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

APPROVED City Council Regular Meeting Minutes
November 15, 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, City Administrator Ron Moorse and City Clerk Kim Swanson Linner.

4. APPROVAL OF AGENDA –

A. Agenda for the Regular City Council Meeting of November 15, 2016 – Item 8E, Citizens’ Climate Lobby was added; Item 8B would be presented when the accountant arrived from another meeting. Item 10C13 was added in a Supplemental Packet and was placed after Item 10C4.

Motion/Second: Palmquist/Ross. To approve the agenda of the November 15, 2016 Regular City Council Meeting as amended. Motion carried 5-0-0.

5. APPROVAL OF MINUTES -

A. Minutes of the October 18, 2016 Regular City Council Meeting –

Motion/Second: Richter/Ross. To approve the minutes of the October 18, 2016 Regular City Council Meeting as presented. Motion carried 5-0-0.

6. PUBLIC INPUT –

A. Robert Stewart, 1685 Cheri Lane, Newport, MN, Highland Sanitation, thanked the City Council for the opportunity to be the city’s service provider for the past 18 years, since 1998. Since his parents are residents of Afton, they put Afton at the highest priority. He noted that he and his sister are taking over the business from their parents Bob and Sue Stewart. He stated he was honored to be able to continue the service to Afton if Council approves the latest contract.

B. Jim Golden, resident of Lake St. Croix Beach, commented about Afton’s planned wastewater collection and treatment project. He has filed many data requests; the most recent for the engineers’ financials. He stated he had not received the information.

Council Member Richter responded to Mr. Golden that all of the engineer’s financial statements are provided on the city website each and every month. He is welcome to access that information there.

7. ELECTION CANVASS BOARD –

The City Council, being Afton’s Canvass Board, reviewed the results of the November 8, 2016 Election.

Motion/Second: Nelson/Richter. To approve the results of the abstract as supplied by Washington County to the City for the city’s General Election on November 8, 2016. Motion carried 5-0-0.

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8. REPORTS/PRESENTATIONS -

A. Sheriff's Monthly Report – Deputy Sullivan reported on mail theft still occurring in Afton and was encouraged that some neighborhoods will get more secure mailboxes. He announced that he is moving to the Detective Division in January 2017.

B. Tom Niedzwiecki, Budget Report – reported that Building Permit revenue net is \$54,000 and can be used where it is needed within the budget. He noted in consideration of road repair funding, the Temporary Road Bond is due in April 2017 and he will have discussions with Springsted on future projected costs.

City Council wanted controls in place so when reimbursements come in, they city can designate where the money goes back into.

C. Lower St. Croix Fire District Report – Nelson had nothing to report.

D. Mary Davidson Bend – Applicant for the Natural Resources and Groundwater Committee introduced herself. Council had no questions. Action on the appointment to come later in the agenda.

E. Citizens' Climate Change Lobby [This was added in the Supplemental Packet] – Joan Meierotto, 13900 44th Street S, stated she and her husband are members of the Climate Change Lobby, which works to reduce the effects of global climate change. She introduced Bonnie Powers, 5199 Neal Avenue S, who presented the resolution which laid out that increased global temperatures have led to alterations in climate; that the release of carbon dioxide contributes to the temperature increase; and, that temperature increases have led to many natural disasters such as floods, drought, and severe storms. The resolution asked for Council to support efforts to reduce global warming by encouraging citizens to reduce, repair and recycle and by fostering an appreciation of rural landscapes and natural ecosystems that sequester carbon. They stressed this is a bipartisan organization.

Motion/Second: Palmquist/Bend. To approve Resolution 2016-54 [the resolution was formatted into an Afton resolution and numbered after the meeting] in support of efforts to reduce global warming. ROLL CALL: All Ayes. Motion carried 5-0-0.

9. CONSENT AGENDA –

A. Just and Correct Claims

B. 4M Fund Transfer – OCTOBER - **Resolution 2016-51**

C. 2017 Liquor License Renewals for Afton St. Croix Company & The Lumberyard Pub

Motion/Second: Palmquist/Richter. To approve the Consent Agenda, including Resolution 2016-51 as presented. ROLL CALL: All Ayes. Motion carried 5-0-0.

