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

APPROVED City Council Regular Meeting Minutes
February 16, 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 Ross, Richter, Palmquist and Mayor Bend. Absent: Nelson. **Quorum Present.**

ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Todd Hubmer, Planning Commission Chair Barbara Ronningen, City Administrator Ron Moore and Deputy Clerk Kim Swanson Linner. City Accountant, Tom Niedzwiecki, joined the meeting in progress.

4. **APPROVAL OF AGENDA** –

A. Agenda for the Regular City Council Meeting of February 16, 2016 – Item 9C6, Appoint Annie Perkins to NRG, was moved up to Item 7F. Item 9C4, Liquor License ordinance amendment, was moved up to 9C1; Item 9C10, Liquor License Application for BJS Restaurants, was moved up to 9C2; Item 9C11, Nature’s Trees Exterior Building Design was moved up to Item 9C3; the remainder of the agenda items were moved down accordingly. Item 9C16, Blondo Consulting proposal for 106 Process Additional Services, was added.

Motion/Second: Richter/Palmquist. To approve the agenda of the February 16, 2016 Regular City Council Meeting as amended. Motion carried 4-0-0.

5. **APPROVAL OF MINUTES** -

A. Minutes of the January 19, 2016 Regular City Council Meeting Minutes –

Motion/Second: Richter/Bend. To approve the minutes of the January 19, 2016 Regular City Council meeting as presented.

Council Member Palmquist requested several changes to text and additions of comments made by council members. He provided his revisions to the City Administrator and to Council Members. Changes were accepted by the Deputy Clerk and the motion makers.

The motion was adjusted to include the changes suggested and to approve the minutes as amended. Motion carried 4-0-0.

6. **PUBLIC INPUT** –

Dan Jarvis, Afton House Inn, spoke of the Liquor License 50% food to liquor ratio that Council will consider tonight and commented that cities are going away from that food to liquor ratio.

7. **REPORTS/PRESENTATIONS** -

A. Sheriff’s Monthly Report – No Deputy in attendance.

B. Jim Bougie, Finance Committee Report – Not in attendance; no report.

C. Tom Niedzwiecki, Budget Report – [This item will “float” until Mr. Niedzwiecki arrives from another meeting.]

- 54 **D. Lower St. Croix Fire District Report** – no report.
- 55 **E. Matt Moore, South Washington Watershed District (SWWD)** – introduced Manager Mike Madigan
56 from Woodbury and gave the SWWD Annual Report to Council on the continued work on the overflow
57 project taking water from the northern portion of the watershed to the river at Cottage Grove; they
58 continue their work on Trout Brook. Goals for 2016 were reported as completing Phases 3 & 4 of the
59 overflow project with Washington County and restoring the backwaters of the river by Grey Cloud
60 Island Township. He noted that the SWWD has one opening on the Board of Managers; names of
61 applicants should be submitted the Washington County Commissioners by May 1, 2016.
- 62 **F. Annie Perkins Application to Serve on the Natural Resources and Groundwater Committee** –
63 Administrator Moore reported that Annie Perkins has applied to serve on the Natural Resources and
64 Groundwater Committee. The Committee is authorized to have nine members. The Committee currently
65 has eight members. Mayor Bend asked if Perkins wished to introduce herself. She briefly spoke about
66 her passion to preserve the natural environment and water quality, which meets with her work as a
67 Sustainability Analyst at Andersen Windows.

