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

**City Council Special Meeting Minutes**  
**Approved July 24, 2017**  
**Afton City Hall**  
**3033 St. Croix Trail**  
**Afton, MN 55001**  
**4:45 P.M.**

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**1. THE MEETING WAS CALLED TO ORDER** at 4:45 P.M. by Mayor Bend.

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

**(Palmquist arrived at 4:46 and Ross arrived at 5:38 p.m.)**

**ALSO PRESENT:** City Administrator Ron Moose, City Engineer Nick Guilliams and City Attorneys Fritz Knaak and Tom Radio.

**3. APPROVAL OF AGENDA –**

Agenda for the Special City Council Meeting of July 24, 2017-

**Motion/Second: Bend/Nelson. To approve the agenda for the July 24 Special Council meeting.**  
**Motion carried 4-0-0.**

**4. CITY COUNCIL BUSINESS**

**A.** Consider a Temporary Moratorium Regarding Uses in the Industrial Zones that Involve Exterior Storage.

Moose indicated that, as authorized by the City Council; Mayor Bend, Council member Nelson and the City Administrator met with Chris Eng, the Washington County Economic Development Director, to discuss uses in the Industrial Zones. A key concern regarding the Industrial zones is the uses that involve exterior storage, both in terms of visual impacts and in terms of lack of value-added. At this time, four parcels in the Industrial zones are for sale. This is an opportunity to obtain uses that match the City's rural character and that provide significant tax base. Developing uses on these parcels that have substantial exterior storage would not match the rural character and would not provide significant tax base. It would also make it more difficult to encourage higher quality uses on other sites. As these concerns were discussed, along with possible ordinance revisions regarding exterior storage and screening to address the concerns, it was suggested that the Council consider a temporary moratorium on uses that involve exterior storage to provide the City with time to develop and put in place necessary ordinance revisions. The City attorney has drafted an interim ordinance putting in place a temporary moratorium on uses involving exterior storage.

Mayor Bend indicated the Planning Commission was asked by the City Council to review uses in the Industrial zones, but the Planning Commission believes the existing ordinances are adequate.

Nelson indicated staff should reach out to the property owners who have land for sale in the Industrial zones to let them know the moratorium is being put in place.

Palmquist clarified that constructing a new building is allowed as long as it is not related to exterior storage.

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**Motion/Second: Palmquist/Nelson. To adopt the interim ordinance.**

Richter indicated he is concerned about taking action on the ordinance because he just received the ordinance.

Bend indicated the moratorium item was properly noticed on the agenda.

Palmquist withdrew his motion and Nelson withdrew his second to enable advice from the City Attorney.

**Motion/Second: Palmquist/Nelson. To adopt Ordinance 04-2017, an interim ordinance placing a moratorium on zoning applications for certain use classifications in the City and directing that studies of official controls related thereto be conducted, with an amendment to the motion to add Exhibit A. a zoning map showing the location of the Industrial zones to which the ordinance applies, and an amendment to the motion to contact the owners of property for sale that could be affected by the ordinance to notify them of the ordinance. Roll call vote: Roll call: 4-1-0 (Richter) motion carried.**

- B. Deputies Facility Bids – Moose indicated the bid opening for the Deputies/Garage Facility was held at 10:00 a.m. on Thursday, July 20. The result of the bid opening was that the low bidder was Doug Kropelnicki Construction, with a bid of \$155,100. The bid does not include the extension of utilities to the building, including electrical, natural gas and phone/internet. Staff will work with the utility companies to coordinate their work with the construction of the building. The Washington County Sheriff’s Department will provide funding of \$100,000 toward the Deputies/Garage Facility. The City’s Land and Buildings Capital Fund has a balance of \$120,717, a portion of which could be used to fund the City’s share of the Facility cost.

Mayor Bend indicated the County’s share of the operating costs should be addressed prior to awarding the bid, because the City would lose leverage with the County once the bid is awarded.

Richter and Bend indicated the details of a lease agreement need to be addressed before the award of a bid.

Richter indicated the bid should not be awarded because the final cost of the facility is not yet known.