9. CITY COUNCIL BUSINESS -

A. **Planning Commission Report –**

1. Localized LLC Application for Conditional Use Permit for a Nature Center at 2167 Oakgreen Avenue and Two Adjacent Parcels with PID#s 16.028.20.23.0001 and 16.028.20.23.0002 – It was reported that the application had some deficits, therefore the application needed to be tabled.

Motion/Second: Richter/Palmquist. To table to the December 20, 2016 City Council meeting the Localized LLC application for a Conditional Use Permit for a Nature Center at 2167 Oakgreen Avenue and two adjacent parcels with PID#s 16.028.20.23.0001 and 16.028.20.23.0002. Applicants have been given a letter of automatic 60-day extension. Motion carried 5-0-0.

2. Minimal Impact Design Standards – Administrator Moorse stated that in February 2015, the Council adopted a resolution to participate in a grant coordinated by the Middle St. Croix Water Management Organization (MSCWMO) to review and revise the City's ordinances to integrate Minimal Impact Design Standards (MIDS). Pursuant to the grant, Mike Isensee, the Executive Director of the MSCWMO, and Jay Michaels, a water resources consultant, reviewed Afton's zoning code and prepared an ordinance amendment that integrates MIDS into the Afton City Code. They provided proposed edits within the existing zoning code

105 sections, proposed a new chapter adding the entire MIDS language, and provided a summary of the MIDS
106 language.

107 Moore reported that the Planning Commission, at its October 3, 2016 meeting, reviewed the proposed
108 ordinance language regarding MIDS and recommended DENIAL of the proposed ordinance amendment based
109 on the following findings:

- 110 a. Afton ordinances sufficiently cover the topic.
- 111 b. The workload to staff to take on the MSCWMO approach to changing the Afton City Code is a heavy
112 burden.
- 113 c. In several areas the proposed regulations are LESS restrictive than Afton's, which Afton does not want.
114

115 **Motion/Second: Palmquist/Nelson. To authorize staff to work with the MSCWMO to identify conflicts**
116 **between MIDS and Afton's city code and to consider how Minimal Impact Design Standards might best**
117 **be integrated into the City's Ordinances, and to bring the information back to the Planning Commission**
118 **and to Council. Motion carried 5-0-0.**

119
120 3. 2017 Planning Commission Meeting Schedule – Administrator Moore presented the 2017 schedule
121 for Planning Commission and City Council regular meetings. Moore explained that staff had identified that in
122 2017, there are two Planning Commission meeting dates that are affected by holiday observances: January 2 and
123 September 4. Because the New Year's Day holiday falls on a Sunday, the City is observing the holiday on
124 Monday, January 2. The holiday observance requires that the Planning Commission meeting be rescheduled. In
125 the case of a holiday conflict, Planning Commission meetings are generally rescheduled to the following
126 Monday. This would be January 9; another option would be to reschedule to Tuesday, January 3. The
127 September 4 meeting falls on the Labor Day holiday. This meeting could be rescheduled to Tuesday, September
128 5 or to Monday, September 11. The Planning Commission has reviewed the schedule and agreed that the 2017
129 meeting schedule should be revised to schedule the January meeting on January 9 and to schedule the September
130 meeting on September 11.

131
132 **Motion/Second: Palmquist/Richter. To accept the recommended revisions for Planning Commission**
133 **meeting dates for the 2017 calendar year. To schedule the January Planning Commission meeting on**
134 **January 9 and the September Planning Commission meeting on September 11. No changes were made to**
135 **the proposed City Council regular meeting schedule. Motion carried 5-0-0.**

136
137 **B. Engineering Report** – (The Engineer did not file a written report this month.)