68
69 **Motion/Second: Bend/Richter. To appoint Annie Perkins to the Natural Resources and Groundwater**
70 **Committee. Motion carried 4-0-0.**

71
72 **8. CONSENT AGENDA –**

- 73 **A.** Just and Correct Claims
- 74 **B.** There is NO 4M Transfer Resolution this month, as next month’s will be JANUARY & FEBRUARY.
- 75 **C.** Reappoint Jim Cox to the Heritage Preservation Commission – Term expires 2/15/2019

76
77 **Motion/Second: Palmquist/Ross. To approve the Consent Agenda as presented, noting that it included the**
78 **Jim Cox reappointment to the HPC. Motion carried 4-0-0.**

79
80 **9. CITY COUNCIL BUSINESS -**

- 81 **A. Planning Commission Report** – Chair Barbara Ronningen reported for the Planning Commission:
 - 82 1. Variance Application at 1987 Manning Avenue for Danielle and Charlie Wamstad (Traditional
83 Ventures LLC) – Resolution 2016-11 – Administrator Moore summarized the application for variances to the
84 Danielle and Charlie Wamstad (Traditional Ventures LLC) driveway access standards to replace a driveway
85 access to Manning Avenue which will be eliminated as part of a Minnesota Department of Transportation
86 (Mn/DOT) improvement project at the Valley Creek Road intersection. The driveway is proposed to have access
87 through an easement on the adjacent southern parcel onto 22nd Street S. The second variance is needed, as the
88 driveway is in the Ag zone but is proposed to be separated from the adjacent driveway on the same side of the
89 street by 55 feet, instead of the required 300 feet. The Planning Commission recommended approval of the
90 variance on a vote of 9-0-0, with findings and conditions. Per the PC’s request, John Forsythe of MnDOT
91 submitted a letter to the city regarding the planned improvement project and the safety advantages of moving the
92 driveway off of Manning Avenue.

93
94 **Findings**

- 95 1. The property is unique and has exceptional conditions due to the Minnesota Department of
96 Transportation (MnDOT) intersection improvement project at Manning and Valley Creek Road.
- 97 2. Granting the variance will not confer special privileges on the applicant.
- 98 3. The minimum variance is being granted.
- 99 4. The variance request is the best alternative for a solution to the problem access and intersection on
100 Manning Avenue at Valley Creek Road.

101
102 **Conditions**

- 103 1. The Valley Branch Watershed District shall approve a permit for the driveway over the grassed
104 waterway.
- 105 2. The City Engineer shall review and approve the plans for the driveway.

- 106 3. The driveway shall be constructed and maintained according to the approved plans and permit.
- 107 4. The City shall obtain a letter from MnDOT stating that this alternative is the best solution for this
- 108 property in alleviating the dangerous access situation that they are remediating on Manning Avenue at
- 109 Valley Creek Road.

110
111 **Motion/Second: Palmquist/Ross. To approve Resolution 2016-11 for the Danielle and Charlie Wamstad**
112 **(Traditional Ventures LLC) request for variances at 1987 Manning Avenue, to enable a driveway to be**
113 **constructed on the eastern portion of the parcel they own to the south of 1987 Manning, and to have the**
114 **driveway be located approximately 55 feet from the driveway on the property to the east, instead of the**
115 **300 foot separation as required in the Agriculture zoning district. ROLL CALL: Aye-Ross, Palmquist,**
116 **Bend; Nay-Richter. Motion carried 3-1-0 (Richter).**

117
118 2. Washington County's Updated Subsurface Sewage Treatment System (SSTS) Ordinance –
119 Administrator Moose explained that Washington County adopted an updated Subsurface Sewage Treatment
120 System (SSTS) ordinance in April 2015, which gave the City one year to adopt the new ordinance by reference,
121 to adopt its own ordinance, or modify the County ordinance. The City commonly adopts the County's ordinance
122 by reference. A memo from Jeff Travis of Washington County Public Health outlined the significant changes to
123 the ordinance. The Planning Commission has been considering the updated ordinance language regarding the
124 land spreading of septage. Moose explained that the allowance of the land spreading of septage was a
125 significant revision to the SSTS ordinance, although the county had previously allowed it under Federal
126 Environmental Protection Agency and Minnesota Pollution Control Agency rules. The land spreading of septage
127 is allowed to occur using three methods: surface application with incorporation within six hours, pre-treatment
128 with lime prior to surface application, and injection directly into the soil. The ordinance also provides that no
129 permits for land application of septage will be approved by Washington County without approval by the City.
130 The Planning Commission, on a vote of 9-0-0, recommended adoption of the updated Washington County
131 SSTS ordinance by reference.

