



City of Afton

CITY COUNCIL AGENDA
AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South
TUESDAY, May 17, 2016
7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

- 3. ROLL CALL**
- _____ Mayor Bend
 - _____ Council Member Nelson
 - _____ Council Member Ross
 - _____ Council Member Richter
 - _____ Council Member Palmquist

4. APPROVAL OF AGENDA

- A. Approval of the Agenda for the Regular City Council meeting of May 17, 2016 -

5. APPROVAL OF MINUTES

- A. Minutes of the March 16, 2016 Joint City Council Work Session with the Natural Resources and Groundwater Committee -
- B. Minutes of the April 19, 2016 Regular City Council Meeting –

6. PUBLIC INPUT

Citizens may share their comments or concerns on any issue that is a responsibility or function of the Afton City Council, whether or not the issue is on the Agenda. Persons who wish to address the Council must fill out a Comment Card before the meeting begins and give it to the City Administrator or Council Chair. The Council Chair will request you to come to the podium, state your full name and address and present your comments. You are encouraged to limit your presentation to no more than 3 minutes. The Council Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of the City of Afton's responsibilities. The Council Chair may also limit the number of individual presentations to accommodate the scheduled agenda items.

7. REPORTS/PRESENTATIONS

- A. Sheriff's Monthly Report -
- B. Tom Niedzwiecki, Budget Report -
- C. Lower St. Croix Fire District Report –

8. CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by City Council and will be enacted in one motion. If a member wishes to discuss an item, that item will be removed from the Consent Agenda and considered separately. (Roll Call for Consent Agenda approval if Resolutions included):

- A. Just and Correct Claims
- B. 4M Fund Transfer – APRIL - **Resolution 2016-20**
- C. Election Judge Salary Increase – Head Judge, \$12 to **\$14/hour**; Election Judge, \$8 to **\$10/hour**

9. CITY COUNCIL BUSINESS

A. Planning Commission Report –

B. Engineering Report -

1. Staff Report/Council Update
 - a. Proposal for Boundary Survey of the Mount Hope Cemetery Property
 - b. Cleanwater Grant Application – **Resolution 2016-21**

C. Administration –

1. Thomas Lehmann Request to Discuss Driveway Permit Denial at Stagecoach Trail and Sand Hill Road
2. 2015 Audit Report
3. Petition Regarding Upgrade and Maintenance of 34th Street
4. 2016 Street Improvement Projects
5. Expanded Use of Planning Consultant
6. Renewal of Agreement with Washington County for Assessment Services – **Resolution 2016-22**
7. Replacement of Furnace and Air Conditioner for Upper Level of City Hall
8. Appointment to Planning Commission
9. Ordinance Amendment Correcting Recently Adopted Solar Ordinance – **Ordinance 05-2016**
10. Ordinance Regulating City-Owned Cemeteries – **Ordinance 06-2016**
11. Sale of Replaced Street Signs
12. Appointment of Summer Intern
13. Schedule Work Session

D. Committee Reports -

1. Public Works
2. Personnel
3. Parks
4. Heritage Preservation Commission / Design Review
5. Natural Resources and Groundwater
6. High Speed Internet

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

- A.** Ward 1 Council Member Palmquist
- B.** Ward 2 Council Member Richter
- C.** Ward 3 Council Member Ross
- D.** Ward 4 Council Member Nelson
- E.** Mayor Bend
- F.** City Attorney Knaak
- G.** City Administrator Moore

11. ADJOURN

A quorum of the City Council or Other Commissions may be present to receive information at, but not limited to, any of the following meetings: Planning Commission; the Public Works Committee; Parks Committee; Design Review and Historic Preservation Commission; Lower St. Croix Cable Commission; LSCWMO; MSCWMO; I-94 Corridor Coalition and the 5-City Mayor's Alliance.

**Afton Natural Resource and Groundwater Committee
March 16, 2016 meeting minutes**

1. Call to order
 2. Approval of agenda and minutes
 3. Introduction of City Council and NRGC committee members. Present were Mayor Bend, Bill Palmquist (Ward 1 City Council), Stan Ross (Ward 3 City Council), Jill Chezik, NRGC Chair, NRGC committee members Perry Eggers, Mark Have, Annie Perkins and Susan Winsor. Absent were Randy Nelson (Ward 4 City Council), Sondra Larson (NRGC Secretary), Keith Hoffman and Jack Kollmer, NRGC vice chair.
 4. Jill Chezik reviewed the NRGC's accomplishments for the year it's existed: two Afton City newsletter articles (on invasive species control and Afton Septic system details); proposed new Afton well-testing program, possible strategic configuration of future of park-dedication parcels so as to comprise wildlife corridors, and conservation farming measures that would reduce Afton erosion and groundwater contamination.
 5. NRGC committee member Mark Have reviewed proposed Afton well-testing program: Afton citizens would be eligible for free nitrate well testing. He shared MN Dept of Health Afton well-testing result summaries: nitrate levels, well locations, well depths, aquifers tapped. He said that groundwater water *quality* is more pressing at this time than well water *quantity*. NRGC member Annie Perkins questioned that assumption based on her experience as Andersen Windows Sustainability director. Have explained that in the East Metro, quantity has not yet become an issue as it has in the more-developed West Metro.
- The Mayor added that on the topic of well drawdown, the DNR is the permitting body.
6. The concept of aligning future park-dedication parcels as a potential NRGC project was summarized (Susan Winsor). Council member Palmquist, as Park Committee liaison, mentioned that many of the existing park dedication parcels are of questionable value, often scrubby or steep parcels, but that the concept could be reconsidered.
 7. NRGC committee member Perry Eggers expressed the need for more conservation-mined farming practices that reduce soil erosion, pollinator harm and groundwater contamination. He suggested regulating Afton farming practices, for example. The Mayor suggested tapping existing demonstration projects or related farmer-led watershed conservation groups.
 8. The Mayor asked whether anyone's interested in attending Middle St. Croix River meetings; it's a valuable organization worth supporting. Annie Perkins might consider doing so.
 9. The City Council members present supported these NRGC priorities and recommended that they continue.

The meeting adjourned at 8:10.

--NRGC committee member Susan Winsor with notes from Annie Perkins.

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

DRAFT City Council Regular Meeting Minutes
April 19, 2016
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

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

13
14 **2. THE PLEDGE OF ALLEGIANCE** – was recited.

15
16 **3. ROLL CALL:** Council Members Nelson, Ross, Richter, Palmquist and Mayor Bend. **Quorum Present.**

17
18 **ALSO PRESENT:** City Attorney Fritz Knaak, City Engineer Todd Hubmer, Planning Commission Vice Chair
19 Scott Patten, City Administrator Ron Moore and City Clerk Kim Swanson Linner. City Accountant, Tom
20 Niedzwiecki, joined the meeting in progress.

21
22 **4. APPROVAL OF AGENDA** –

23 **A. Agenda for the Regular City Council Meeting of April 19, 2016** – Administrator Moore indicated that the
24 applicant for Item 9C1, Thomas Lehmann request on Stagecoach driveway, arrived at the meeting and saw the
25 crowd and asked that their agenda item be withdrawn from this agenda and placed on the May 17 meeting agenda.

26
27 **Motion/Second: Richter/Palmquist. To approve the agenda of the April 19, 2016 Regular City Council**
28 **Meeting as amended. Motion carried 5-0-0.**

29
30 **5. APPROVAL OF MINUTES** -

31 **A. Minutes of the March 15, 2016 Regular City Council Meeting** –
32 **Motion/Second: Richter/Ross. To approve the minutes of the March 15, 2016 Regular City Council meeting**
33 **as presented. Motion carried 5-0-0.**

34
35 **B. Minutes of the March 16, 2016 Special Council Meeting** –
36 **Motion/Second: Richter/Ross. To approve the minutes of the March 16, 2016 Special City Council meeting as**
37 **presented. Motion carried 5-0-0.**

38
39 **C. Minutes of the March 16, 2016 Joint City Council Work Session with the Natural Resources and**
40 **Groundwater Committee** – Administrator Moore stated that the minutes for this meeting were not received by
41 the city to include in the packet.