138 1. Update on Culvert Repair/Replacement on 30th Street East of Neal Avenue – Engineer Hankee
139 provided a verbal update to the culvert repair plans. Hankee met with the bridge engineer; they indicated the
140 bridge could use tuck-pointing, but the structure seemed okay. The guardrail needs to be re-done and curb &
141 gutter would divert drainage. WSB will get quotes and review with the Public Works Committee. The work will
142 not be completed until 2017.

143
144 **C. Administration** –

145 1. Continuation of Public Hearing for the Vacation of Cartway #7 with PID# 22.028.20.32.0007 -
146 **Resolution 2016-50** – Administrator Moore indicated this was a continuation of the Public Hearing from the
147 October meeting. Moore reviewed that at its August 16 meeting, the Council considered information from the
148 Afton Plat Book at Washington County, indicating that Cartway #7, with PID # 22.028.20.32.0007, located
149 adjacent to 14933 Afton Boulevard South, was created as a statutory cartway. The cartway is steep, winding and
150 narrow, and has a steep slope along its east side and a very steep and deep ravine along its west side. The cartway
151 and the steep slopes on either side are experiencing substantial erosion due to unauthorized grading of the cartway
152 in recent years and heavy rains from the past two summers. The City Engineer visited the cartway and
153 determined, with the cartway in-place and open to vehicular traffic, it would be very difficult to resolve the
154 erosion problems. If the cartway was closed to vehicular traffic it could be regraded and vegetated to eliminate
155 the slope toward the steep bank along the east edge and a wide, shallow, vegetated swale could be created to carry
156 the majority of the stormwater drainage and protect the steep slopes on either side of the cartway. The renters of

157 the property to the south of the cartway currently cross two other parcels in order to use the cartway for access up
158 the steep slope to Afton Boulevard S. Washington County, in 2013, asked the city to consider closing this cartway
159 and re-addressing the property parcel, which can more safely access the level-grade frontage on both 42nd Street
160 and Paradox End Avenue rights-of-way. Moose explained that, based on this information, the Council directed
161 staff to move forward with the process of vacating the cartway. Moose explained the process for vacating the
162 cartway requires a public hearing with notice published two consecutive weeks in the City's official newspaper
163 and notice provided to property owners adjacent to the cartway. The public hearing was initially scheduled for the
164 October 18 Council meeting, but was continued to the November 15 Council meeting because several of the
165 affected property owners were not able to attend the October 18 meeting.

166 Mayor Bend indicated this Public Hearing was still open and invited public comment.

167 Carol Weissner, 3750 Paradox End Avenue S, co-owner of the parcel at the bottom of the cartway, spoke
168 about the rental property; that the cartway is their primary access and the field road that accesses Paradox End
169 Avenue S is a secondary access. She indicated the co-owners had met with Administrator Moose to ascertain
170 more information about the city's intent for vacating the cartway.

171

172 **Motion/Second: Palmquist/Richter. To adopt Resolution 2016-50, vacating City Cartway #7, with PID #**
173 **22.028.20.32.0007, due to the severe erosion degrading an adjacent property at the upper end of the**
174 **cartway and due to the conditions that make emergency vehicle access to the parcel at the bottom of the**
175 **cartway infeasible. ROLL CALL: All Ayes. Motion carried 5-0-0.**

176

177 2. Joseph Reithmeyer, et al Application for Nelson Estates Final Plat at 1093 Indian Trail Path –
178 **Resolution 2016-52 – Final Plat, and Resolution 2016-53 – Development Agreement** – Administrator
179 Moose reviewed the report from Planning Consultant Bob Kirmis, who recommended approval of the Joseph
180 Reithmeyer, et al application for Final Plat at 1093 Indian Trail Path. Resolution 2016-52 set out the findings
181 and conditions related to the approval of the Final Plat. Resolution 2016-53 was for the approval of the
182 Development Agreement, which was relatively brief because there are no improvements being constructed to
183 serve the plat; the development agreement documents the park dedication fees required for four lots, \$10,000
184 each for a total of \$40,000.