132
133 **Motion/Second: Richter/Bend. To adopt the updated Washington County Subsurface Sewage Treatment**
134 **System (SSTS) Ordinance #196, as part of the Afton City Code by reference. ROLL CALL: Aye-Richter,**
135 **Ross, Bend; Nay-Palmquist. Motion carried 3-1-0 (Palmquist).**

136
137 **B. Engineering Report** – City Engineer Todd Hubmer was in attendance.

138 1. 33rd Street Design and Easement – Administrator Moose summarized that the engineers have
139 been working on revisions to 33rd Street layout and the relation to the proposed easement from the south
140 property. The cost to prepare the easement documentation is estimated at \$3,800.00

141
142 **Motion/Second: Palmquist/Bend. To authorize WSB and Associates to prepare easement documentation**
143 **from the south property owner on 33rd Street S, in the amount of \$3,800.00. Motion carried 4-0-0.**

144
145 2. Order the Project, Approve Plans and Specifications and Authorize Advertisement for Bids for
146 the Downtown Village Improvement Project – Administrator Moose indicated this bid package includes the
147 remainder of the Downtown Projects: stormwater, ponds, levee, etc.

148
149 **Motion/Second: Palmquist/Ross. To authorize Ordering the Project, Approving Plans and Specifications**
150 **and Authorizing Advertisement for Bids for the Downtown Village Improvement Project per Resolution**
151 **2016-12. ROLL CALL: All Ayes. Motion carried 4-0-0.**

152
153 3. Levee Approval – Permitted Aesthetic Items – Engineer Hubmer reported that this action is to
154 include “placeholders” of aesthetic items such as benches, lighting and marina signing, should they be added to
155 the project, as USACE approval process requires the submittal to include all items that “may” be installed, even
156 if they are never installed.

158 **Motion/Second: Bend/Palmquist. To authorize engineers to include “placeholders” of aesthetic items such**
159 **as benches, lighting and marina signing, should the City determine they will be added to the levee project,**
160 **as the USACE approval process requires the submittal to include all items that might be in the project.**
161 **Motion carried 4-0-0.**

162
163 4. Approve Agreement with American Engineering Testing, Inc. for inspection and testing
164 services for the construction of Levee improvements as part of the Downtown Village Improvement Project –
165 Engineer Hubmer explained that American Engineering Testing, Inc. is uniquely qualified to perform the
166 construction inspection services as they designed the levee portion of the project and prepared the geotechnical
167 evaluation report, in order to ensure construction conforms to the plans and specifications.

168
169 **Motion/Second: Palmquist/Richter. To approve the agreement authorizing American Engineering**
170 **Testing, Inc. to perform inspection and testing services for the construction of the levee improvements in**
171 **the Downtown Village Improvement Project, in an amount not to exceed \$23,655. Motion carried 4-0-0.**
172

173 5. Approve Agreement with American Engineering Testing, Inc. for geotechnical services to
174 repair the Pennington Avenue Slope Failure – Hubmer reported that the east roadway embankment along
175 Pennington Avenue is experiencing slope failure. Approximately 50 to 100 foot section of embankment that
176 supports Pennington Avenue has experienced sloughing of the exposed slope face. The services of a
177 professional geotechnical engineering firm are required to prepare a mitigation plan to stabilize the slope
178 movements.

