

SUPPLEMENTAL PACKET

Meeting Date Nov. 21, 2017

Council Action Memo

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

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 21, 2017
Re: Application by Erin Smillie to Serve on the Parks Committee

Attached is an application by Erin Smillie to serve on the Parks Committee. Erin will attend the Council meeting to enable the Council to meet her and learn more about her interest in serving on the Committee. The Council may appoint Ms. Smillie to the Parks Committee at this time.

Council Action Requested:

Motion regarding the appointment of Erin Smillie to a three year term on the Parks Committee expiring on March 31, 2021.

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

DATE 10/11/17 PLEASE CHECK ONE: New Application Reappointment

NAME Erin Smillie

ADDRESS 14719 Hudson Rd. AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE 651-436-3738 CELL 651-336-7949 WORK _____

EMAIL ADDRESS erinsmillie@yahoo.com

YEARS AS AFTON RESIDENT 6 WARD # 4

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Parks Committee

2. CURRENT OR PREVIOUS PARTICIPATION ON AFTON CITY OR CIVIC COMMITTEES, COMMISSIONS, PROJECTS: _____

None

3. OTHER CITIZEN, PROFESSIONAL OR POLITICAL EXPERIENCE YOU FEEL IS RELEVANT TO SERVING ON THIS COMMITTEE/COMMISSION:

As an occupational therapist, I have worked with individuals who have special needs for over 20 years both in private clinics and public schools. I have worked to evaluate and plan for meeting the needs of individuals largely through adaptation of physical spaces. Managing needs and expectations through thoughtful consideration and conversation are skills I have worked to develop and I feel are relevant for this committee. I have a love of both land conservation and public use of parks.

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS COMMITTEE/COMMISSION? It is an obligation to make sure that conservation of natural spaces is maintained as development of land occurs and that current parks are maintained to meet the needs of growing and changing needs of residents and businesses of Afton.

(Please attach additional sheets if more space is needed to comment further regarding your interest or qualifications for this appointment.)

*** Please submit your application to ***

<p>City of Afton 3033 St. Croix Trail South PO Box 219 Afton, MN 55001 Or email: deputyclerk@ci.afton.mn.us or fax: (651) 436-1453</p>
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City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 21, 2017
Re: Replacement of Office Assistant's Desktop Computer

The Office Assistant's Desktop computer is about 7 years old. It has not been running well for several months. Most recently, the City's IT consultant helped to solve a problem with the computer and advised that it is not capable of handling all of the applications and activities for which it is currently being used. He advised that it be replaced. Staff requested a recommendation and price quote for a replacement. The recommendation is attached. The recommended replacement is an HP Business Desktop ProDesk 400 G4, with the Microsoft Office software suite, at a price of \$1,133.00. Staff recommends the replacement at a cost of \$1,133.

Council Action Requested:

Motion regarding the approval of the replacement of the Office Assistant's desktop computer with an HP Business Desktop ProDesk 400 G4 at a cost of \$1,133.

Deb Meade

From: Daniel Flemke <DFlemke@startech-comp.com>
Sent: Friday, November 17, 2017 10:06 AM
To: Deb Meade
Cc: Jim Bateman
Subject: New PC - Estimate 17512
Attachments: Estimate 17512.pdf

Deb,

Jim asked me to offer you an estimate on a new PC for your use at the City; attached is the estimate. This is a new HP small form factor desktop that sits horizontally on your desk with dimensions of Chassis (W x D x H) 10.6 x 11.7 x 3.7 in. The machine has a fast solid state drive, 8GB of memory with an option to double it to 16GB, Windows 10 Professional, and Microsoft Office 2016. If you are interested in adding a second monitor let us know and we can add that as well.

Look it over and let us know if you have questions, or if you would like to proceed with it.

Dan Flemke
Business Analyst
StarTech Computing, Inc.
651-385-0607
888-385-0607
dflemke@startech-comp.com
www.startech-comp.com



Like us: <http://www.facebook.com/StarTechComputing>



Estimate

www.startech-comp.com

DATE	ESTIMATE NO.
11/17/2017	17512

NAME / ADDRESS
City of Afton Ronald J Moose 3033 St. Croix Trail S PO Box 219 Afton, MN 55001

This is an estimate only.

Approval to order is required. Please respond via e-mail or call us at 651-385-0607 or 888-385-0607.

REP
DJF

ITEM	DESCRIPTION	QTY	COST	Total
Business PC	User: Deb Meade The warranty on this PC would be honored by HP. Any hardware related problems occurring with this PC would be serviced directly by HP or one of it's authorized service agents. StarTech Computing, Inc. will facilitate re-installation of replacement parts from HP on a time and materials basis. HP Business Desktop ProDesk 400 G4 Desktop Computer - Intel Core i5 (7th Gen) i5-7500 3.40 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 10 Pro 64-bit (English) - Small Form Factor - DVD-Writer - Intel HD Graphics 630 Graphics - English Keyboard - 8 x Total USB Port(s)	1	729.00	729.00
Taxed Part	3 Year Warranty HP 8GB DDR4-2400 DIMM - 8 GB (1 x 8 GB) - DDR4 SDRAM - 2400 MHz DDR4-2400/PC4-19200 - 1.20 V - Non-ECC - Unbuffered - 288-pin - DIMM Note: This is an optional upgrade to double the system's memory to 16GB of total system memory.	1	109.00	109.00
Software	Microsoft Office Standard 2016 - License - 1 PC - local - OLP: Government - Win - English Software Suite Components: Microsoft Excel, Microsoft Powerpoint, Microsoft Publisher, Microsoft Word, Microsoft Outlook with Business Contact Manager, Microsoft OneNote	1	295.00	295.00
Shipping	Above Pricing Does Not Include Shipping Charges			