185

186 **Motion/Second: Palmquist/Nelson. To approve the Joseph Reithmeyer, et al application for the Final Plat**
187 **of Nelson Estates at 1093 Indian Trail Path, per Resolution 2016-52. ROLL CALL: All Ayes. Motion**
188 **carried 5-0-0.**

189

190 **Motion/Second: Bend/Nelson. To approve the Joseph Reithmeyer, et al application for the Development**
191 **Agreement of Nelson Estates at 1093 Indian Trail Path, per Resolution 2016-53. ROLL CALL: All Ayes.**
192 **Motion carried 5-0-0.**

193

194 3. Town Square Park Restroom Update – Steve Dorgan, Chair of the Parks Committee, presented the
195 plans for the restroom project in Town Square Park. He noted the Parks Committee felt an upgrade to the Town
196 Square Park pit toilet was a top priority and they recommend the city fund a new restroom building. Last year
197 they applied for a handicapped accessibility grant, but were not successful, as the median income for Afton was
198 too high. The city authorized \$1,800 to have construction plans prepared. The restroom building will have a
199 male and a female toilet room, a mechanical room, a hose bib for flooding the rink, a covered porch and a
200 bulletin board. Lighting will make the facility more secure from vandalism. It will be located closer to the street,
201 be ADA handicapped accessible, and has been reviewed by the Heritage Preservation Commission. The
202 construction plans can be refined, but a rough estimate of construction would be \$115,000 to \$130,000. The
203 Parks Committee is recommending that the restroom building be built with the Park Dedication Fees, which are
204 limited to capital improvements, and that it be constructed in conjunction with the downtown wastewater
205 collection and treatment project so it can be connected to the septic project.

206

207 City Council Discussion

208 Nelson felt it makes sense to do the restroom building now; the timing is right with the sewer project.

209 Palmquist commented that the Parks Committee is having contractors look at the plans to find ways to shave
210 off some costs, such as interior finishes.

211 Ross asked about security at night; would locks with timers be used. He asked whether the building would
212 be heated; would it be open in the winter?

213 Richter stated there is currently \$120,000 in the Parks Dedication Fund; this project would take all of that.

214 Palmquist stated there is also a \$15,000 assessment fee for the park for the septic project.

215 Richter felt that since so much money is being invested in the Downtown Improvements Projects that
216 money should be left in this fund to use in other areas of the city.

217 Bend said this restroom building would not eliminate the need for temporary porta-potties at other large city
218 events. He felt the Park Dedication Fees were not being used for the priorities named in the 2007 Community
219 Survey which was done for the 2008 Comprehensive Plan. Bend read from the Community Survey the priority
220 wishes of residents, which, he stated, did not include a new restroom for Town Square Park, even though he
221 understood that a new park restroom is probably needed. He quoted amounts which have been spent in recent
222 years on Town Square Park and downtown, while none has been spent in other areas of Afton in lieu of parks.

223 Nelson felt that spending the money in the downtown area was long overdue. He felt that large tracts of
224 development should give large tracts of open space and conservation easements in other areas of Afton.

225 Bend felt that the city should do advanced planning to keep things in balance in terms of downtown and
226 rural areas of Afton.

227 Richter suggested perhaps a paved plaza area at the river, as proposed in the Downtown Improvement
228 Design for the levee could be considered a “park” and the money be used for that.

229 Bend suggested using some money to construct an attractive screening device for porta-potties would have
230 full-year use in the park. He felt that the Parks Committee could “go back to the drawing board,” keeping in
231 mind the primary objective of park funds.

232

233 **Motion/Second: Palmquist/Ross. To give authorization to the Parks Committee to go out for bids for**
234 **constructing the Town Square Park restroom project. Motion passed 3-2-0 (Nay: Richter, Bend).**