179
180 **Motion/Second: Bend/Ross. To approve the agreement with American Engineering Testing, Inc.**
181 **authorizing the preparation of a geotechnical report in the amount not to exceed \$5,000. Motion carried**
182 **4-0-0.**

183
184 **C. Administration –**

185 1. Ordinance Amendment - Number of On-Sale Liquor Licenses - Ordinance 02-2016 –
186 Administrator Moose explained that at the January 19 meeting, Council discussed an ordinance amendment to
187 clarify the number of on-sale liquor licenses that should be available in the city. State Statute allows up to five
188 on-sale liquor licenses for a city of Afton’s size. The Council generally agreed that five licenses should be
189 allowed, but discussed the desire that the licenses be available for restaurants rather than establishments that are
190 less focused on dining and more focused on liquor. Council discussed including requirements related to the
191 percentage of revenues from food sales vs. liquor sales and directed staff to research ordinances of other cities
192 regarding these types of regulations. Moose reported contacting the Afton St. Croix Company regarding the
193 ratio of food to liquor sales which was greater than 50%. Liquor ordinances from other cities were reviewed:
194 Roseville included strict requirements allowing on-sale liquor licenses only for hotels and restaurants, with a
195 restaurant needing to have a minimum of 100 seats, and included the food to liquor sales ratio of 50%.
196 Woodbury allowed on-sale licenses in a broader variety of establishments, but required the food sales ratio of
197 50%. Stillwater includes a variety of establishments, but does not include a required food sales ratio.

198
199 **Motion/Second: Palmquist/Ross. To adopt Ordinance 02-2016 setting the number of on-sale liquor**
200 **licenses in Afton at five (5) and requiring a food sales to liquor sales to be at least 50%. ROLL CALL:**
201 **Ayes-Ross, Palmquist, Bend; Nay-Richter. Motion carried 3-1-0.**
202

203 2. Liquor License Application – BJS Restaurants, LLC, dba The Lumberyard Pub – Public Hearing –
204 Administrator Moose reported that BJS Restaurants, LLC is planning to open a restaurant in the former Sail
205 Away Café location at 3121 St. Croix Trail. They applied for on-sale, off-sale license, and Sunday liquor
206 licenses (considered one combination license). The Washington County Sheriff’s Department has completed the
207 required background investigation on the applicant, and has indicated there was nothing found in the
208 investigation that would be a reason to deny the license. The City’s liquor licensing ordinance requires that a
209 hearing be held to provide an opportunity for any person to be heard for or against the granting of the license.

210 Moose described that because the liquor license would become effective in mid-February, the Council can
211 decide to pro-rate the on-sale liquor license fee or request the full annual fee amount.

212 Mayor Bend opened the Public Hearing for public comment on the liquor license at 8:31 p.m.

213 Annie Perkins, 4042 River Road, commented that she appreciated the name [harking back to the
214 Lumberyard which used to stand on the site].

215

216 **Motion/Second: Palmquist/Richter. To close the Public Hearing at 8:32p.m. Motion carried 4-0-0.**

217

218 **Motion/Second: Palmquist/Richter. To approve the liquor license application by BJS Restaurants, LLC,
219 dba the Lumberyard Pub at 3121 St. Croix Trail, for the pro-rated Liquor License from 2-15-16 to 12-
220 31-16 [which is 319 days of 365 = 87% of \$1,750], in the amount of \$1,522.50. Motion carried 4-0-0.**

221

222 3. Nature's Trees, dba St. Croix SavATree, Exterior Building Design at Hudson Road Property with
223 PID# 06.028.20.24.0002 – Administrator Moose reported that at its January 19, 2016 meeting, the Council
224 approved a variance application for Nature's Trees with a number of conditions, including that the City's
225 Heritage Preservation Commission (HPC) review the exterior building design and provide a recommendation
226 for the Council's final approval. The HPC was provided with a copy of the Council's resolution with its
227 conditions regarding the exterior building design. Nature's Trees provided a revised building design to meet the
228 Council's conditions, and presented that design to the HPC on February 10. The HPC was supportive of the
229 overall design and materials and provided a number of comments and suggestions for revisions. These included
230 using a more naturalistic landscape plan with a variety of tree species, including some trees with a softer look
231 rather than the homogeneous landscape plan shown on the east side of the property. Nature's Trees indicated
232 they plan to include a mixture of species. The HPC also suggested adding some vertical interest on the front
233 building elevation. The HPC recommended approval of the building design with the suggestions they made, on
234 a vote of 4-0-0.

