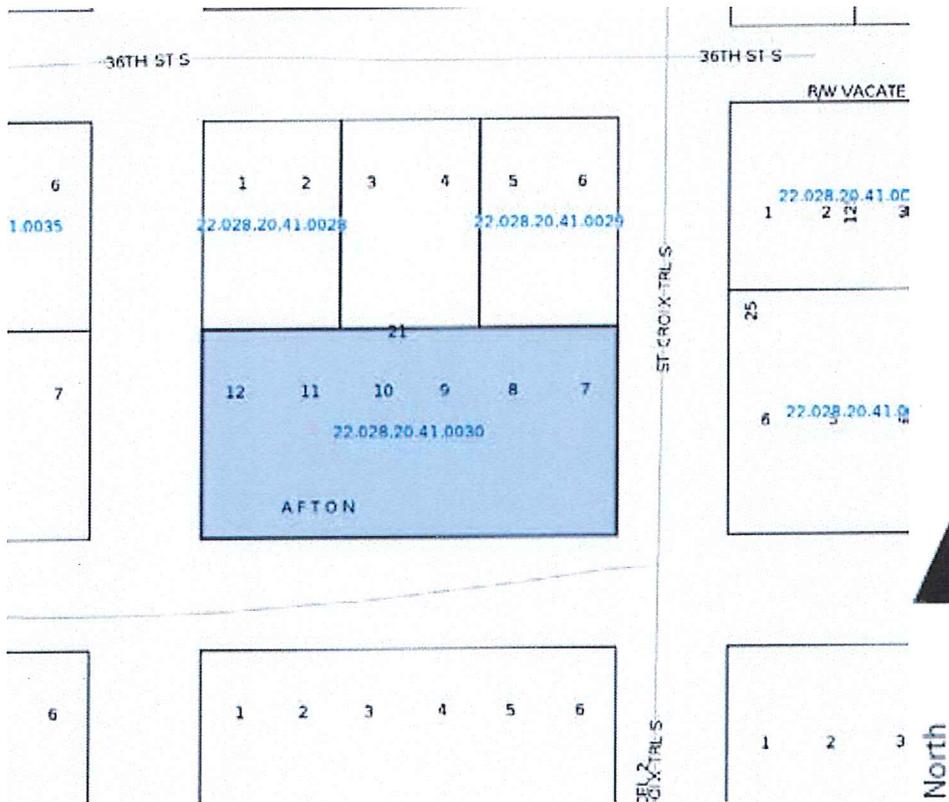
While it is difficult to determine what is original or modified on the south-facing elevation, it retains a simple balance of design.

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



Aerial photograph of the Asa Tracy House on the south end of the Village and west side of St. Croix Trail South.



Parcel Map shows how the Asa Tracy parcel was larger and somewhat more rural in its scale and location.

MAJOR BIBLIOGRAPHIC SOURCES:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Published

Afton Historical Museum. Various archives. Fall/Winter 2015-2016.

Afton Courier. June 17, 1880.

Blondo, Steven. Minnesota Architecture-History Inventory Form City of Afton Flood Protection and Sanitary Sewer Improvements, Afton, Washington County, Minnesota. 2015.

Martens. *The Perilous St. Croix River Valley Frontier*. History Press. Charleston. 2014.

Minnesota Census. 1857.

Stillwater Messenger. March 16, 1912.

Washington County Department of Property Records and Tax Payer Services.

www.mn-washington.manatron.com

FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
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Telephone No.: 651-221-9765
Date Prepared: May 28, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

DRAFT

NAME OF PROPERTY:

Historic Name: Emil Asp Blacksmith Shop

Other Names:

SHPO Inventory No.: WA-AFC-074

Parcel No: 22.028.20.41.0023

LOCATION:

Street & No.: 15880-36th Street South

City/Town: Afton

State, County, Zip: Minnesota, Washington County, 55001

PROPERTY OWNER:

Owner Name: Richard S. Pung

Owner Phone/Cell:

Street & No.: 15880 36th Street South

City/State/Zip: Afton, Minnesota 55001

CLASSIFICATION:

<i>Ownership of Property</i>	<i>Category of Property:</i>	<i>Number of Resources within Property</i>	
		<i>Contributing</i>	<i>Noncontributing</i>
X private	X building(s)	1	buildings
public	district		sites
	site		structures
	structure		objects
	object		
		1	TOTAL

Number of contributing resources previously listed in the National Register of Historic Places: 0

Open to the Public: No

FUNCTION or USE:

Historic Functions: COMMERCE/TRADE: specialty store

Current Functions: DOMESTIC: secondary structure

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

SIGNIFICANCE:

Historic significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.

Narrative Statement:

The blacksmith shop once housed in the building at 15880-36th Street in Afton was owned and operated by Emil Asp. Emil (1879-1944) and Ida Vagnson Asp (1882-1946) were married in Sweden in 1900 before coming to Afton in 1907. The year of their arrival Ida gave birth to their son Lloyd (1907-1970).