42 **Motion/Second: Bend/Palmquist. To continue the minutes of the March 16, 2016 Joint City Council and**
43 **Natural Resources & Groundwater Committee meeting to the May agenda. Motion carried 5-0-0.**

44
45 **5. PUBLIC INPUT** –

46 Mayor Bend explained how the City Council will consider the land use application and conditions that are
47 legally able to be put on that application; that this land use application has and will be considered just as any other
48 applicant or organization. He apprised the public of the Federal Justice Department regulations and pointed out the
49 available handouts for the public. He noted that each speaker will have 3 minutes and that comments should be
50 relevant to the application for the conditional use permit and issues of land use.

- 51 1) Mukhtar Thakur, 10090 Bridgewater Pkwy, Woodbury, supported the mosque.
52 2) Sandra Paulson, 322 Minar Avenue, felt the noise level would be loud and suggested additional trees to
53 buffer sound transfer to the residential neighborhood to the east.
54 3) Maher Mahmood, 10870 Ashley Lane, the current Islamic Center played an important part in his youth and
55 future; he supports the land use for the mosque.

- 56 4) Anthony Tedesco, 7990 Forest Blvd, Woodbury, has been involved in this worship community for 2 years;
57 he also attends Catholic, Lutheran and Jewish religious services and contended that all are considered
58 descendants of Abraham.
59 5) Naima Kahn, 3165 Frontier Drive, Woodbury, considered the project to be a good neighbor.
60 6) Les Farago, 382 Minar Avenue S, was concerned about noise and light from the site and suggested more
61 barriers for the residences on the east.
62 7) Patricia Swanson, 14810 42nd St S, felt the pressure to erect & fund this facility is coming from outside
63 Afton. She felt there should not be a zoning change to allow this [none is required] and wondered if this is
64 an invasion from Jihad.
65 8) Carol Ellingson, 1002 Stagecoach Trl S, spoke about the United States commitment to the freedom of
66 religion and that the government shall not interfere. She supported the Council approving the land use
67 application for freedom of religion.
68 9) David Nimmer, 1736 Kerry Lane, Woodbury, stated he is a member of Memorial Lutheran Church and he
69 welcomes this new religious community to Afton.
70 10) Robert Swenson, Lakeland, commented that he spent 10 years in Saudi Arabia and lived 2 blocks away
71 from a mosque; he never felt safer and never met nicer people. He supported and encouraged the mosque
72 being built and felt it would add to the City of Afton.
73 11) Jaylani Hussein, Executive Director of CAIR-MN (Council on American-Islamic Relations), 1650 Hwy 36,
74 Roseville, informed that he is a Muslim, but his education is as a Planner; he commented that the proposed
75 plans for the mosque recognize the aesthetics in Afton and felt this facility in this community fills a
76 cohesive need. He mentioned that the first mosques appeared in Iowa and North Dakota in the early 1900's.
77 12) Jon Kroschel, 15106 50th Street S, he felt that the Council has a difficult decision at this time, but that this
78 is an opportunity for Afton to make a positive statement and approving the CUP moves the community in
79 the right direction.
80 13) Trent Farago, 875 Alex Lane, Hudson, WI, agreed that the light and noise issues should be handled fairly
81 and consistently, as throughout Afton.
82 14) Dave Kephart, 380 Morgan Ave S, was concerned about the drainage on the property and wanted the City
83 to ensure that neighboring properties would not be adversely affected by more drainage. He contended that
84 nobody knew about this project being proposed.
85 15) Steven Swanson, 14810 42nd Street S, was concerned about home values and felt the neighboring properties
86 to the east would be devalued.

87
88 **6. REPORTS/PRESENTATIONS -**

89 **A. Sheriff's Monthly Report** – Deputy Laura Jackson, relief duty officer for Deputy Sullivan, reported that the
90 deputies are aware of the areas speeders frequent, they continue to caution residents about IRS scams and
91 “grandparent” scams, recent mail thefts are being investigated, and they will enforce the DNR rules and cities
92 ordinances for firearms and hunting.

93 **B. Sgt. Lonnie VanKlei** – Speed Enforcement, reported that they often have the shift deputies do speed patrols
94 while on regular duty on Afton's regular contract. They can also provide extra patrols on weekends, as in the past,
95 for Afton on the stretches of concern. The noise related to speed can be trickier to enforce, but they do what they
96 can defend in court.

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

99 **D. Lower St. Croix Fire District Report** – Nelson did not attend; Bend indicated he had nothing to report.

100
101 **7. CONSENT AGENDA** – Item C was pulled from the Consent Agenda. Administrator Moorse indicated there
102 was a Supplemental Claims for the Local Historic Designation consultant, Tom Zahn. It was added as Item 7E.

103 **A. Just and Correct Claims**

104 **B. 4M Fund Transfer – MARCH - Resolution 2016-18**

105 **C. AABA Request for Waiver of Park Reservation Fee for Farmers Market**

106 **D. Afton Historical Museum Request for Temporary Liquor Licenses**

107 **E. Supplemental Claim - Local Historic Designation consultant, Tom Zahn**

109 **Motion/Second: Palmquist/Ross. To approve the Consent Agenda, Items A, B, D and E. including Resolution**
110 **2016-18. ROLL CALL: All Ayes. Motion carried 5-0-0.**

111
112 C. AABA Request for Waiver of Park Reservation Fee for Farmers Market – Richter pulled the item to
113 discuss the reasons why Council would waive the fee for the Farmers Market use of Town Square Park. It was
114 noted that the Farmers Market only uses one corner of the Park and a handful of local farmers and businesses are
115 making an attempt to draw traffic to Afton. The organizers of the Market are all volunteers.

116
117 **Motion/Second: Richter/Ross. To waive the reservation fee to reserve Town Square Park for the Farmers**
118 **Market for 2016 [no beginning or ending dates were stated on the application]. Motion carried 5-0-0.**

119
120 **5. CITY COUNCIL BUSINESS -**

121 **A. Planning Commission Report** – Vice Chair Scott Patten was in attendance for the Planning Commission.