235

236 **Motion/Second: Palmquist/Bend. To approve the revised building design and landscape plan for
237 Nature's Trees, dba St. Croix SavATree on a parcel in the northeast corner of the Hudson Road Property
238 with PID# 06.028.20.24.0002. Motion carried 3-1-0 (Richter).**

239

240 4. Afton Branding Project Volunteers – Administrator Moose explained that Council Member Ross
241 had suggested the City engage in a branding project to create a clear image and expression of Afton's
242 characteristics, values and attributes that identify and differentiate Afton as a unique community. This would
243 involve working with the AABA and other stakeholders through a branding committee made up of a broad
244 range of community members. An initial step in beginning the branding process is to create an Afton Branding
245 Committee and advertise for community members to serve on the Committee.

246 Bend observed that branding by the business owners may not reflect the many more residents of Afton.

247 **Motion/Second: Palmquist/Ross. To approve creating an Afton Branding Committee and advertising for
248 community members to serve on the committee and to appoint Council Member Ross as the Council
249 Liaison to the committee. Motion carried 4-0-0.**

250

251 5. Ordinance Regulating Mount Hope Cemetery – Administrator Moose explained that Mount Hope
252 Cemetery is a historic cemetery with historic grave sites. The cemetery has not been used for new burials, with
253 the exception of burial requests for two people. The Council had directed that the cemetery be closed to new
254 burials and that it be maintained and preserved as a historic cemetery. Cemeteries owned by cities generally
255 have regulations for the maintenance and operation of the cemetery set out in an ordinance. The City does not
256 currently have a cemetery ordinance. It is recommended that the Council direct the City Attorney to draft a
257 cemetery ordinance that reflects the Council's desire to maintain and preserve the cemetery but to not allow any
258 new burials beyond those that have previously been approved by the Council. According to information in the
259 City's records regarding cemeteries, there are other historic cemeteries that are also owned by the City. The
260 Council may want the cemetery ordinance to be generally applicable to City-owned cemeteries.

261

262 **Motion/Second: Palmquist/Bend. To direct the City Attorney to investigate all of the City-owned**
263 **cemeteries and to draft an ordinance setting out the regulations related to City-owned cemetery**
264 **maintenance and operation to reflect the Council’s desire to maintain and preserve the cemetery but to**
265 **not allow any new burials beyond those that have previously been approved by the Council. Motion**
266 **carried 4-0-0.**

267
268 6. Jim Cox Proposal for Design of Deputies Facility – Administrator Moose summarized that as part
269 of the process of planning a garage and office facility for the Sheriff’s Deputies and for Public Works storage
270 adjacent to the City Hall, staff met with members of the City’s Design Review/Heritage Preservation Commission
271 who have design review authority for buildings in the VHS District. Based on the discussion, Jim Cox, an
272 architect and a member of the City’s Design Review/Heritage Preservation Commission, volunteered to prepare
273 a concept plan for the facility. Moose explained that the next step in the process was to prepare a design detailed
274 enough to be used for bidding. Attached is a proposal from Jim Cox to design and assist with the bidding and
275 construction of the facility. Cox’ proposed fee was submitted to the City for \$2,500 plus expenses (mileage,
276 printing) which Council reviewed and directed that, prior to approving the proposal, a letter of intent from the
277 Sheriff regarding the Deputies facility was needed. A letter of intent was prepared by the City Attorney and has
278 been signed by the Sheriff. On Friday, February 11, staff had a discussion with Jim Cox about the Deputies
279 facility. Because the cost of the facility will likely be at or above \$100,000, the City is required to use the
280 competitive bidding process. Jim Cox was not aware that a competitive bidding process was needed. Moose
281 requested he provide a more detailed design for the competitive bidding process, and will need to be involved in
282 the administration of the bidding process, including preparing bid specifications, responding to questions from
283 bidders and reviewing bids to ensure they meet specifications. These tasks will significantly increase his time and
284 costs. While his original proposal was for \$2,500, his revised proposal has a cost not-to-exceed \$4,800. He has
285 indicated that, rather than a lump-sum cost, the cost will be based on actual hours at \$85.00 per hour, with a not-
286 to-exceed amount of \$4,800.