Emil Asp purchased the south 40 feet of lots 7 and 8 on block 20 from the Joseph Wolf Company on December 15, 1910. The Joseph Wolf Brewery in Stillwater, Minnesota, operated Wolf's Saloon and Wolf Community Hall, also known as the Afton Auditorium Hall. The saloon was immediately south of what was then called Gummeson Creek and was across the stream from Wolf's Community Hall. (The saloon was eventually moved and now houses Lerk's Bar and Grill on the east side of St. Croix Trail. (Robb) The Community Hall was either torn down or burned down in 1920.)

Chris Christiansen, a blacksmith from Denmark who arrived in Afton in 1897, also operated a shop of his own nearby. "This Is Afton" states "Established about 1910, both he (Emil) and Chris Christiansen did a thriving business shoeing horses, sharpening plough shares and making runners for sleighs."

In 1925 Emil sold the property to Matilda Swanson, carrying the mortgage until it was satisfied in 1927. (In March 1926 Swanson filed a court action against the Stillwater and Hastings Railway Company and the Chicago, Milwaukee & St. Paul Railway Company to establish title to the property. She was ultimately declared "the owner in fee simple of the South 40 feet of Lots 7 and 8 in Block 20 of Afton.") The lot was then sold on December 29, 1943 to Frank and Leona Pribnow.

In the 1930 Bayport, Minnesota city directory Emil Asp is listed as a laborer for Andersen Frame Corp. The 1930 federal census also lists him as a laborer for a frame factory in Bayport. Emil died at age 65 in 1944. Ida died at age 66 in 1946.

Emil and his wife are buried in Hazelwood Cemetery in Bayport.

Architectural significance: Possessing distinctive characteristics of a style, place, period, method or materials of construction, builder or architect.

Architectural Classification: Commercial building
Materials Used: Wood frame, Asphalt, corrugated metal
Foundation: Limestone
Walls: Wood
Roof: Gabled with corrugated metal

Narrative Description:

The Emil Asp Blacksmith Shop is located on a small parcel of land at the northwest corner of the intersection of St. Croix Trail and 36th Street South. The wood frame barn is unique in that it retains most of its original architectural fabric.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

The building is sheathed in ship lap wood siding and displays all of its original fenestration openings. The only exception would be what appears to be downsized infill of the barn's very tall barn door entry on the main east-facing elevation. That opening now displays a conventional, mid-20th century windowed overhead garage door. Older doors are now being refinished to replace the stock overhead door.

The east façade displays a symmetry of elements including the central door opening flanked by two large original six-over-six double-hung windows. Located above the opening and centered in the end gable is a three-over-three window that lights the loft area.

The side elevations both display two balanced window openings. On the south side the lower sash has been replaced with a single sheet of glass making the resulting configuration two six-over-one double hung windows. On the north elevation one window needed to be totally replaced with a new six-over-six true divided-light window. The more easterly of the two windows retains its original six-over-six lights.

At the lower level the west elevation retains a wood plank entry door and an original six-over-six double-hung window. In the gable above is a wood plank hayloft door.

The building sits on a limestone foundation, however most of the foundation has sunk into the ground and only portions of it are still visible along the easterly portion of the north elevation. The structure also displays new corrugated metal roof sheathing.

The building once displayed a wood plank floor, but time and rot have taken their toll and the building now has a dirt floor. As in many early barns, the frame construction is visible on the interior. A partially enclosed hayloft is suspended from the rafters in the west third of the open interior.

The original barn is the only structure on the site and is the contributing historic resource on the property.

SIGNIFICANCE STATEMENT: The Emil Asp Blacksmith Shop is significant as one of Afton's original blacksmithing commercial barns. Located along St. Croix Trail South, the community's major commercial arterial street, the barn structure retains most of its early 20th century features. The period of significance spans the time from the construction of the blacksmith shop in 1910 to the date Emil Asp sold the property in 1925.

OTHER ITEMS OF SIGNIFICANCE:

<p><i>Related Historic Contexts:</i> Townsite Development in Washington County 1839-1955 Immigration and Ethnicity in Washington County ca. 1838-1920 Early Agriculture and River Settlement 1840-1870 Railroads and Agriculture Development 1870-1940</p>	<p><i>Significant Person(s):</i></p>
<p><i>Period of Significance:</i> 1910 to 1925</p>	<p><i>Cultural Affiliation:</i></p>
<p><i>Significant Dates:</i> 1910 date of construction</p>	<p><i>Architect/Builder(s):</i></p>

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

GEOGRAPHICAL DATA:

Acreage of Property: 0.09

Legal Description of Property: S 40 FT LOTS 7 & 8 020 SUBDIVISION NAME AFTON LOT 7 BLOCK 20
SUBDIVISION CD 19040

Boundary Justification: Washington County tax records, Afton Village boundaries

PHOTOGRAPHIC DOCUMENTATION:

Current Photographs:

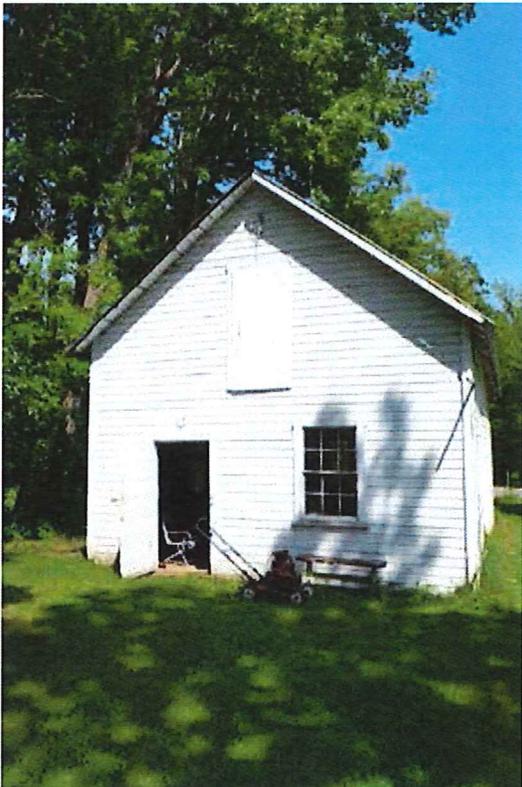


The front, east-facing elevation of the Emil Asp Blacksmith Shop on St. Croix Trail South. Note the original six-over-six double hung windows on the lower level and the three-over-three windows in the loft. Camera facing west, northwest.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



View of the main, east-facing elevation with the modern overhead garage door down. The north-facing elevation retains its six-over-six double-hung window configuration. Camera facing southwest from St. Croix Trail South.



The back west-facing elevation of the Blacksmith Shop with its original doorway, six-over-six double-hung window and loft above. Camera facing east toward St. Croix Trail South.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The west and south-facing elevations retain their window openings and display double-hung sash. Note that the lower sash on the south elevation have been replaced with a single pane of glass. Camera facing east, southeast toward St. Croix Trail South.

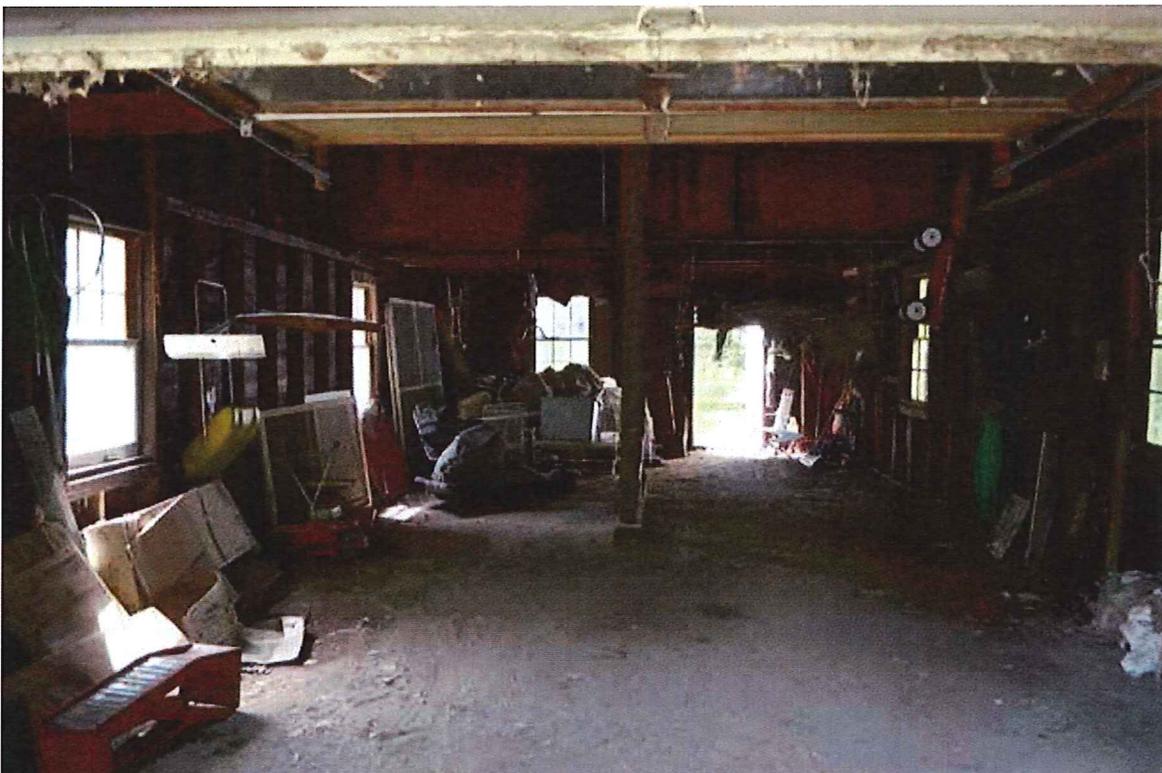


The north and west-facing elevations retain their window openings and display double-hung sash. Camera facing east, southeast toward St. Croix Trail South.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