122 1. Islamic Society of Woodbury/East Metro Application for a Conditional Use Permit for a Place of
123 Worship at 12585 Hudson Road – Resolution 2016-19 – Administrator Moose reviewed the application of the
124 Islamic Society of Woodbury/East Metro for a Conditional Use Permit for the construction of a place of worship
125 (mosque) at 12585 Hudson Road. He noted that a place of worship is allowed in the Rural Residential zone with a
126 conditional use permit and the conditional use permit process allows the City to review the proposed use and place
127 conditions on the use to address any concerns regarding the impacts to the site and neighborhood. The proposed
128 building is proposed to be located in the northwestern portion of the site, with parking to the west and north of the
129 building. The southern portion of the property is planned to continue to be used for agricultural use.
130 The applicant has relocated and redesigned the driveway to avoid any disturbance to areas with slopes 18% or
131 greater. The facility will be used primarily as follows: worship services on Fridays in the early afternoon
132 (approximately 200 people); weekend school, primarily for school age children, on Sundays from 10:00 a.m. to
133 2:00 p.m.(100 students and teachers); and, social events on weekend evenings (150 to 200 people). The building
134 includes two minaret-type elements as aesthetic elements that are not functional. There will be no loud speakers on
135 the minarets or the exterior of the building resulting in any kind of noise disturbance to the neighbors. The proposal
136 includes 1.54 acres, or 5.27% of impervious coverage, which is less than the maximum allowed coverage of 10%.
137 The proposal includes primary and secondary septic system sites. The sites require soil testing prior to approval.
138 Chris LeClair, of Washington County Department of Public Health indicated that, based on a soil report received on
139 March 7, 2016, it is highly likely that the soils are suitable for the required septic systems. The proposal meets all
140 required setbacks. The proposed parking area meets the wetland setback and is allowed to be located within the
141 powerline easement. The City Engineer has reviewed the parking area and number of spaces required, and has
142 indicated the parking meets the 94 parking spaces required. The lighting shows fixtures with downcast lighting,
143 light standards are 25 feet high, with some to be mounted on foundations 3 feet above grade for a total height of 28
144 feet. This is within the maximum allowed 35 foot height. The City Engineer has reviewed the lighting plan, and has
145 indicated it generally meets the City's requirements, but may exceed the allowed illumination level in some areas.
146 The final lighting plan will need to meet the City's requirements. The applicant has indicated they are open to
147 revising the lighting plan to limit impacts on neighboring properties while ensuring safety for those using the
148 driveway and parking lot. The City Engineer has reviewed the landscaping plan and indicated it generally meets the
149 City's requirements. The plan includes five coniferous trees and twenty-three deciduous trees or shrubs. The plan
150 does not indicate landscaping on the sloping areas of the right-of-way. The Engineer indicated that the applicant
151 should provide ground cover detail for those areas to assure the area is maintained with appropriate ground cover.
152 The Planning Commission's recommendation included a condition calling for additional screening to create a
153 buffer zone on the east side of the existing house be added to the landscape plan. The proposed construction
154 requires a Valley Branch Watershed District (VBWD) permit. The City Engineer has reviewed and approved the
155 conceptual grading and drainage plan, however, they have requested more detailed information of the infiltration
156 capability of the pond, including soils and the water table. Because the property is large enough to allow flexibility
157 in the final drainage solution, the City Engineer is not requiring additional information or plan modifications at this
158 time. At the April 4 Planning Commission meeting, there was discussion regarding the use of the existing house on
159 the site. The applicant indicated the existing house will mainly be used in conjunction with the use of the open field
160 area on the northeast portion of the property to be used as a play field for soccer and other games and for picnics.
161 The house can provide shelter and restroom facilities that are more convenient to the field than the proposed new

162 facility. The house will also be used for other social activities that are more suited to a smaller space than to the
163 new facility. The applicant provided a letter to the city regarding the use of the house for occasional temporary
164 lodging for visiting scholars and imams (similar to pastors), lecturers, specialized prayer leaders and other similar
165 individuals. The condition in the CUP house shall require the applicant to notify the City if the residential use of the
166 house changes from the use described in the letter.

167
168 Council Discussion

169 Council members agreed with the Conditions as listed in Resolution 2016-19. They deleted from condition #10:
170 “resulting in noise disturbance to the neighbors” and agreed that the screening listed on condition #13 would
171 include additional tree and/or berm screening.

172 The issues of light intensity and noise were discussed and Council felt any issues not complying with Afton’s
173 standards should be followed up on by staff.

174
175 **Motion/Second: Bend/Palmquist. To grant the approval Resolution 2016-19 for a Conditional Use Permit for**
176 **the Islamic Society of Woodbury/East Metro for the construction of a place of worship (mosque) at 12585**
177 **Hudson Road, with conditions amended as indicated above in the resolution. ROLL CALL: All Ayes. Motion**
178 **carried 5-0-0.**

179
180 2. City of Woodbury Comprehensive Plan Amendment, Stonemill Farms 16th, Project No. 24-2016-
181 00201 – Administrator Moose reported on an amendment proposed by the City of Woodbury for its Comprehen-
182 sive Plan. The amendment would change the use of a vacant piece of property in the Stonemill Farms development,
183 at the corner of Settlers Ridge Parkway and Lake Road. The amendment would allow for 5.66 acres to be guided as
184 medium density residential instead of neighborhood commercial. This would enable the construction of a town-
185 home development similar to what is being constructed to the east of the property. The Comprehensive Plan update
186 process includes an opportunity for neighboring cities to comment on the proposed amendment.

187
188 **Motion/Second: Palmquist/Nelson. To state to the City of Woodbury that the City of Afton has no comment**
189 **about their Comprehensive Plan Amendment for Stonemill Farms 16th, Project No. 24-2016-00201. Motion**
190 **carried 5-0-0.**

191
192 **B. Engineering Report –**

193 1. Staff Report/Council Update – City Engineer Todd Hubmer reported on the progress of the
194 archeological studies, the legislation session items being considered and how they might affect project funding, and
195 Washington County’s construction timeline for County Road 21.

196
197 **C. Administration –**

198 1. Thomas Lehmann Request to Discuss Driveway Permit Denial at Stagecoach Trail and Sand Hill Road
199 – [This item was withdrawn from the agenda by the applicant prior to the meeting and will be placed on the May
200 agenda.]

201
202 Item 7C. Tom Niedzwiecki, Budget Report – reported that the Financials show expenses at about 16% to date; he
203 noted that is deceiving, as there are large items billed out quarterly (emergency services) that are not showing up
204 yet. He indicated that the Financials will soon reflect estimates for the entire year (much like the former cash flow
205 reports by Jim Bougie) which will then reflect the seasonal and quarterly expenditures.

206
207 2. Ordinance Amendment Regarding Firearms – Ordinance 04-2016 – Administrator Moose reported
208 that the City’s current ordinance regarding the possession of firearms was preempted by State Statute 471.633 and
209 by the Minnesota Personal Protection Act changing the authority of cities to regulate firearms, with the exception of
210 the discharge of firearms and the adoption of regulations identical to state law. The Minnesota Personal Protection
211 Act, which was passed in 2003, allows a person to carry a handgun with a permit. State statute 624.714 provides
212 regulations regarding carrying a firearm. Cities have the ability to adopt local regulations limiting the brandishing
213 and discharge of weapons within the city and the possible ability to regulate establishments where handguns may be
214 present. For instance, because the law makes it a crime to possess a pistol while under the influence of alcohol, the

215 city may be able to adopt an amendment to its liquor regulations, requiring all liquor license holders to ban
216 handguns. The drafted ordinance amendment revises the City's firearms ordinance to eliminate the regulation of the
217 possession of firearms.

218
219 **Motion/Second: Bend/Richter. To adopt Ordinance 04-2016 amending Sec. 14.1. Use, possession of weapons,**
220 **to eliminate the regulation of the possession of firearms and adding "discharge," with a friendly amendment**
221 **accepted to also change the word "possession" in the title to "discharge." ROLL CALL: Ayes-Ross, Richter,**
222 **Nelson, Bend. Nay-Palmquist. Motion carried 4-1-0.**

223
224 3. Agreement with Afton Historical Society regarding Mount Hope Cemetery Maintenance and
225 Restoration – Council Member Stan Ross, who is also the President of the Afton Historical Society (AHS), made a
226 presentation to Council outlining the proposal from the Afton Historical Society for the maintenance and restoration
227 of Mount Hope Cemetery, including a request for funding from the city of \$9,000 per year to have the AHS restore
228 and maintain the pioneer cemetery.

229
230 **Motion/Second: Palmquist/Nelson. To approve an Agreement with the Afton Historical Society for the**
231 **maintenance and restoration of Mount Hope Cemetery including funding, not to exceed \$9,000 annually**
232 **from the City to the Afton Historical Society. Motion carried 4-0-1 (Abstain: Ross).**

233
234 4. Draft Ordinance Regulating the Use and Maintenance of City-owned Cemeteries – Administrator
235 Moore indicated that a draft model ordinance was provided by the City Attorney to Council in the Supplemental
236 Packet. Council wished to have time to review and consider this model ordinance.