235

236 4. Solid Waste and Recycling Service Request for Proposals – Administrator Moore reviewed that the
237 City of Afton has contracted with Highland Sanitation and Recycling, Inc. (Highland) for solid waste services
238 since 1998. The City had not done a competitive analysis of the costs of the contract services during the contract
239 period, therefore the City issued a Request for Proposals (RFP) on September 21, 2016 to solicit proposals for
240 solid waste and recycling services. Four companies, Advanced Disposal, Highland Sanitation, Republic Services
241 and Waste Management provided proposals to the City. The Evaluation Committee (Council Member Ross and
242 City Administrator Moore, with technical assistance from Washington County and its consultant) provided the
243 Council with recommendations for further negotiation with two finalists, Advanced Disposal and Highland
244 Sanitation, on October 18, 2016, wherein Council directed the Evaluation Committee to conduct further
245 negotiations with the two service providers. The Evaluation Committee prepared questions for the two
246 companies to respond to; they met with both companies on November 9 to further discuss the proposals and
247 respond to final questions. The final proposals from each company were used, along with the responses to
248 submitted questions and the information provided in the interviews to finalize scoring of the proposals. The
249 Evaluation Committee determined that Highland Sanitation provided the City the best overall combination of
250 price, customer service, qualifications and experience for the City’s solid waste and recycling services and
251 recommended entering into a 5-year contract. Key aspects of the Highland proposal included:

- 252 ➤ Commitment to hold the residential and commercial account prices stable, with the exception of
253 increases which may be approved by the City. (Examples could include changes related to trash
254 disposal at the Ramsey-Washington Recycling and Energy Center in Newport or fuel);
- 255 ➤ Commitment to weekly recycling at the same price as every other week recycling;
- 256 ➤ Demonstration of a high level of customer service, including local customer call answering and walk-up
257 service availability to all residential accounts;
- 258 ➤ Options for commercial accounts to minimize solid waste costs, including enhanced recycling and
259 organics diversion opportunities;

- 260 ➤ Commitment to options for commercial organics diversion opportunities beginning January 1, 2017;
- 261 ➤ Commitment to development of options for residential organics diversion opportunities;
- 262 ➤ Acceptance of the draft contract with very minor revisions;
- 263 ➤ Provision of opportunities to partner with the City to minimize the costs of annual ditch and park clean-
- 264 ups and illegal dumping clean-up;
- 265 ➤ Willingness to partner with Afton festival organizations to improve trash management, including
- 266 recycling and organics diversion opportunities at events.

267 **Motion/Second: Bend/Ross. To authorize the city to enter into and execute a five-year contract with**
268 **Highland Sanitation for solid waste and recycling services. Motion carried 5-0-0.**

269 **[Item 10C13 – Added in Supplemental Packet was placed in this position in the agenda.] Street**
270 **Improvements Planning** – Administrator Moore indicated that he had prepared three pay-as-you-go funding
271 scenarios to provide comparisons with the bonding scenario. Council Member Ross prepared comparisons regarding
272 the timing and total costs of each scenario. All scenarios use the same amount and timing of levy funding. One pay-
273 as-you-go scenario uses a one-time cash infusion of \$400,000 in 2017; this could be from the Street Capital
274 Improvement Fund if the cash flow for the Downtown Village Improvements Project would allow it. The comparison
275 of the funding alternatives shows that the bonding scenario has the lowest cost and completes a substantially larger
276 number of miles in earlier years. Moore stated that the summary also shows that, under each of the scenarios, it is
277 possible to complete the reclamation and mill and overlay projects in 12 to 13 years. The Council had discussed the
278 funding scenarios at its November 14 Work Session, as well as a plan to schedule an open house to share information
279 and obtain public feedback regarding road improvement needs, timing and funding.

280
281
282 **Motion/Second: Bend/Ross. To authorize staff to continue exploring “pay-as-you-go” and a combination of**
283 **“pay-as-you-go” and bonding funding options for road improvements and to schedule an open house for**
284 **residents to communicate to and for Council to receive public input on road maintenance needs and costs.**

285
286 Council Discussion

287 Richter felt there had not been enough discussion of “pay-as-you-go” funding nor enough analysis of the street
288 improvement spreadsheet. He commented that he ran some numbers earlier in the day and said that the 2017 Street
289 Capital Fund will have nearly \$1,000,000 and another \$100,000 for about \$998,000 available for road maintenance.
290 The Downtown Improvement Project has \$1.2 million committed for the City’s share of the project and has paid about
291 \$500,000 for engineering fees to date. The road spreadsheet may appear to show there is money to fund all road repairs
292 in the city; however, he felt there had not been enough analysis of the spreadsheet.