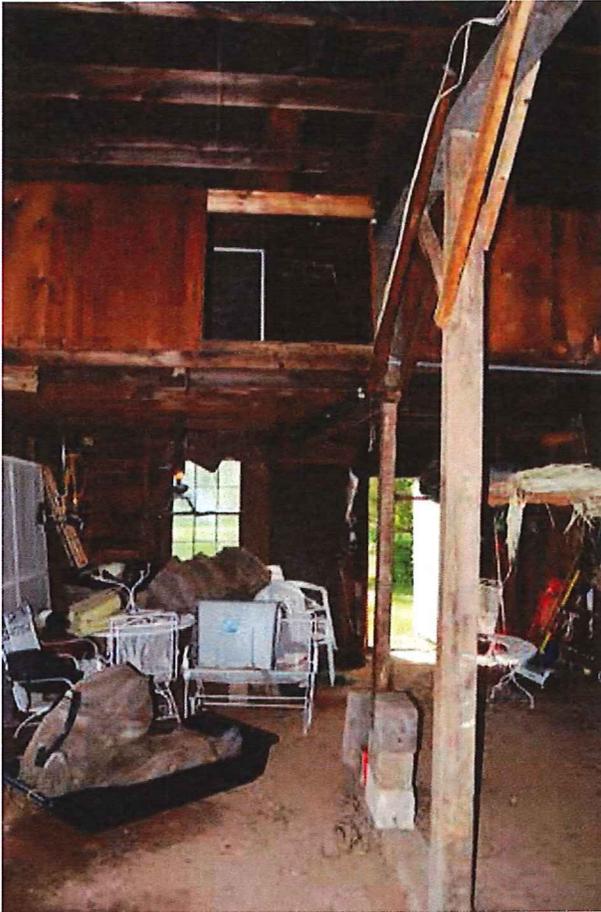


Traces of the shop's limestone foundation can be found toward the northeast corner of the north-facing elevation. Most of the remaining foundation has sunk, along with the building into the soft, wet soil next to the creek.

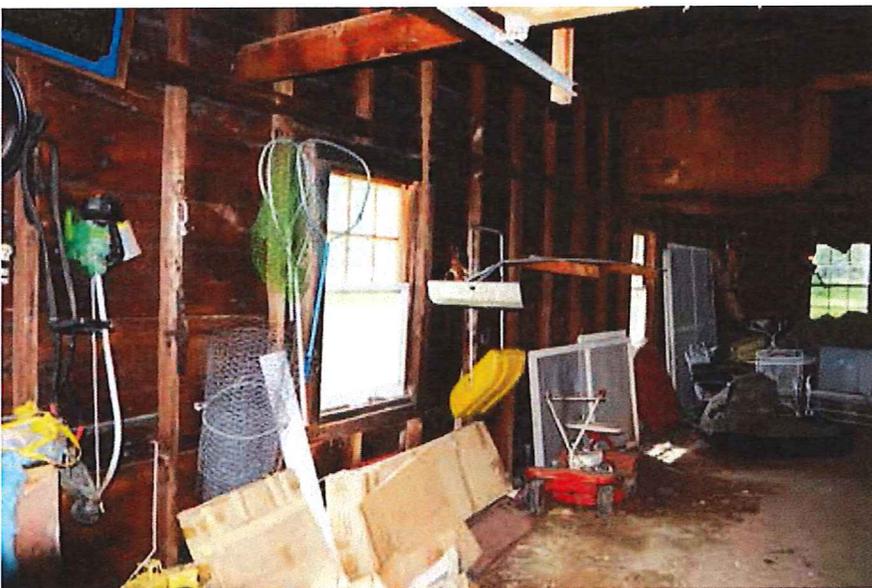


Shop interior looking west from the front opening along St. Croix Trail South.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION



The interior wood floor was lost to wet rot and the interior now displays a dirt floor. The hayloft can be seen in the interior view looking to the west.



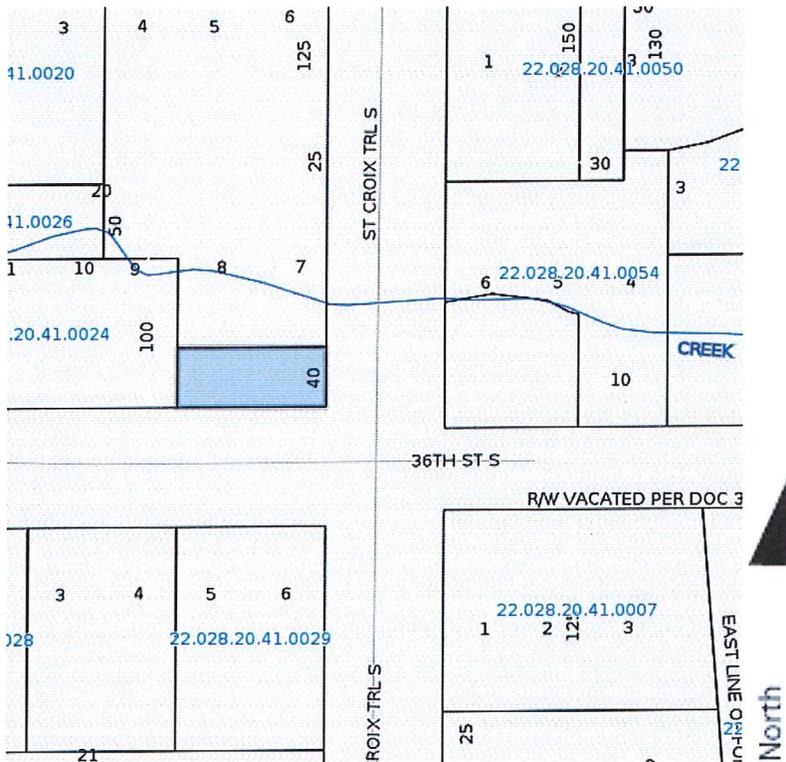
This interior view looking to the west southwest displays one of the two double-hung windows, both of which have lost their divided lights and are now six-over-one in configuration.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

AERIAL PHOTOGRAPH(S) AND SITE MAP(S) OF THE PROPERTY:



Aerial photograph of the Emil Asp Blacksmith Shop at the northwest corner of St. Croix Trail South and 36th Street South.