237
238 **Motion/Second: Bend/Nelson. To table the draft model ordinance to the May 17 City Council meeting.**
239 **Motion carried 5-0-0.**

240
241 5. Speed Enforcement – [This item was moved up to 9C2, but is recorded here.] Sgt. Lonnie Van Klei
242 indicated that the Sheriff's Office has the authority to put out a "directed patrol" by the department on slow days, in
243 order to enforce speeding violations. However, the City can authorize the same extra patrols as has been done in
244 past years.

245
246 **Motion/Second: Palmquist/Bend. To authorize extra speed enforcement patrols for three (3) 4-hour shifts,**
247 **possibly two hours at two locations, on sunny weekend days, in coordination with the Sheriff's Office and**
248 **Afton's City Administrator. Motion carried 5-0-0.**

249
250 6. Appointment of Annie Perkins to the Middle St. Croix Water Management Organization Board –
251 Administrator Moore reported that Annie Perkins, who was recently appointed to the City's Natural Resources and
252 Groundwater Committee, has expressed her interest in serving on the Middle St. Croix Water Management
253 Organization (MSCWMO) Board.

254
255 **Motion/Second: Palmquist/Nelson. To appoint Annie Perkins to the MSCWMO Board. Motion carried 5-0-0.**

256
257 7. Branding Committee Volunteers – Administrator Moore indicated five more volunteers have applied
258 to serve on the Afton Branding Committee: Julia Welter, Raenette Manderfeld-Pung, Darcy Gaspar, Dan Jarvis and
259 Laurel Ross. If appointed, they will join previously appointed Lucy McAllister, Jeff Brower and Scott Patten.
260 Council Member Stan Ross will act as liaison to the Committee.

261
262 **Motion/Second: Palmquist/Ross. To appoint Julia Welter, Raenette Manderfeld-Pung, Darcy Gaspar, Dan**
263 **Jarvis and Laurel Ross as additional members to the Afton Branding Committee. Motion carried 5-0-0.**

264
265 8. Liability Coverage and Statutory Liability Limits – Administrator Moore explained that Minnesota has
266 statutory tort limits that place a limit on the amount a claimant can recover on a tort liability claim. The City
267 purchases liability insurance in excess of the statutory tort liability limits because the statutory liability limits do not

268 extend to a federal liability claim. Because the City purchases excess liability coverage, it is required to make an
269 election as to whether to waive the statutory liability limits to the extent of its liability coverage. In the past the City
270 has not waived the statutory liability limits.

271
272 **Motion/Second: Nelson/Richter. To not waive the monetary limits on tort liability established by Minnesota**
273 **Statutes, Section 466.04. Motion carried 5-0-0.**

274
275 9. Schedule Work Sessions – Administrator Moorse explained that there are several topics for discussion
276 at a Council Work Session. There also needs to be a joint work session with the Planning Commission about goals
277 for 2016 and the Comprehensive Plan update. Staff will schedule a work session for early May. Topics included:

- 278 1. Expansion of Valley Branch Watershed District’s Septic System Inspection Program related to Kelle’s
279 Creek Water Quality.
280 2. Goals for 2016.
281 3. Updates to ordinance requirements related to accessory buildings.
282 4. Discussion of amount of detail to be provided in the City Council meeting minutes.
283 5. Discussion regarding the protection of man-made steep slopes.
284 6. Downtown Improvement projects update.

285
286 **Council prioritized items 1, 2 and 4 for discussion at an early May City Council Work Session to be**
287 **scheduled.**

288
289 10. Seasonal Maintenance Worker – Administrator Moorse indicated the city had advertised for a part-time
290 seasonal maintenance position, but did not receive any applications. Staff met with the 2015 seasonal maintenance
291 worker and recommended hiring this qualified candidate.

292
293 **Motion/Second: Nelson/Palmquist. To hire part-time seasonal maintenance worker, Todd O’Leary, who was**
294 **the 2015 seasonal maintenance worker. Motion carried 5-0-0.**

295
296 **D. Committee Reports -**

- 297 1. Public Works – meeting is next week.
298 2. Personnel – Ross reported that staff are continuing to check into document storage and task
299 management software. He mentioned interest in the City’s Disaster Recovery Plan and in fire
300 protection for City Hall.
301 3. Parks – none.
302 4. HPC/DR – monthly meeting tomorrow.
303 5. Natural Resources and Groundwater – had a joint meeting with City Council at their March meeting;
304 their monthly meeting is tomorrow.
305 6. High Speed Internet – the agreement with CenturyLink will be done at the end of the week.

306
307 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 308 **A.** Ward 1 Council Member Palmquist – announced Robin McDowell won a Pulitzer Prize today.
309 **B.** Ward 2 Council Member Richter – none.
310 **C.** Ward 3 Council Member Ross – none.
311 **D.** Ward 4 Council Member Nelson – none.
312 **E.** Mayor Bend – indicated he was impressed with Afton residents and their support of the mosque CUP and
313 that the community handled the conflict and differences well.
314 **F.** City Attorney Knaak – Prosecution Report on file; he noted that not as many are using the Hearing Officers
315 this year, but he couldn’t speculate on why that was happening.
316 **G.** City Administrator Moorse – none.

317
318 **11. ADJOURN –**

319

320 **Motion/Second: Palmquist/Nelson. To adjourn the meeting at 10:17 p.m. Motion carried 5-0-0.**

321

322 Respectfully submitted by:

323

324

325

326 _____
Kim Swanson Linner, City Clerk

327

328 **Approved by Council (on May 17, 2016) as (check one): Presented: _____ Amended: _____**

329

330

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

PF Citations by City Rpt

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QIJS Page 1
5/01/16 5:00:02Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: AFTON

From Date: 4/01/2016 To: 4/30/2016

AFTON

Offense Date	Offense Time	Location	Citation #
4/01/2016 Statute 10	1200 130	1770 MAJESTIC PINES TR BURN W/OUT PERMIT	CT8224487
4/05/2016 Statute 169	0553 14 2	NEAL AV / 10TH ST SPEED 69/50	CT8219526
4/15/2016 Statute 169	0813 14 2	NEAL AV S/40TH ST S 70/55 ZONE	8221213
4/15/2016 Statute 171	2017 24 3	2700 BLK/MANNING AV S DAC	8221417
4/16/2016 Statute 169	1800 14 2A1	ST CROIX TR S/4000 BLK 46/30 ZONE	8226381
4/17/2016 Statute 169A	0059 27 2	1000 BLK MANNING AV S 4TH DEG DUI	CT8221757
4/17/2016 Statute 169	2030 30 B	MANNING AV/40TH ST S FAIL TO OBEY STOP SIGN	CT8223749
4/17/2016 Statute 169	2030 30 B	MANNING AVE/40TH ST S FAIL TO OBEY STOP SIGN	8223749
4/19/2016 Statute 169	0945 14 2	3900 BLK ST CROIX TR SPEED 45/30	CT8224489
4/20/2016 Statute 169	1835 14 2A	15000 BLK AFTON BLVD SPEED 66/55	CT8221711
4/23/2016 Statute 169	0703 14 1	HUDSON RD / MANNING FAIL TO CONTROL	CT8219514
4/26/2016 Statute 171	0625 24 2	ST CROIX TR / 30TH ST DAR	CT8219430

Total for City: AFTON

12

** END OF REPORT **

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for AFTON
For the Period 4/01/16 To 4/30/16