293 Bend mentioned he was in agreement about continuing more analysis and stated his motion does not conclude a
294 particular outcome; it is meant to broaden the information the city has to consider and to continue the analysis.

295 Richter reiterated that the Council should go over the numbers closely with the Accountant and Engineer looking
296 at monies already spent and committed before going to a public meeting with residents. He stated there is \$700,000
297 that will come out for the roads; leaving \$300,000 for any projects next year. The accountant stated another \$84,000 is
298 available from building inspection fees this year. The road funding plans for bonding or for pay-as-you-go for road
299 improvements are nearly identical. The city could conceivably pay with funds already available. He stated that roads
300 that are delayed in maintenance with funding through bonding will still need reclamation in 7 years; if bonding infuses
301 money this year, the city still needs a bulk of money in 7 years again. He felt a frank discussion about financing in
302 detail would give Council a clearer view of the funding needed now and for the next several years. He implored the
303 Council to consider “pay-as-you-go” funding, as he felt there had been no open discussion by council members.

304 Ross commented that his spreadsheet had some formula issues at the beginning of the road budget process. He
305 wondered why Richter’s funding cost is different than the City Administrator’s funding cost from the Ross
306 spreadsheet.

307 Bend reiterated that his motion asks to continue funding options without a specific outcome in mind.

308 Richter did not want to do a public meeting with limited funding options without substantial financial analysis.

309 Bend commented that the City needs answers to fundamental questions on funding; he felt the deadline for a
310 public meeting will bring answers in a timely fashion. He called the question.

311
312 **Motion carried 5-0-0.**

313
314 5. Appoint Judy Seeberger as Representative to the Lower St. Croix Valley Yellow Ribbon Alliance –
315 **Motion/Second: Palmquist/Bend. To appoint Judy Seeberger as the City’s representative to the Yellow**
316 **Ribbon Alliance. Motion carried 5-0-0.**

317
318 6. Appoint Mary Davidson Bend to the Natural Resources and Groundwater Committee –
319 **Motion/Second: Palmquist/Ross. To appoint of Mary Davidson Bend to the Natural Resources and**
320 **Groundwater Committee. Motion carried 4-0-1 (Abstain: Bend, as she is the mayor’s daughter).**

321
322 7. Periodic Requests for Proposals for Contracted Services – Administrator Moose reported that
323 Council discussed this at their Work Session; staff was asked to fine tune the list of contracts and to propose a
324 review schedule.

325 **Motion/Second: Palmquist/Nelson. To move the discussion for periodic requests for proposals for**
326 **contracted services to the December 2016 meeting. Motion carried 5-0-0.**

327
328 8. Authorize Costs for Easement Condemnation Process – Administrator Moose reported that this was
329 discussed at yesterday’s Work Session; costs to obtain updated appraisals for eminent domain for four easement
330 areas and to have the appraiser testify at the condemnation hearing as requested and recommended by the City
331 Attorney. The fee schedule from McKinzie Appraisals was:

332 Update 4 appraisals - \$1,500 per appraisal	\$6,000
333 Hearing preparation - \$90/hour (3-6 hours)	\$ 560
334 Hearing Testimony - \$175.00/hour (4-hour minimum per day)	\$1,400 per day

335
336 **Motion/Second: Bend/Nelson. To authorize entering into an agreement for appraisal services with McKinzie**
337 **Appraisals related to the condemnation hearing for the acquisition of easements for the Downtown Village**
338 **Improvements Project, at a cost not to exceed \$6,000 for updated appraisals, \$560 for hearing preparation and**
339 **\$1400 per day for hearing testimony. Motion carried 5-0-0.**

340
341 9. Consistent Attendance Policy for Volunteer Commissions and Committees – Administrator Moose
342 explained that the Planning Commission has a specific written policy regarding member attendance; it is as follows:

343 *Sec. 2-134. Terminations. Any planning commission member’s term shall terminate upon his resignation,*
344 *or upon his ceasing to reside within the city, or it by reason of his change of residence a ward ceases to be*
345 *represented, or by four/fifths (4/5) vote of the city council for cause. Cause shall include, but not be*
346 *limited to, having more than three absences or more than one unexcused absence in any one*
347 *calendar year. The council may consider exceptional circumstances when applying this rule.*

348
349 Periodically, commissions or committees experience attendance problems that affect their ability to have a quorum at
350 their regular meetings. It would be helpful if there was a consistent attendance policy for all volunteer commissions
351 and committees, so that all members were aware of the impact of attendance and lack of attendance could be
352 consistently addressed to ensure adequate attendance at all meetings.

353 Richter felt the city should develop a polity for noting attendance at meetings.

354
355 **Motion/Second: Bend/Nelson. Use the existing Planning Commission attendance policy for all city commissions**
356 **and committees to provide consistent expectations for attendance at regular meetings so that a quorum will be**
357 **present to conduct the meetings. Motion carried 4-1-0 (Nay: Richter).**

358
359 10. Update Allowed Uses in the Industrial Zones – Administrator Moose explained that the City
360 Council has felt the Industrial zoned land provides the opportunity to create quality jobs, generate tax base and

361 provide attractive facilities along I-94. The Industrial zones currently include uses such as research and offices, they
362 also include outside storage as a principal use. There are few if any cities that currently allow outside storage as a
363 principal use in the industrial zone. The reason for this is that outside storage does not create quality jobs, does not add
364 to the tax base, and is not attractive. In the past two years, two trailer parking lots have been added to the Industrial
365 zone, bringing the total to three trailer parking lots.

366 Richter felt this type of change should be considered in conjunction with the next Comprehensive Plan.

367 Moorse commented that the Planning Commission is currently reviewing all sections of the Comprehensive
368 Plan in anticipation of its update in 2018.

369

370 **Motion/Second: Palmquist/Bend. To refer the issue of updating allowed uses in the Industrial Zones to the**
371 **Planning Commission for review and recommendation. Motion carried 4-1-0 (Nay: Richter).**

372

373 11. Ordinance 12-132. B.3. Parcels under common ownership to be combined if one or more does not
374 meet the full width or area requirements – Administrator Moorse explained that Council talked about this at
375 yesterday's Work Session. Currently, Afton's Zoning Code includes regulations requiring that when two or more
376 contiguous parcels are under common ownership, and any individual parcel does not meet the full lot width and area
377 requirements, the parcel needs to be combined with the adjacent parcels to create a lot that meets the lot width and area
378 requirements. Staff drafted the following change to the language, provided below in **bold**:

379

380 ***Sec. 12-132 Minimum requirements***

381

382 *B. Exceptions to minimum area, height, and other requirements:*

383

384 1. *For the purpose of this article, the term "existing lot" means a lot or parcel of land which was of record*
385 *as a separate lot or parcel in the office of the county recorder, on or before the adoption date of the*
386 *ordinance from which this article was derived, except as provided for in Subsection (B)(2).*

387

388 2. *Except in the VHS-R and VHS-C zoning districts, any such lot or parcel created in accordance with the*
389 *City subdivision ordinance, article VI of this chapter, which contains at least 2 1/2 acres of buildable or*
390 *net developable area as defined by this article and has at least 60 percent of the required frontage on an*
391 *improved public street for the zoning district in which it is located shall be considered buildable provided*
392 *the lot or parcel can comply with all other requirements of this article, including Subsection (B)(3) of this*
393 *section.*

394

395 3. ***If in a group of two or more contiguous lots or parcels of land owned or controlled by the same person,***
396 ***any individual lot or parcel does not meet the full width or area requirements of this article, such***
397 ***individual lot or parcel cannot be considered as a separate parcel of land for purposes of sale or***
398 ***development, but must be combined with adjacent lots or parcels under the same ownership so that the***
399 ***combination of lots or parcels will equal one or more parcels of land each meeting the full lot width***
400 ***and area requirements of this Article***