Parcel Map for the Emil Asp Blacksmith Shop.

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

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www.mn-washington.manatron.com

Unpublished

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FORM PREPARED BY:

Name/Title: Thomas R. Zahn & Associates LLC
Street & No.: 807 Holly Avenue
City/Town: Saint Paul
State, County, Zip: Minnesota, Ramsey County, 55104
Telephone No.: 651-221-9765
Date Prepared: May 28, 2016

STATE HISTORIC PRESERVATION OFFICER COMMENT:

City of Afton, Minnesota
Heritage Preservation Commission
LOCAL PROPERTY DESIGNATION

Review and comment by the State Historic Preservation Officer pursuant to Minnesota Statute _____; Subd. ____.

Date Submitted to SHPO: _____ Date of SHPO Comment: _____

AFTON CITY COUNCIL REVIEW / APPROVAL:

Designation of property pursuant to: _____

Date of Action: _____

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 12, 2016
Re: Afton Boulevard Cartway Erosion

There is a cartway off Afton Boulevard South that runs down a steep, curving hill with a steep slope up on one side and a steep slope down on the other side. In August of 2015, the owners of the property at the end of the cartway requested and received permission to do minor grading to repair ruts in the cartway. Instead, their contractor did major regrading of the cartway, excavating soil from the steep slope on the inside of the cartway and using that soil to regrade the slope of the cartway. The result was that, rather than the slope generally running to the outside of the cartway, it now runs to the inside of the cartway along the steep slope up. This causes a large amount of drainage to run along the steep slope, causing erosion of the steep slope as well as the cartway itself. While the property owners provided temporary erosion control measures in the fall of 2015, these were not effective. While the property owners were directed by the City to make repairs to the erosion control measures, they have not done so. The cartway and the steep slope up from the cartway have been experiencing substantial erosion. A permanent solution is needed.

Staff recently met at the cartway with the City Engineer to review erosion control and restoration solution options. The recent heavy rains have caused considerable erosion, particularly along the inside edge of the cartway, against the steep slope up from the cartway. As part of the discussion, the City Engineer advised that, if the cartway continues to be open and used as a roadway, a likely long term result could be erosion on the steep slope down from the cartway, undercutting the roadway and requiring major repairs. He also suggested that the erosion control and restoration solution would be easier if the roadway was closed and vegetated.

Staff is working with the City engineer to prepare ballpark costs for the erosion control and restoration options, with the goal of having cost estimates for the Council meeting. The costs of the repair and restoration work can be assessed to the users of the cartway.

COUNCIL ACTION REQUESTED:

Motion regarding providing an erosion control and restoration solution for the cartway off Afton Boulevard.

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 14, 2016
Re: Design of Cluster Mailboxes for Rural Properties

Residents in a number of rural neighborhoods are working with the Post Office to install metal cluster mailboxes with locking boxes to improve mail security. The residents and the Post Office have contacted the City regarding whether the City has any requirements for the mailboxes. The City has approved one cluster mailbox, located in the Cedar Bluffs development. A photo of this mailbox is attached. The Post Office is proposing a metal pedestal mailbox, which is circled on the attached U.S. mail supply brochure. Staff is bringing this information to the Council to determine if the Council has any concerns about the design of the proposed cluster mailbox in terms of its fit with the rural character. The Council may want to refer this to the Heritage Preservation Commission for review.

COUNCIL ACTION REQUESTED:

Motion regarding the design of the proposed cluster mailboxes.



Pedestal Letter Locker Collection Boxes



Single Letter Locker Collection Box



Double Letter Locker Collection Box - Single Door



Double Letter Locker Collection Box - Double Door

Specifications & Features

- These Collection Boxes are typically used for large institutions that receive a high volume of mail utilizing the standard USPS mail totes, such as schools, medical facilities, airports and universities
- Collection Boxes are perfect for customers who receive large amounts of incoming mail and also have large amounts of outgoing mail
- The USPS will place a mail tote filled with incoming mail in the collection box, and remove the existing tub of outgoing mail
- All of these letter lockers are prepped for the USPS lock for mail carrier access and requires local USPS approval - NDT intended for residential use
- Tenant door equipped with commercial Medeco high security deadbolt lock with 3 keys
- Optional pedestals available in surface mount or in-ground - Pedestals sold separately
- Heavy gauge electro-galvanized steel construction
- Available in white, tan, grey, bronze, and black powdercoat finishes
- Single Letter Locker Collection Box has one front door prepped for the USPS lock and one rear door equipped with the tenant lock
- Double Letter Locker Collection Box with one door is to be used for one tenant, and accommodates two USPS mail totes, which are used for either incoming or outgoing mail
- Double Letter Locker Collection Box with two doors is ideal for two commercial tenants
- Mail totes are sold separately - contact customer service for details
- Available in USPS access or private access (add \$95.00 for private access)