Date	Time	ICR #	ID#	Street Name	Complaint
4/01/16	7:24:04	116011481	0063	TRADING POST TR	SUSP MALE
4/01/16	12:00:52	116011525	0130	MAJESTIC PINES	FIRE CALL
4/01/16	18:38:57	116011586	0192	OSGOOD AV CT	ALARM
4/02/16	0:11:10	116011603	0067	VALLEY CREEK TR	THREATS
4/02/16	8:35:10	116011623	0130	I94	MOTORIST ASSIST
4/02/16	20:44:55	116011687	0076	44TH ST	911 ABND
4/03/16	10:15:45	116011710	0063	PATELEY BRIDGE	AUD ALARM
4/03/16	11:41:21	116011717	0063	PENFIELD AV	SUSP ACT
4/03/16	14:04:18	116011727	0063	I94	DRIVING COMPLAINT
4/03/16	17:43:21	116011749	0091	50TH ST	RES BURG ALARM
4/04/16	10:50:10	116011828	0182	SAINT CROIX TR	PUBLIC ASSIST
4/04/16	10:50:13	116011829	0130	STAGECOACH TR	TRESSPASS COMPLAINT
4/04/16	11:51:15	116011847	0130	RIVER RD	ILLEGAL DUMPING
4/04/16	13:04:37	116011865	0088	HUDSON RD	FOUND PROPERTY
4/04/16	14:07:58	116011875	0130	MANNING AV	SUSP PERSON
4/04/16	20:22:20	116011913	0150	MANNING AV	CAR VS DEER
4/04/16	20:49:07	116011920	0153	AFTON CITY HALL	PLANNING COMMISION MEETING
4/04/16	21:03:49	116011922	0150	40TH ST	DEER DISPATCH
4/05/16	5:53:14	116011943	1209	NEAL AV	TRAFFIC - CITE SPEED
4/05/16	11:38:16	116011993	0160	PENNINGTON AV	OVER WEIGHT RESTRICTION
4/06/16	10:21:02	116012119	0094	MANNING AV	THEFT REPORT OF MAIL
4/06/16	15:58:03	116012194	0091	AFTON BLVD	HOME LOCKOUT
4/06/16	17:20:29	116012209	0176	30TH ST	TRAIL CAM DEPLOYMENT
4/07/16	18:34:23	116012353	0176	PENFIELD AV	FELONY WARRANT ARREST
4/07/16	22:01:15	116012368	0165	32ND ST	FEL WRT ARREST
4/07/16	22:01:15	11607660	0100	32ND ST	ASSIST OTHER AGENCY SUSPICIOUS
4/08/16	7:32:16	116012387	0160	36TH ST	THEFT REPORT
4/08/16	10:06:58	116012414	0075	NEAL AV	ALARM **PROPER CODE PRI
4/08/16	11:12:14	116012432	0068	PENFIELD AV	WARRANT INFORMATION
4/08/16	18:15:03	116012519	0139	NORCREST AV	MEDICAL LEVEL 1
4/09/16	0:36:57	116012544	0089	I94	INTOXICATED DRIVER
4/09/16	22:56:53	116012610	0118	32ND ST	UNAUTHORIZED USE OF MOTOR VEHI
4/10/16	10:41:27	116012634	0068	FAHLSTROM PL	ALARM
4/10/16	15:23:27	116012655	0174	50TH ST	CHECK THE AREA
4/11/16	9:06:45	116012708	0094	MANNING AV	DRIVING COMPLAINT
4/11/16	12:07:22	116012740	0075	32ND ST	THEFT REPORT-RESTACK FOR 187
4/11/16	13:07:27	116012753	0187	50TH ST	MEDICAL LEVEL 1
4/11/16	15:40:43	116012778	0174	SAINT CROIX TR	TRAFFIC - W/W SPEED
4/11/16	15:46:19	116012779	0174	SAINT CROIX TR	DIRECTED PATROL - SPEED
4/11/16	15:49:25	116012780	0093	QUANT AV	IRS SCAM
4/12/16	11:25:56	116012859	0088	AFTON	OFFICER QUESTION
4/12/16	14:06:53	116012888	0088	AFTON	OFFICER QUESTION
4/12/16	16:14:14	116012911	0078	SAINT CROIX TR	ERRATIC DRIVER
4/13/16	12:40:57	116013022	0189	40TH ST	SUICIDAL FEMALE LEVEL 1
4/13/16	15:58:00	116013056	0091	NEAL AV	MAIL THEFT/CHECK FRAUD **RSTK
4/13/16	16:20:41	116013068	0100	22ND ST	OFFICERS INFO
4/14/16	16:24:29	116013224	0096	I94	ERRATIC DRIVER
4/15/16	3:20:38	116013270	0123	MANNING AV	TRAFFIC STOP-CITATION
4/15/16	8:13:09	116013283	0160	NEAL AV	TRAFFIC
4/15/16	16:30:11	116013426		8TH ST CT	RECEIPT# 160002139
4/15/16	19:08:05	116013449	0076	HUDSON RD	911 OPEN LINE
4/16/16	12:50:49	116013532	1261	SAINT CROIX TR	SPEED

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 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for AFTON
 For the Period 4/01/16 To 4/30/16

Date	Time	ICR #	ID#	Street Name	Complaint
4/16/16	12:59:05	116013534	0088	VALLEY CREEK TR	911 OPEN LINE
4/16/16	16:38:55	116013566	0084	HUDSON RD	CIVIL ASSIST
4/16/16	18:06:31	116013577	1280	SAINT CROIX TR	TRAFFIC
4/16/16	20:26:05	116013593	0084	I94	DRIVING COMPLAINT *NOT
4/16/16	23:11:41	116013605	1208	HUDSON RD	ALARM *RSTK KEYS/CHRIS
4/17/16	0:01:37	116013609	0098	MANNING AV	VEHICLE OFF ROAD
4/17/16	0:01:37	116106123	0072	MANNING AV	VEHICLE OFF ROAD - AOA
4/17/16	0:01:37	116608395		MANNING AV	VEHICLE OFF ROAD - AOA
4/17/16	2:47:42	116013617	0072	8TH ST	MEDICAL LEVEL 1
4/17/16	16:37:49	116013663	0174	SAINT CROIX TR	DIRECTED PATROL/SPEED
4/17/16	16:43:27	116013665	0082	45TH ST	SAFTEY CONCERN
4/17/16	20:28:30	116013683	0174	MANNING AV	TRAFFIC - FAIL TO OBEY STOP SI
4/17/16	23:53:11	116013691	0173	HUDSON RD	ALARM
4/18/16	2:03:56	116013696	0173	I94	STOLEN VEHICLE-5TH DEG POSS AR
4/18/16	2:03:56	116202837	0100	I94	STOLEN VEHICLE/AOA
4/18/16	2:03:56	116500839	0100	I94	STOLEN VEHICLE/AOA
4/18/16	2:03:56	116608420	0100	I94	STOLEN VEHICLE/AOA
4/18/16	9:25:02	116013720	0134	15TH ST	FRAUD REPORT - WALK IN AT LEC
4/18/16	9:53:24	116608495	0096	I94	DECEASED ANIMAL
4/18/16	12:22:18	116013750	0130	COULEE RIDGE RD	MEDICAL LEVEL 1
4/18/16	13:17:03	116013760	0096	15TH ST	THEFT REPORT
4/18/16	18:54:47	116013805	0174	SAINT CROIX TR	FOUND DOG
4/19/16	9:50:31	116013859	0130	SAINT CROIX TR	TRAFFIC SPEED
4/19/16	18:25:32	116013948	0174	SAINT CROIX TR	AFTON CITY COUNCIL MEETING
4/20/16	15:27:20	116014065	0061	AFTON HILLS DR	SUSPICIOUS ITEMS
4/20/16	18:40:50	116014084	0117	AFTON BLVD	TRAFFIC-SPEED
4/21/16	8:28:09	116014117	0160	44TH ST	ATTEMPTED PHONE SCAM
4/21/16	9:29:25	116014124	0160	45TH ST	FOUND PROPERTY
4/21/16	14:53:49	116014189	0088	42ND ST	ANIMAL COMPLAINT
4/22/16	9:32:09	116014261	0160	I94	911 ABAN/DRIVING COMPLAINT
4/22/16	21:44:31	116014375	0074	VALLEY CREEK TR	VEH IN DITCH
4/23/16	7:03:27	116014398	0094	HUDSON RD	VEHICLE IN DITCH
4/23/16	11:14:18	116014412	0189	PENNINGTON AV	ALARM
4/24/16	11:56:32	116014494	0160	NEAL AV	MISSING DOG
4/25/16	8:03:45	116014550		NEAL AV	RECEIPT# 160002257
4/25/16	12:30:35	116014609	0130	34TH ST	SUSP VEH
4/25/16	14:12:51	116014624	0130	50TH ST	MEDICAL LEVEL 2
4/26/16	6:25:59	116014701	1205	SAINT CROIX TR	DAR
4/26/16	10:49:33	116014733	0081	STAGECOACH TR	EXTRA PATROL
4/26/16	14:30:53	116014774	0130	MOYER AV	MEDICAL LEVEL 1
4/26/16	15:44:16	116014791	0174	I94	ERRATIC DRIVER
4/26/16	16:52:17	116014803	0084	32ND ST	NEIGHBOR COMPLAINT
4/27/16	15:59:02	116014904	0061	FAHLSTROM PL	HARRASSMENT REPORT
4/28/16	8:10:02	116014947	0130	MANNING AV	ACCIDENT LEVEL 1
4/29/16	6:56:09	116015089	0160	10TH ST	ANIMAL CONCERN
4/29/16	12:29:30	116015157	0063	VALLEY CREEK TR	TRESPASSERS
4/29/16	15:49:59	116015199		AFTON HILLS DR	RECEIPT# 160002397
4/29/16	15:55:42	116015201	0084	MANNING AV	LOOSE HORSE
4/29/16	17:29:43	116015226	0129	STAGECOACH TR	TRESPASSING
4/29/16	18:18:55	116015236	0129	I94	ERRATIC DRIVER
4/29/16	23:30:08	116015258	0098	MEADOW POINT PA	RESIDENTIAL BURG ALARM
4/30/16	16:32:46	116015324	0129	RIVER RD	FIRE