**Motion/Second: Bend/Nelson. To award the bid for the Deputies Facility to Doug Kropelnicki Construction based on the low bid of \$155,100, with the condition that staff negotiates a cost sharing agreement with the County to include the costs of operation and maintenance, including utilities, insurance and maintenance, to reflect no rent charged to the County, and to reflect a lease term of 20 years or less. Motion carried 3-1-0 (Richter)**

- C. Landscaping Plan Bid Timing – Moose indicated that, in June, the Council discussed whether the bidding for the landscaping plan for the Downtown Village Improvement Project should occur in time for planting in the fall of 2017, or in the spring of 2018. A key factor was the timing of completion of the Downtown Project in terms of conflicts between Project construction and landscape planting. The Council determined that the decision on the timing would be delayed until late July so that the Council would have better information regarding the timing of completion of the Downtown Project.

100 The City Engineer provided an update regarding the timing of Project completion and the possibility of  
101 conflicts between Project construction and landscape planting. In addition, the availability and cost of the  
102 plantings is generally more favorable in the spring.

103  
104 Bend and Richter indicated their preference for planting in the spring.

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106 Palmquist indicated the plan has been to plant in the fall and that continues to be his preference.

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108 **Motion/Second: Bend/Richter. To bid the landscape plan for planting in the spring. Motion carried**  
109 **3-1-0 (Palmquist).**

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112 **D.** 2017 Pavement Management Project Change Orders No. 1 and No. 2.- Moose explained Change orders  
113 No. 1 and No. 2 for the 2017 Pavement Management Project. Change Order No. 1, in the amount of  
114 \$37,596.00, includes costs for additional items approved by Council members Richter and Ross and/or  
115 the Council. Change Order No. 2, in the amount of \$223,258.50, reflects the change from Mill and  
116 Overlay to Reclamation for Tomahawk Drive and Oakgreen Circle.

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118 City Engineer Nick Guilliams indicated that, with the addition of the change order costs the project is still  
119 under budget and he is confident the project will remain under budget.

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121 **Motion/Second: Palmquist/Nelson. To approve Change Orders No. 1 and No. 2 for the 2017**  
122 **Pavement Management Project. Motion carried 5-0-0.**

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124 **E.** Task management/Project management Software – Moose indicated that Council member Ross has  
125 worked with an I.T. consultant to identify a software application called Asana for task  
126 management/project management that would enable calendaring and tracking tasks and projects. The I.T.  
127 consultant has indicated he is no longer available to assist the City. Staff has also contacted the City of  
128 Roseville I.T. Manager, who provides I.T. services to about 30 organizations in the metro area. He has  
129 not used calendaring and task management software beyond Outlook, but suggested a program called  
130 Trello, as one used by a number of his colleagues.

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132 Bend indicated his I.T. consultant has indicated an interest in assisting the City in this project.

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134 The Council directed that staff continue to contact cities regarding software options and to work with  
135 Mayor Bend's I.T. consultant.

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137 **Motion/Second: Bend/Palmquist. To direct staff to obtain and implement task**  
138 **management/project management software as soon as possible. Motion carried 5-0-0.**

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140 **F.** Downtown Village Improvement Project – Palmquist questioned why the sidewalk at the south end of the  
141 project was not complete. Ross questioned how emergency fire and medical access will be assured.

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143 (Council member Nelson excused himself from the meeting at 6:07 p.m.)

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145 **G.** Closed session –  
146 **Motion/Second: Richter/Ross. To move into a closed session at 6:14 p.m. for the purpose of**  
147 **discussing pending litigation regarding 3395 St. Croix Trail. Motion carried 4-0-0.**

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149           **Motion/Second: Bend/Richter. To come out of the closed session at 6:41 p.m. Motion carried 4-0-**  
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152       **H.** Closed session-

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154       **Motion/Second: Bend/Richter. To go into a closed session to discuss assessment appeals at 6:45 p.m.**  
155       **Motion carried 4-0-0.**

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157       **Motion/Second: Richter/Palmquist. To come out of closed session at 7:07 p.m. Motion carried 4-0-0.**

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161       **5. ADJOURNMENT**

162       **Motion/Second: Richter/Palmquist. To adjourn the meeting at 7:08 p.m. Motion carried 4-0-0.**

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164       Respectfully submitted by:  
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168       Ronald J. Moorse, City Administrator

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170       **Approved by Council (on August 15, 2017) as (check one): Presented:   x   Amended: \_\_\_\_\_**

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172       **Signed by Mayor Richard Bend \_\_\_\_\_ Date \_\_\_\_\_**