Pricing

Item #	Description	Unit Size	1	2-Up
LL1B	Single Letter Locker Collection Box	20 1/2"H x 18 1/2"W x 24 1/2"D	\$895 ⁰⁰	Call
LL2COL	Double Letter Locker Collection Box-Single Door	28 3/4"H x 18 1/2"W x 24 1/2"D	\$995 ⁰⁰	Call
LL2DBL	Double Letter Locker Collection Box-Double Door	28 3/4"H x 18 1/2"W x 24 1/2"D	\$1,395 ⁰⁰	Call
LLA36SMP	Letter Locker Collection Box Surface Mount Post	36"H	\$125 ⁰⁰	Call
LLA60P	Letter Locker Collection Box In-Ground Post	60"H	\$125 ⁰⁰	Call

Outdoor valiant™ Pedestal Parcel Locker



Specifications & Features

- New outdoor parcel locker meets all F Series security standards
- Designed for use with F series cluster box units
- Robotically welded cabinet and hood seams
- Constructed of 300 series stainless steel and aircraft aluminum
- Master front-loading door designed to prevent prying
- Silver adhesive metal placards with numbers 1P-2P
- Available in Sandstone finish (stock) or other finishes are also available
- USPS approved
- ALL PRICING INCLUDES PEDESTAL.

Pricing

Item #	Unit Dimensions	Compartments	Price (1)	2-Up
1590V3	62"H x 16"W x 18"D	2	\$920 ⁰⁰	Call

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Some of the new products you will find there:

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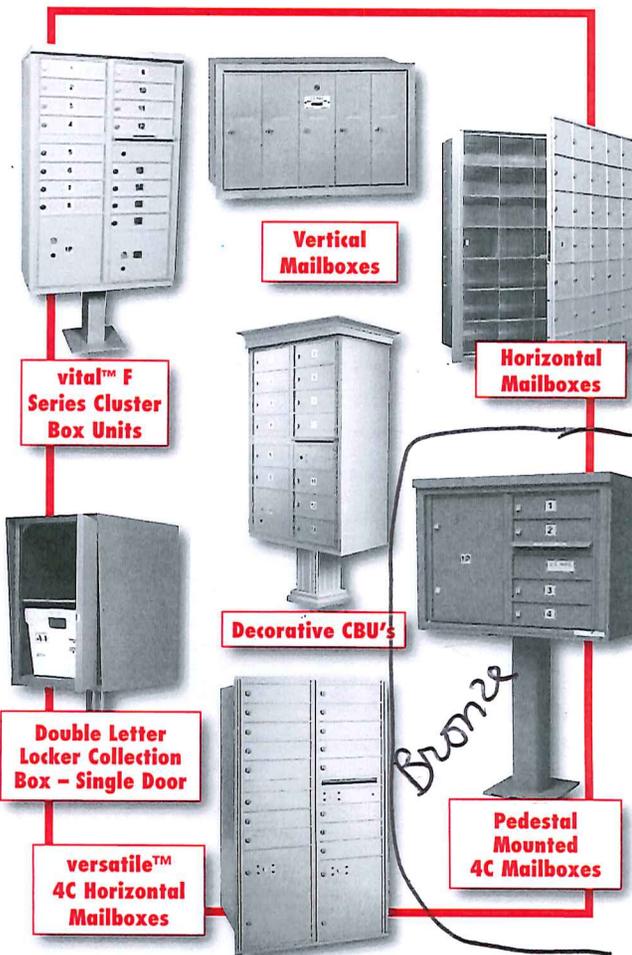
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City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 14, 2016
Re: New Temporary Health Care Dwelling Statute

The legislature has passed a new law regarding temporary health care dwellings. Attached is a report from the League of Minnesota Cities regarding the law. The law has a number of complex elements. Cities can opt out of the requirements of the law if they choose. In response to a survey by the City Administrator of Oak Park heights, 33 cities indicated they have or plan to opt-out. Only one city indicated they did not plan to opt out. In order to opt out, an ordinance needs to be adopted. Afton currently has a provision for the use of a manufactured home as a temporary dwelling unit for the care of an infirm family member. Staff recommends the City opt out of the new law's requirements. If the Council wants to provide the type of accommodation in the statute, a much simpler ordinance could be drafted. If the Council wants to opt out, staff will prepare the required ordinance.

COUNCIL ACTION REQUESTED:

Motion regarding opting out of the new statute regarding temporary health care dwellings.

FROM THE LMC - Focus on New Laws: Temporary Family Health Care Dwellings

Cities and counties must issue permits for a new type of land use under this law, unless they take steps to opt out.

(Published Jun 13, 2016)

Chapter 111 creates a new permit and permitting process that local governments must follow to allow a specific type of temporary transitional housing, unless the unit of local government takes official action by passing an ordinance to opt out of that program. Gov. Dayton signed the bill into law on May 12.