Total ICRs Processed: 104
 PRT CONTRACT ICR REPORT

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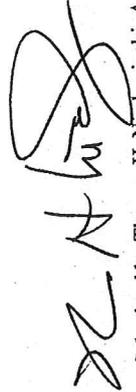
5/01/16 5:00:02

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for AFTON
For the Period 4/01/16 To 4/30/16

** END OF REPORT **

City of Afton
Claims to be Approved
April 20, 2016 thru May 17, 2016

Checks Numbered	From	To	Description	To Be Approved
	20980		Check(s) from Administrator stock: Newsletter Postage	\$182.84
	20994		Thomas R. Zahn Invoice (approved as supplemental claims at 4/19/16 CC Mtg)	\$6,000.00
	20995	20996	4/30/16 Staff Payroll (check #s out of sequence)	\$32.31
	21033	21036	4/30/16 Staff Payroll & Benefits	\$4,446.56
	21037	21059	One Applicant Refund + Routine Vendor Bills	\$5,144.82
	21060	21075	Significant Vendor & Other Bills	\$110,034.00
	21076	21085	More Routine Vendor Bills (Ck#21082 is Void)	\$774.49
	21086	21093	5/15/16 Staff Payroll + May Council Payroll	\$5,437.77
	21094	21097	More Significant Vendor & Other Bills	\$21,604.34
	21098	21107	More Routine Vendor Bills	\$1,453.02
	21108		Erskine Interiors (City Hall tile and carpeting)	\$4,599.77
	201605001	201605004	4/30/16 Payroll: Employee(s) paid via Direct Deposit + PERA	\$2,501.41
	201605005	201605007	MN Withholding, Federal Withholding/Payroll Taxes and 1st Qtr Building Surcharges	\$5,430.84
	201605008	201605013	5/15/16 Payroll + April Council Pay: Employee(s) paid via Direct Deposit + PERA	\$2,510.34
			Claims to be approved at 5/17/16 meeting	\$170,152.51



City of Afton
Claims to be Approved
 April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	04/28/2016	20980	Postmaster		100 - 4M Fund/US Bank - General F...	(182.84)
Bill	04/28/2016	May16Nwsltr	100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Oth Exp:5560 Newsletter	Newsletter	5560 - Newsletter Expenses	182.84
TOTAL						182.84
Bill Pmt -C...	04/20/2016	20994	Thomas R. Zahn & Associates LLC	Afton Local Designations	100 - 4M Fund/US Bank - General F...	(6,000.00)
Bill	04/20/2016	2015-04.2	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Garden:481...	Afton Local Designations: Total Project Budget = \$19,750	4817 - MN Hist Pres Design Guidelines	6,000.00
TOTAL						6,000.00
Paycheck	04/28/2016	20995	Baglio, Mya		100 - 4M Fund/US Bank - General F...	(16.16)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	17.50
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	1.09
					2205 - Soc Sec Payable - Employer	(1.09)
					2204 - Social Security W/H - Employee	(1.09)
					5052 - Medicare Tax - Employer	0.25
					2213 - Medicare Payable - Employer	(0.25)
					2212 - Medicare W/H - Employee	(0.25)
TOTAL						16.16
Paycheck	04/28/2016	20996	Baglio, Peri		100 - 4M Fund/US Bank - General F...	(16.15)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	17.50
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	1.09
					2205 - Soc Sec Payable - Employer	(1.09)
					2204 - Social Security W/H - Employee	(1.09)
					5052 - Medicare Tax - Employer	0.26
					2213 - Medicare Payable - Employer	(0.26)
					2212 - Medicare W/H - Employee	(0.26)
TOTAL						16.15
Paycheck	04/28/2016	21033	Johnson, Kenneth L		100 - 4M Fund/US Bank - General F...	(444.74)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	607.73
					2302 - PERA Payable - Staff	(39.50)
					5053 - PERA Contribution - Employer	45.58
					2302 - PERA Payable - Staff	(45.58)
					2210 - Federal Withholding	(52.00)
					5051 - Social Security Tax - Employer	37.68
					2205 - Soc Sec Payable - Employer	(37.68)
					2204 - Social Security W/H - Employee	(37.68)
					5052 - Medicare Tax - Employer	8.81
					2213 - Medicare Payable - Employer	(8.81)
					2212 - Medicare W/H - Employee	(8.81)
					2208 - MN State Withholding	(25.00)

City of Afton
Claims to be Approved
April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						444.74
Paycheck	04/28/2016	21034	Meade, Debra J		100 · 4M Fund/US Bank - General F...	(483.89)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	599.76
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(38.98)
					5053 · PERA Contribution - Employer	44.98
					2302 · PERA Payable - Staff	(44.98)
					2210 · Federal Withholding	(20.00)
					5051 · Social Security Tax - Employer	37.19
					2205 · Soc Sec Payable - Employer	(37.19)
					2204 · Social Security W/H - Employee	8.70
					5052 · Medicare Tax - Employer	(8.70)
					2213 · Medicare Payable - Employer	(8.70)
					2208 · MN State Withholding	(11.00)
TOTAL						483.89
Paycheck	04/28/2016	21035	Moorse, Ronald J		100 · 4M Fund/US Bank - General F...	(3,363.15)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...		5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administ...		5053 · PERA Contribution - Employer	287.97
					2302 · PERA Payable - Staff	(287.97)
					2302 · PERA Payable - Staff	(249.57)
					5037 · Flexible Benefits	1,100.00
					5018 · Insurance Benefits	26.90
					2325 · Madison Life ST & LT Disability	(26.90)
					2325 · Madison Life ST & LT Disability	(100.98)
					2210 · Federal Withholding	(604.00)
					5051 · Social Security Tax - Employer	306.25
					2205 · Soc Sec Payable - Employer	(306.25)
					2204 · Social Security W/H - Employee	71.63
					5052 · Medicare Tax - Employer	(71.63)
					2213 · Medicare Payable - Employer	(71.63)
					2208 · MN State Withholding	(244.00)
TOTAL						3,363.15
Liability C...	04/28/2016	21036	Madison National Life		100 · 4M Fund/US Bank - General F...	(154.78)
				1038150000000000	2325 · Madison Life ST & LT Disability	100.98
				1038150000000000	2325 · Madison Life ST & LT Disability	53.80
TOTAL						154.78
Check	04/28/2016	21037	Schmarr, Steve Z15-34 Pool	Refund Grading Permit Escrow Z15-34	100 · 4M Fund/US Bank - General F...	(1,000.00)
			Schmarr, Steve Z15-34 Pool	Refund Grading Permit Escrow Z15-34	2001 · Permit Escrow & Fees	1,000.00
TOTAL						1,000.00