287
288 **Motion/Second: Palmquist/Bend. To approve the proposal from Jim Cox to design and assist with the**
289 **bidding and construction of the facility to house the Deputies and provide Public Works storage, with a**
290 **fee based on actual hours at an hourly rate of \$85.00 and a total cost not to exceed \$2,500. Motion carried**
291 **4-0-0.**

292
293 **Item 7C: Tom Niedzwiecki, Financial Report** – The City Accountant arrived from his other meeting and the
294 Council directed him to present his report at this time.

295
296 7. High Speed Internet Access Update – Administrator Moose reported that he and Council Member
297 Ross met with Richard Gacke of CenturyLink this morning to discuss the expansion of high speed internet
298 access in Afton in the absence of the State Broadband grant. Richard Gacke had been working to determine the
299 extent of expansion that can occur with a combination of the federal Connect America Fund dollars, funding
300 from the City and funding from CenturyLink. A report will be forthcoming for Council review at the March
301 meeting.

302
303 8. New Copier Lease and Maintenance Agreement – Administrator Moose reported that the City
304 currently leases a color copier through Metro Sales, Inc. Staff has been well satisfied with the reliability of the
305 copier and the service responsiveness. The current five-year lease is set to expire. The current copier lease and
306 service agreement costs are \$410.00 per month for the copier lease and \$173.00 per month for the service
307 agreement. These were based on a much higher number of copies than are currently made. Because the number
308 of copies has been substantially reduced, the vendor has offered a reduced price for both the copier lease and the
309 service agreement. The new cost for the copier lease is proposed to be \$230 per month and \$73.00 per month for
310 the service agreement. This is a savings of \$280 per month or \$3360 per year.

311
312 **Motion/Second: Palmquist/Ross. To approve the new copier lease and service agreement with Metro**
313 **Sales. Motion carried 4-0-0.**

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9. Verify Depth of Well at House on Wastewater Treatment Site Property – Administrator Moose explained that the house on the wastewater treatment system site has a well for which there is no documentation regarding its depth. If the depth of the well is 50 feet or less, the well will need to be abandoned/capped due to setback requirements to the wastewater treatment system. If the depth is greater than 50 feet, it can remain for future use. To determine the depth of the well, a well drilling contractor will need to pull the pump. If the well is less than 50 feet in depth, the contractor would abandon the well. If the well is greater than 50 feet in depth, the contractor would re-install the pump. Mantyla Well Drilling has provided a price quote of \$500-\$1,000 to pull the pump and measure the well depth. The price is dependent on the depth of pump, age of well, material condition/misc. repair, and time they need to spend. In some instances, the pump, once it is pulled, malfunctions and a new pump is needed. If the well is less than 50 feet deep and needs to be abandoned/capped, the cost would be \$1,500-\$1,800 depending on the depth.

Motion/Second: Palmquist/Richter. To authorize Mantyla Well Drilling to determine the depth of the well at the house on the Wastewater Treatment Site Property. The proposal is to pull the pump to determine the depth of the well, and to reinstall the pump if the depth is greater than 50, or to abandon the well if the depth is less than 50 feet, at a cost not to exceed \$1,800. Motion carried 4-0-0.

10. Stillwater School District School Consolidation Plan – Administrator Moose reported that the City was contacted by residents in opposition to the Stillwater School District’s school consolidation plan. Mayor Bend requested this item be placed on the Council meeting agenda to provide an opportunity for the Council to comment to the School Board regarding the school consolidation plan, if the Council is interested in commenting. The School Board postponed a decision on the consolidation plan at its February 11 meeting. Council members felt they had no interest in the Stillwater School District school consolidation plan as it does not affect Afton directly. Individuals were encouraged to comment directly to the School District if they wish to do so.