While the stated motivation behind passing the new law was to provide transitional housing for seniors, the statute itself does not include an age restriction for use of the structure. Anyone certified with needing assistance with two or more “instrumental activities of daily life” for mental or physical reasons may reside in a qualified temporary dwelling on the property where the “caregiver” or a “relative” resides.

Requirements of the law

The legislation is fairly complex in its requirements for both the permit application and the permit issuance, as well as for its regulations pertaining to compliant structures and eligible uses. Section 1 specifically excludes temporary family health care dwellings from the definition of “housing with services establishment,” exempting these temporary dwellings from the regulations and requirements set forth in Chapter 144D of the Minnesota Statutes.

Section 3 creates a new section in the Minnesota Land Use Planning Act (Minnesota Statutes, chapter 462), applying this new permit process for temporary family health care dwellings to cities. Section 2 of the new law also establishes the program for counties by creating a new section under Chapter 394 of the Minnesota Statutes. Finally, Section 4 of the law establishes Sept. 1, 2016, as the effective date.

What cities need to do

If your city leaders are comfortable with this program, you need to take no action to adopt it. However, by Sept. 1, your city does need to:

- Be prepared to accept applications for permits under the new law.
- Have an ordinance in place that establishes the permit fee (if the city decides to charge a fee different than the default fee).
- Be ready to review and act on a submitted application within the specified timeline.

Specifically, under the new law, most cities have 15 days to grant or deny a submitted application. (Cities that regularly meet only once a month get 30 days to make their decision.) The law expressly waives the public hearing due to the private medical information involved and

because of the immediate need for care. The law does not specify an appeal process related to permit decisions.

The permit is good for six months, with the option to renew once for an additional six months. The permit fee is set at \$100, with \$50 for a renewal; however, a city can choose to adopt, by ordinance, a different fee schedule.

If a city already has designated temporary family health care dwellings as a permitted use, this new law does not apply to that city. Likewise, if a city passes an ordinance specifically opting out of this statute, none of the provisions of the law apply to that community.

If your city wants to adopt a program that differs from the one specified in the new law, you should know that the law does not authorize partial adoption or modification of the program. Instead, your city would need to opt out of the entire law and then adopt a different ordinance that meets the city's needs.

To help cities that would like to opt out of the statute, the League has developed a sample ordinance. The League has also created a frequently asked questions (FAQs) document.

- [View the sample opt-out ordinance \(doc\)](#)
- [Get additional guidance from the League's FAQs \(pdf\)](#)

A section-by-section walk-through of the bill also will be included in the *2016 Law Summaries*, which will be available on the League website by the end of June.

Details of the law

If this law applies to your city and you don't plan to opt out, it's important to know the specific details of the law, including its effect on your existing land use controls, the criteria for a qualified temporary family health care dwelling, and the permit application requirements.

Effect on land use controls

Existing local controls related to accessory uses and the parking and storage of recreational vehicles cannot regulate or prevent placement of a unit that qualifies as a temporary family health care dwelling (see section 3, subdivision 2). Other local ordinances and setbacks, as well as applicable state and federal laws, do apply.

Section 3, subdivisions 5 and 6 set forth parameters for inspection, enforcement, and permit revocation. At any time, cities can request proof that the unit remains compliant with the requirements of the law. Cities can arrange an inspection at a reasonable time that is convenient for the caregiver, to verify that the unit is compliant, is occupied, and that the resident is the one named on the permit.

Temporary family health care dwelling criteria

Section 3, subdivision 2 specifically sets the criteria for a structure to be considered a qualified temporary family health care dwelling. These structures must:

- Be primarily assembled at a location other than its site of installation.
- Be no more than 300 gross square feet.
- Not be attached to a permanent foundation.
- Be universally designed and meet state-recognized accessibility standards.
- Provide access to water and electric utilities, either by connecting to the utilities serving the principal dwelling on the lot or by other comparable means.
- Have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction.
- Have a minimum insulation rating of R-15.
- Be able to be installed, removed, and transported by a one-ton pickup truck, a truck, or a truck tractor as defined in Minnesota Statutes, section 168.002.
- Be built to either Minnesota Rules, chapter 1360 or 1361, and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2, which is an industry definition of a recreational vehicle.
- Be equipped with a backflow check valve.

Permit application requirements

A caregiver or a relative must submit a permit application to the city signed by the primary caregiver, the owner of the property on which the unit will be placed, and the resident of the property (if the owner does not reside there). The permit application requires a very specific list of information, including:

- **Applicant information.** Name, address, and phone number of the property owner, the property resident (if different from the owner), and the primary caregiver for the qualified inhabitant of the unit.
- **Resident name.** Only one person can reside in a temporary family health care dwelling and it must be the person named in the application.
- **Health care provider information.** Proof of the provider network that will provide the primary care, respite care, or remote patient monitoring service.
- **Verification of need.** Written certification of the need for assistance with two or more instrumental daily activities from a physician, physician's assistant, or advanced practice registered nurse licensed to practice in Minnesota.
- **Septic service.** An executed contract for septic service or management.
- **Neighbor notice.** An affidavit that all adjacent property owners and residents have received notification of the application.
- **Site map.** A general site map to show the location of existing structures and the proposed placement of the new unit. The placement must comply with the same setback requirements that apply to the primary residence and must allow septic service and emergency response access in a safe and timely manner.