Total			\$1,133.00
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1755 Old West Main St.
 Red Wing, MN 55066
 651-385-0607

999 Westview Drive, Suite 6
 Hastings, MN 55033
 651-385-0607

2501 Hanley Road, Suite B
 Hudson, WI 54016
 715-377-0070

9.C.3.

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

Meeting Date Nov. 21, 2017

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: November 21, 2017
Re: Proposal for Permanent Installation of Security System at Wastewater Treatment System Site - **Supplemental**

Attached is a revised proposal that reflects the City installing the pole for the camera at the entrance gate, and provides the details of the additional items needed for the permanent installation.

November 16, 2017

Project Description:

Permanently install the Videofied, video verified alarm system on the control building at the Afton Sewage Treatment Site. This will utilize the equipment already purchased for securing the site under construction. Some additional equipment is required. The additional equipment will enable:

- Powering the controller from an outlet (vs battery only) while having battery backup
- Connection to the internet
- Connection of an easy to use key-tag arming/disarming system
- Protection of the building doors
- Addition of an app for easier, remote management of the system

The equipment will physically be located as follows:

- Main controller – Top of the control building
- Motion Viewers:
 - #1 – Inside the fence covering the inside gate area. This will be mounted to a 12' pole.
 - #2 – Also mounted on the pole, but covering the driveway back to the control building
 - #3 – Mounted on the building to monitor the south facing door
 - #4 – Mounted on the building to monitor the north facing door
 - #5 – Mounted on the building to monitor the generator
- Key-tag arming / disarming to be mounted on the outside of the entry gate
- Door contacts will be located on each door

Equipment operation:

The operation and monitoring process of the system will be improved once the system is permanently installed. There are a number of reasons for this:

- Motion viewers will be solidly mounted - much less susceptible to wind and a changing construction site.
- Fenced site – should reduce false alarms from animals (no more Shamu!)
- Ethernet will be available with cell back up – more consistent connection (with backup if cell backup is chosen as a monitoring option)
- Phone application available – Allow remote features (requires internet connection)
- Key Tag reader simplifies access

Proposal for the permanent installation of the Videofied, video verified alarm system to secure the Afton Sewage Treatment Site.

Installation, setup and test of Videofied, video verified alarm system to include:

- 1 Outdoor control panel – Re-use
- 5 Outdoor Motion Viewers – Re-use
- 1 Keypad – Re-use
- 1 12 VDC Power Adapter w/battery back up – New \$47.
- 1 Proximity Tag Arming Station – New \$115.
- 10 Proximity Tags – New \$12 each, \$120 total.
- 2 Sets - Wired door/window contacts – New \$15 each, \$30 total.
- 1 12 foot pole to monitor entry gate (provided by City)

Set up of VideoApp4All which allows:

- Arm and Disarm System remotely
- View event log remotely
- Request photos from Motion Viewers
- Note: This feature available only with internet connection.

Remainder of the 2 Year equipment warranty. 1 Year labor warranty on defects. Service contract included to cover non-warranty, operational / monitoring issues for the first year.

TOTAL: \$ 2785.00

Monitoring:

- Video Verified monitoring over internet with cellular network backup:**
\$65.00/month
- Video Verified monitoring over Internet only:**
\$35.00/month

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Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: November 21, 2017
Re: Schedule Council Work Session and Special Council Meeting

Schedule Work Session

The applicant for the Afton Creek Preserve PLCD subdivision has developed two concept alternatives in response to feedback from the Planning Commission, the neighboring property owners, and the City Council. The applicant would like to obtain general feedback from the Planning Commission and the City Council at their December meetings regarding the two concept alternatives before bringing one forward in a continuation of the preliminary plat review process. A Council work session may be a better setting for discussing these alternatives. The Council has been asked to schedule a work session on Tuesday, December 5 to meet with the City Engineer regarding engineering services. If the Council is available on December 5, the PLCD concept discussion could be added to that work session agenda.

Schedule Special Council Meeting

The City Attorney has also requested the Council meet in a closed session to discuss an assessment appeal by Afton Marina. The Special Council meeting could also be scheduled on December 5.

Council Action Requested:

Motion regarding scheduling a work session at 5:00 p.m. on Tuesday, December 5 to meet with the City Engineer regarding engineering services and to discuss the two Afton Creek Preserve PLCD concept alternatives.

Motion regarding scheduling a Special City Council meeting at 6:00 p.m. on Tuesday December 5 to meet in a closed session to discuss the assessment appeal by the Afton Marina.