11. Annual Appointments: St. Croix Partnership Team – Administrator Moose reported that at its January 19, 2016 meeting the Council approved annual appointments for 2016, with the exception of an appointment to the Lower St. Croix Partnership Team. The Council questioned whether this organization was still active or not, and directed staff to obtain information about the status of the organization. Staff contacted Jen Sorenson of the DNR for information regarding the Partnership Team. Jen indicated the Partnership Team has a potentially important role, as written in their bylaws, but has not been particularly active recently. One of the duties of the Partnership Team is to review local land use actions for consistency with the intent of the Cooperative Management Plan, the National Wild and Scenic Rivers Act, the Wisconsin Lower St. Croix Preservation Act and the Minnesota Lower St. Croix Wild and Scenic River Act. This role could potentially involve the facilitation of dialogue and education regarding how preserving the quality and natural features of the St Croix River could protect and enhance the property values of shoreland property over the long term. Sorenson encouraged Afton to take an active role on the Partnership Team.

Palmquist reported that he had met with a group of managers for interests in the St. Croix River

Motion/Second: Richter/Ross. To appoint Council Member Palmquist to the Lower St. Croix Partnership Team and appoint Mayor Bend as the alternate, and add the appointment to the 2016 Appointments List. Motion carried 4-0-0.

12. Staff Payroll Processing Changes – Administrator Moose reported that the hourly office staff have requested two changes related to the payroll process. One is to provide direct deposit of pay checks. The other is to institute a one-pay period delay between the completion of timesheets and receiving a paycheck for those hours. The City Accountant has indicated that providing direct deposit is a straightforward process that involves staff members completing a direct deposit authorization form that provides their account information to set up the direct deposit.

366 Regarding the one pay period delay for paychecks, currently the office staff receive a paycheck at the end of a
367 pay period for that pay period. To enable this, the staff need to estimate their hours for several days at the end of
368 each pay period. If the estimates are incorrect, they then need to correct their hours on the next time sheet. To
369 avoid this, they have requested that hours worked for a pay period are paid on the next pay day. This would
370 eliminate the need to estimate hours. To make this transition, the change would result in one pay period when
371 the office staff do not receive a paycheck. Both office staff members understand this and have requested this
372 change. (This two-week delay payroll processing procedure is currently used for Ken Johnson and the seasonal
373 staff).

374
375 **Motion/Second: Palmquist/Richter. To authorize direct deposit of paychecks for all staff and council**
376 **members who opt to use direct deposit and to institute a one-pay period delay in processing payroll**
377 **checks for the hourly office staff which matches the delay that other hourly employees follow for**
378 **processing payroll. Motion carried 4-0-0.**

379
380 13. Afton Historical Museum Funding Request and Agreement – Administrator Moose reported that
381 Council had previously discussed the possibility of the Afton Historical Society taking on responsibility for the
382 maintenance/preservation of Mount Hope Cemetery. Council had concerns about the status of the cemetery
383 being available for additional burials vs. being preserved as a historic pioneer cemetery. Staff has researched the
384 issue and determined the City must adopt an ordinance that sets out regulations on the use and maintenance of
385 the cemetery. President of the Afton Historical Museum and City Council Member Stan Ross prepared a draft
386 outline of an agreement and provided to the Council staff at the meeting. Ross will research costs and present it
387 for Council consideration in the spring.

388
389 **The City Attorney was directed to review and comment on the draft agreement and advise Council on the**
390 **Afton Historical Museum taking on the maintenance and preservation of Mount Hope Cemetery.**

391
392 14. City Hall Flooring & Toilet Replacement - Administrator Moose reported that staff had provided to
393 the Council a price quote for City Hall flooring and a price quote for toilet replacements. The Council approved
394 the price quote for the toilet replacements, but directed staff to obtain an additional quote for the flooring,
395 perhaps to reduce the cost. Staff obtained an additional quote from Erskine Flooring that reflects a significant
396 cost reduction. Staff recommends accepting the price quote from Erskine Flooring in the amount of \$5,098.12.
397 Moose reported that the timing of the flooring replacement has become more critical as the toilet in the
398 women's restroom is not working well. The flooring needs to be replaced before the toilet is replaced to avoid
399 having to install the toilet twice.