Additionally, the law only allows one unit per lot and that unit must house only one resident, who must be the same person named in the application.

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

Meeting Date July 19, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: July 14, 2016
Re: Recommendation regarding Septic System Compliance Inspection Triggers

In response to the Valley Branch Watershed District's voluntary septic inspection program for properties in the Kelles Creek watershed, the Council discussed the current triggers for mandatory compliance inspections and requested the Natural Resources and Groundwater Committee (NRGC) provide a recommendation regarding mandatory triggers. The NRGC obtained and reviewed substantial information regarding compliant vs. non-compliant septic systems and the potential effects of noncompliant systems. At its June 15 meeting, the NRGC recommended that the current septic compliance inspection trigger be strengthened to require an inspection when a property obtains a building permit with a value of \$50,000 or more. The current triggers in the septic ordinance are the addition of a bedroom and an improvement that is more than 50% of the existing structure. A copy of the minutes of the June 15 meeting is attached.

COUNCIL ACTION REQUESTED:

Motion regarding the NRGC recommendation that a septic compliance inspection be required when a building permit is obtained with a value of \$50,000 or more.

Wednesday, June 15, 2016

NRGW Committee Meeting

Jack is running meeting in Jill's absence.

1. Meeting called to order 6:36 pm
2. Role call:
 - Attendees: Jack, Mark, Keith, Mayor, Susan, Annie
 - Absent: Sondra, Jill and Perry
3. Approval of agenda - Mayor votes to approve; Keith seconds
4. Approval of meeting minutes from May 18:
 - All NRGW members prefer to receive meeting notes and meetings via email vs. U.S. postal. Mayor sending a note to staff.
 - Mark makes motion to approve; Keith seconds
5. Well testing update:
 - 5A- Keith said he and Mark have determined it's best to open testing to all city residents. Discussion around how exactly testing will take place. Either bring the county here or run samples up to county. Our budget is predicated based on previous testing amounts. We should be okay regarding budget to cover the number of residents interested in testing their well. Best to test in early spring or fall.
 - It'd be best to review list of those residents who previously participated in the city run testing of wells in the past. Purpose is to get geographic representation of tested wells in Afton. Susan recommend that Jen Sorenson at the DNR could be able to help us do this task. Mayor will talk to her about it.
 - Keith asked if the sewer project is under way; Mayor said it is on track. So we can conduct some sampling this fall and then again in the spring, once the sewer system is up and running.
 - 5B - septic systems and compliance issues: Mark, attended the VBWD meeting and learned:
 - Bids will be solicited for ravine-stabilization work to be done near 30th and Trading Post.
 - Five out of nine septic systems in the Kelle's Creek watershed have been found, from inspections, to be noncompliant. Problems identified:
 1. Underlying clay too close to drainfield pipes.
 2. Cracked septic tank.
 - Susan heard on MPR that 1 of 5 septic tanks in the State of MN are non-complaint. Mark said he read from the Washington County state that all septic built prior to 1972 that 90% are non-compliant with current standards.

Wednesday, June 15, 2016

- Discussion around "Supplemental Packet" that was handed to the committee just prior to last meeting - it wasn't on the agenda and it wasn't addressed. Mayor provided background of this packet - the request has financial burdens. The council had discussed it and decided to pass it to NRGW committee to review.
 - Questions were raised regarding viability of city-wide septic hook up. Not a good option/solution if the desire is to have Afton remain looking as is. City wide septic generally offered in conjunction with development plans.
 - * • Mark made a motion to strengthen an Afton "trigger" requiring a septic system compliance inspection, and to reduce the threshold value of a building permit trigger to \$50,000. Annie seconded the motion.
 - * • Further discussion continued regarding adding additional requirements to test all septic systems built prior to 1972. Financial burdens upon lower income households are of major concern. Susan highlighted the graphs showing Kelle's Creek high levels of E. coli, and that it seems we should do something to reduce that level. This doesn't have a large effect on our wells; however, does impact people who swim and may ingest water from Valle Creek. It's undetermined if mandating septic testing on old systems should be implemented.
 - * • We voted on the motion above and all voted yes. This is now an official recommendation from NRGW Committee to the Council. Jack will relay this to the Council at next meeting.
6. Meeting with Jen Sorenson of the DNR. Meeting regarding what kind of support can the DNR give to Afton in protecting natural resources.
- Date selection of meeting is underway. Annie P. to attend on behalf of NRGW.
- Susan brought up highly erodible lands - high slopes - is an area of interest to discuss with DNR.
7. Mark gave update on his watershed meeting and that he can't continue attending both monthly committee meetings. He would like someone else to help attend the twice/month VBWD meetings. We asked Jack if he'd be willing as the others already attend another meeting. Jack will consider it. It was reminded that these are volunteer positions, and if the agenda of the VBWD meeting doesn't warrant his twice monthly attendance, that's okay.
7. Information sharing - Mark handed out an article from May 26, 2016 in Hudson Star Observer "Concerned about wells". Article was discussed; MN DNR has different laws and rules than WI DNR.
8. Jack motions to adjourn; Mark seconds. Approved by vote.