398

399 **Motion/Second: Bend/Nelson. To direct staff to prepare an ordinance amending language from the Work**
400 **Session on zoning regulations concerning adjacent parcels under common ownership. Motion carried 5-0-0.**

401

402 12. Personnel Committee to Serve as Job Evaluation Committee – Administrator Moorse reviewed that
403 the position of Deputy Clerk was restructured in March of 2016 to add a number of duties, change the title to City
404 Clerk, and increase the pay level to reflect the new duties. This process has occurred over the past six months. The City
405 Clerk provided a Job Duty Transition Report to the Personnel Committee noting the successful transition of duties
406 from the Administrator to the City Clerk and from the City Clerk to the Office Assistant. An evaluation of the new job
407 values of the positions has been requested with accompanying increases in pay levels.

408

409 The first step in responding to the job re-evaluation request is to complete a job evaluation process. The City uses the
410 job evaluation system used by the State of Minnesota, which is called the State Job Match System. The State Job
411 Match System has evaluated a large number of state jobs and has created a hierarchical listing of those jobs with

412 suggested comparisons to City-related jobs. The job evaluation process involves matching the job description of the
413 City's position with a job that is similar in the State Job Match System.

414
415 While the instructions for the State Job Match process indicate the process can be conducted by one person, the
416 instructions suggest it is preferable to use a committee to bring multiple perspectives to the process. Because the
417 Personnel Committee is involved in a range of personnel issues, and has been involved in the restructuring of the
418 positions, it is recommended that the Personnel Committee and the City Administrator be authorized to act as the job
419 evaluation committee to conduct the job match process.

420
421 **Motion/Second: Palmquist/Ross. To authorize the Personnel Committee and City Administrator to act as the job**
422 **evaluation committee to conduct the job match process using the State Job Match System. Motion carried 5-0-0.**
423

424 13. Schedule Work Session – Administrator Moorse indicated there are several items that could be
425 discussed at a Council Work Session, such as: an open house for street improvement needs and financing.
426 Council authorized Council Members Ross and Richter to meeting with Accountant Tom Niedzwiecki for
427 financial analysis of existing and future street maintenance expenditures.

428
429 **D. Committee Reports –**

- 430 1. Public Works – a meeting will be scheduled for mid-December.
431 2. Personnel – installation and training on Laserfiche will happen in December; it should be
432 operational after January, 2017.
433 3. Parks – none.
434 4. HPC/DR – 3602 St. Croix Trail was to have a design review; they have decided to tear the structure
435 down and rebuild.
436 5. Natural Resources and Groundwater – have moved their meetings to the first Tuesday of the month.

437
438 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 439 **A.** Ward 1 Council Member Palmquist – LSCV Foundation is holding a fundraising meeting on December
440 6. Council members may attend; the city will post notice that a quorum may be in attendance.
441 **B.** Ward 2 Council Member Richter – none.
442 **C.** Ward 3 Council Member Ross – has an article in the newsletter for an update to the internet project.
443 **D.** Ward 4 Council Member Nelson – Gateway Corridor realignment at I-494/694; Afton didn't need input.
444 **E.** Mayor Bend – none.
445 **F.** City Attorney Knaak – Prosecution Report is on file; it was a quiet month.
446 **G.** City Administrator Moorse – none.
447 **H.** December 20 Council Meeting HOLIDAY GATHERING: 6:00 p.m.; Council provide treats; thank
448 volunteers and Deputy Sullivan.

449
450 **11. ADJOURN –**

451
452 **Motion/Second: Palmquist/Richter. To adjourn the meeting at 10:44 p.m. Motion carried 5-0-0.**
453

454 Respectfully submitted by:

455
456
457 _____
458 Kim Swanson Linner, City Clerk

459
460 **Approved by Council (on December 20, 2016) as (check one): Presented: X Amended: _____**

461
462 **Signed by Mayor Richard Bend _____ Date _____**