400
401 **Motion/Second: Richter/Palmquist. To approve the flooring replacement price quote from Erskine in the**
402 **amount of \$5,098.12, but not to exceed \$5,250. Motion carried 4-0-0.**

403
404 15. Blondo Consulting Expanded Scope of Services – Administrator Moose explained that Council had
405 authorized Blondo Consulting at its September 15, 2015 meeting to assist in preparing correspondence to tribal
406 governments related to the 106 Process and to complete an assessment of effects on historical buildings to assist
407 the City in completing the 106 Process. This work has been completed. However, the State Historic Preservation
408 Office (SHPO) has indicated they want a significantly greater level of investigation on a portion of the historic
409 buildings located where construction will occur directly adjacent to them. SHPO has also indicated they want
410 additional investigation of the area adjacent to the Mound where the stormwater pond is planned to be
411 constructed, and a number of tribal governments have expressed questions and concerns regarding the planned
412 construction in the area of the Mound. Blondo Consulting has been and will continue to be an important
413 resource in preparing for and participating in a site visit and consultation meeting with the tribal governments.
414 These activities are beyond the scope of services initially approved by the Council. An expanded scope of
415 services proposal was provided. Because of the importance of the timing of completing the 106 Process, staff
416 has authorized Blondo Consulting to move forward with some of the additional work prior to the Council

417 considering the expanded scope of services proposal. Staff recommended approval of the proposal at a cost not
418 to exceed \$4,000.

419

420 **Motion/Second: Palmquist/Richter. To approve the expanded scope of services proposed by Blondo**
421 **Consulting for additional work required by the State Historic Preservation Office (SHPO) to assist the**
422 **City in completing the 106 Process, at a cost not to exceed \$4,000. Motion carried 4-0-0.**

423

424 **D. Committee Reports -**

- 425 1. Public Works – has not met; reports of cars lately exiting the roadway on Stagecoach Trail may be
426 due to increased speed due to the improvement to the pavement.
- 427 2. Personnel – the committee’s restructuring of job duties and a title change for the Deputy Clerk
428 position with a proposed pay rate were turned down, [as the Deputy Clerk felt more discussion on the time
429 needed to add the job duties, an appropriate job title and pay rate needed to be completed.]
- 430 3. Parks – the grant submitted for the Town Square Restroom Building needed additional information.
- 431 4. HPC/DR – work on the local designation process continues.
- 432 5. Natural Resources and Groundwater – are working on baseline data for wells in the Village – in
433 order to show possible beneficial changes to wells after the sewer project.
- 434 6. High Speed Internet – already reported.

435

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

- 437 **A.** Ward 1 Council Member Palmquist – none.
- 438 **B.** Ward 2 Council Member Richter – none.
- 439 **C.** Ward 3 Council Member Ross – none.
- 440 **D.** Ward 4 Council Member Nelson – absent.
- 441 **E.** Mayor Bend – attended the Water Consortium meeting at Prescott, WI.
- 442 **F.** City Attorney Knaak –Prosecution Report on file.
- 443 **G.** City Administrator Moorse – none.

444

445 **11. ADJOURN –**

446

447 **Motion/Second: Palmquist/Richter. To adjourn the meeting at 10:55 p.m. Motion carried 4-0-0.**

448

449 Respectfully submitted by:

450

451

452

453 _____
Kim Swanson Linner, Deputy Clerk

454

455 **Approved by Council (on March 15, 2016) as (check one): Presented: X Amended: _____**

456

457

458 **Signed by Mayor Richard Bend _____ Date _____**