City of Afton
Claims to be Approved
 April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt-C...	04/28/2016	21038	Centerpoint Energy (8000015314-0)	Acct No. 8000015314-0	100 - 4M Fund/US Bank - General F...	(358.35)
Bill	04/28/2016	Apr2016	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5280051 3175 St. Croix Th S Meter #M19810528546	6010 · Gas Heat	59.07
			100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5855 Ga...	5855 5297140 3033 St. Croix Th S Meter #M19981171295	5855 · Gas Lamps - Operating Costs	79.49
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5279993 3033 St. Croix Th S Meter #M19981172549	6010 · Gas Heat	110.98
			100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5855 Ga...	5855 5297143 3033 St. Croix Th S Meter #M19981171296	5855 · Gas Lamps - Operating Costs	108.81
TOTAL						358.35
Bill Pmt-C...	04/28/2016	21039	City of Saint Paul	Customer No. 2092	100 - 4M Fund/US Bank - General F...	(1,126.35)
Bill	04/28/2016	IN00015316	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5835 Stl...	asphalt mix	5835 - Surf Maint/Bit Patch/Sweeping	1,126.35
TOTAL						1,126.35
Bill Pmt-C...	04/28/2016	21040	Comcast (8772 10 572 0001508)	Account # 8772 10 572 0001508	100 - 4M Fund/US Bank - General F...	(199.55)
Bill	04/28/2016	Apr2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	High Speed Internet	5510 · Computer Service/Software	34.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Digital Voice	5565 · Telephone	164.65
TOTAL						199.55
Bill Pmt-C...	04/28/2016	21041	Croix Crystal Water Treatment	cooler lease and water	100 - 4M Fund/US Bank - General F...	(20.25)
Bill	04/28/2016	48690	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & Land	20.25
TOTAL						20.25
Bill Pmt-C...	04/28/2016	21042	Freedom Valu Centers, Inc.	Account # 63398	100 - 4M Fund/US Bank - General F...	(33.92)
Bill	04/28/2016	CP-0000024...	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	tractor fuel	5925 · Fuel & Lubricants	33.92
TOTAL						33.92
Bill Pmt-C...	04/28/2016	21043	Gopher State One Call	Acct No. MN00128	100 - 4M Fund/US Bank - General F...	(7.25)
Bill	04/28/2016	6010141-IN	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets	5870 · Other Road Maintenance	7.25
TOTAL						7.25
Bill Pmt-C...	04/28/2016	21044	Hedberg Moving Solutions	Moving office furniture & hallway & bathrooms re. new floors, b...	100 - 4M Fund/US Bank - General F...	(3.00)
Bill	04/28/2016	2742/Apr2015	115 Bldg & Land Capital Fund:B. Exp:6003 City Hall Improvements	6003 · City Hall Improvements	6003 · City Hall Improvements	3.00
TOTAL						3.00
Bill Pmt-C...	04/28/2016	21045	Innovative Office Solutions LLC	customer # V105001	100 - 4M Fund/US Bank - General F...	(576.00)
Bill	04/28/2016	INN1161027	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5500 Office Equipment	file,MBLE B/B/B/F	5500 · Office Equipment	576.00

City of Afton
Claims to be Approved
 April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						576.00
Bill	04/28/2016	21046	Menards - Hudson		100 - 4M Fund/US Bank - General F...	(192.66)
Bill	04/28/2016	15563	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6035 Routine Cleaning	18" plastic IT8 plug in, lysol	6035 · Routine Cleaning	13.96
Bill	04/28/2016	15636	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	kick-down doorstop	6040 · City Property Maintenance	28.98
Bill	04/28/2016	15811	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	iron hold bags, ant killer	6030 · Misc Exp - Bldg & Land	19.98
Bill	04/28/2016	16067	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wrks:B3.3 Oth Pub Wrks:5...	14pc hex shank drill bit, 7 1/4" 40T sawblade, 51pc socket set duck blue 14 day	5930 · Tools & Minor Equipment	44.84
Bill	04/28/2016	15226	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	9" 14TPI recip blade	5540 · Office Supplies	4.85
Bill	04/28/2016	15319	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	Dupontgrn filtr, 32 oz fantasil, duracell D-8	5925 · Fuel & Lubricants	19.79
Bill	04/28/2016	12296	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	2.25 x 12 plastic diff-mahog, clorox	6050 · Supplies - Bldg & Land	37.22
TOTAL					6050 · Supplies - Bldg & Land	15.85
TOTAL					6050 · Supplies - Bldg & Land	7.19
TOTAL						192.66
Bill	04/28/2016	21047	Pioneer Press	Acct # 415245	100 - 4M Fund/US Bank - General F...	(181.28)
Bill	04/28/2016	0316415245	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	legal notices	5555 · Publishing & Printing	181.28
TOTAL						181.28
Bill	04/28/2016	21048	PressEnter	Acct # 33299 Customer # 33881	100 - 4M Fund/US Bank - General F...	(290.00)
Bill	04/28/2016	Apr2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	1 mo contracted service and 1 McAfee Email protection, month o...	5510 · Computer Service/Software	290.00
TOTAL						290.00
Bill	04/28/2016	21049	River Valley Printing	Cust No. 1483	100 - 4M Fund/US Bank - General F...	(290.00)
Bill	04/28/2016	5359	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	1250 4-pg newsletters	5560 · Newsletter Expenses	290.00
TOTAL						290.00
Bill	04/28/2016	21050	Security Response Services Inc	account number 120857	100 - 4M Fund/US Bank - General F...	(86.85)
Bill	04/28/2016	1122238	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	Base Alarm Monitoring-867270	5510 · Computer Service/Software	86.85
TOTAL						86.85
Bill	04/28/2016	21051	US Bank Equipment Finance	Acct# 1473396 Contract # 500-0466085-000	100 - 4M Fund/US Bank - General F...	(230.00)
Bill	04/28/2016	301716296	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5516 Copier Lease	Ricoh C4503 copier lease S/N E175MC60291	5516 · Copier Lease	230.00
TOTAL						230.00
Bill	04/28/2016	21052	Xcel Energy (51-4272629-8)	3175 St. Croix Trail S Meter #0098360010	100 - 4M Fund/US Bank - General F...	(17.46)
Bill	04/28/2016	495974299	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	17.46

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Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						17.46
Bill Pmt-C...	04/28/2016	21053	Xcel Energy (51-5247622-9)	Acct No. 51-5247622-9 Meters 92023602 & 98359441	100 - 4M Fund/US Bank - General F...	(47.45)
Bill	04/28/2016	496161511	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 3741 & 4105 River Rd	5915 - 201 Project Maintenance	47.45
TOTAL						47.45
Bill Pmt-C...	04/28/2016	21054	Xcel Energy (51-5371356-9)	15891 34th St. S: Automatic Protective Lighting Service	100 - 4M Fund/US Bank - General F...	(15.67)
Bill	04/28/2016	497096265	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	15891 34th St. S: Automatic Protective Lighting Service	6020 - Electricity	15.67
TOTAL						15.67
Bill Pmt-C...	04/28/2016	21055	Xcel Energy (51-5641441-6)	Acct #51-5641441-6 Meter #0096704046	100 - 4M Fund/US Bank - General F...	(13.75)
Bill	04/28/2016	495995231	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3415 St. Croix Trail S Meter #0096704046	6020 - Electricity	13.75
TOTAL						13.75
Bill Pmt-C...	04/28/2016	21056	Xcel Energy (51-5700429-6)	Acct #51-5700429-6 Meter #0077765464	100 - 4M Fund/US Bank - General F...	(114.76)
Bill	04/28/2016	495994182	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	3033 St. Croix Trail S Meter #0077765464	5850 - Street Lighting	114.76
TOTAL						114.76
Bill Pmt-C...	04/28/2016	21057	Xcel Energy (51-6223921-2)	Acct No. 51-6223921-2 Street Lighting	100 - 4M Fund/US Bank - General F...	(213.34)
Bill	04/28/2016	496179575	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	Street Lighting Service	5850 - Street Lighting	213.34
TOTAL						213.34
Bill Pmt-C...	04/28/2016	21058	Xcel Energy (51-6257802-9)	3420 St. Croix Trl S Meter #0096987678	100 - 4M Fund/US Bank - General F...	(84.04)
Bill	04/28/2016	496000948	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Town Square Park 3420 St. Croix Trl S Meter #0096987678	6020 - Electricity	84.04
TOTAL						84.04
Bill Pmt-C...	04/28/2016	21059	Xcel Energy (51-6852605-2)	Acct #51-6852605-2 Install No. 184509 & 184508	100 - 4M Fund/US Bank - General F...	(42.89)
Bill	04/28/2016	497120550	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Automatic Protective Light Service Install No. 184509 & 184508	6020 - Electricity	42.89
TOTAL						42.89
Bill Pmt-C...	05/17/2016	21060	Afton Historical Society	100 - 4M Fund/US Bank - General F...		(9,000.00)
Bill	04/30/2016	10005	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6205 Cemetery Maintenance	Yearly Mount Hope cemetery maintenance	6205 - Cemetery Maintenance	9,000.00
TOTAL						9,000.00

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	05/17/2016	21061	Afton Parade Committee		100 - 4M Fund/US Bank - General F...	(1,750.00)
Bill	04/30/2016	2016_21	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6105 4th of July Celebration	APC 2nd half 2016 parade payment	6105 - 4th of July Celebration	1,750.00
TOTAL						1,750.00
Bill Pmt -C...	05/17/2016	21062	Environmental Law Group		100 - 4M Fund/US Bank - General F...	(7,986.00)
Bill	04/30/2016	15704	800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, Admin	Environmental review and permitting issues	8894 - Septic Permits, Fees, Admin	5,460.00
Bill	04/30/2016	15668	800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, Admin	Environmental review and permitting issues	8894 - Septic Permits, Fees, Admin	2,526.00
TOTAL						7,986.00
Bill Pmt -C...	05/17/2016	21063	Holstad & Knaak, PLC		100 - 4M Fund/US Bank - General F...	(4,000.00)
Bill	04/30/2016	April2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal F...	Legal Services	5321 - Legal Fees - General	2,092.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution - Leg...	Civil / General Criminal	5320 - Legal Fees - Prosecution	1,908.00
TOTAL						4,000.00
Bill Pmt -C...	05/17/2016	21064	Michael W. Pofahl (CPA)		100 - 4M Fund/US Bank - General F...	(3,065.00)
Bill	04/30/2016	2015AuditFI...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5305 Auditing Fees	2015 Audit: Final Billing \$3,065 of \$5350	5305 - Auditing Fees	3,065.00
TOTAL						3,065.00
Bill Pmt -C...	05/17/2016	21065	Niedzwiecki, Thomas H.		100 - 4M Fund/US Bank - General F...	(1,255.00)
Bill	04/30/2016	AcctApr2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Accounting Services	5304 - Accounting Fees	1,091.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	Monthly charge for QB Pro software including Payroll Service & ...	5540 - Office Supplies	26.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	Mailing envelopes, copies of invoices, misc postage	5540 - Office Supplies	38.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Attendance at CC Meeting	5304 - Accounting Fees	100.00
TOTAL						1,255.00
Bill Pmt -C...	05/17/2016	21066	Northwest Assoc (Private Projects)		100 - 4M Fund/US Bank - General F...	(280.00)
Bill	04/30/2016	22300	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5335 Other Fees for Ser...	Technical Assistance - Private Projects	5335 - Other Fees for Service	280.00
TOTAL						280.00
Bill Pmt -C...	05/17/2016	21067	Stensland Inspection Services		100 - 4M Fund/US Bank - General F...	(13,739.00)
Bill	04/30/2016	April2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - S...	Building Inspection Services	5350 - Building Insp Fees - Stensland	13,739.00
TOTAL						13,739.00
Bill Pmt -C...	05/17/2016	21068	Tri-County Services (Streets, Other)		100 - 4M Fund/US Bank - General F...	(9,372.50)
Bill	04/30/2016	858	100 Gen'l Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5820 Gr...	grade 60th street	5820 - Gravel Road Maintenance	680.00

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	04/30/2016	859	100 Genl Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5835 Su...	potholes	5835 · Surf Maint/Bit Patch/Sweeping	1,755.00
Bill	04/30/2016	857	100 Genl Fd:B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5835 Su...	sweeping 4-11, 4-12, 4-14, 5-2-16	5835 · Surf Maint/Bit Patch/Sweeping	6,937.50
TOTAL						9,372.50
Bill Pmt -C...	05/17/2016	21069	Wash Cty (Prop Records & Taxpayer Serv)	PROP ID 04.028.20.43.0005	100 · 4M Fund/US Bank - General F...	(20,949.00)
Bill	04/30/2016	86925	100 Genl Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	2016 Assessing Service Fee	5302 · Assessor Fees	20,949.00
TOTAL						20,949.00
Bill Pmt -C...	05/17/2016	21070	WSB (City Engineer)		100 · 4M Fund/US Bank - General F...	(3,497.50)
Bill	04/30/2016	510-1	100 Genl Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2016 Utility Permits	5310 · Engineering Fees	367.50
Bill	04/30/2016	500-3	100 Genl Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2016 City Engineering Services	5310 · Engineering Fees	3,130.00
TOTAL						3,497.50
Bill Pmt -C...	05/17/2016	21071	WSB (CR21 Improvements)	Project # 01856	100 · 4M Fund/US Bank - General F...	(220.50)
Bill	04/30/2016	390-29	120 Street Imp Capital Fd:B. Exp:7982 CR21 Imp Proj	CR 21 Improvement Project	7982 · CR 21 Improvement Project	220.50
TOTAL						220.50
Bill Pmt -C...	05/17/2016	21072	WSB (DNR Flood Imp)	Project No. 01856	100 · 4M Fund/US Bank - General F...	(8,184.50)
Bill	04/30/2016	320-51	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj - Engi...	Flood protection improvement project	8895 · DNR Flood Imp Proj - Engineer	8,184.50
TOTAL						8,184.50
Bill Pmt -C...	05/17/2016	21073	WSB (Flood ROW Mitigation)	project #01856	100 · 4M Fund/US Bank - General F...	(1,610.25)
Bill	04/30/2016	321-31	800 City InfraStructure Imp Fd:B. Exp:8898 Flood Mitigation/ROW Serv	flood mitigation project right of way services	8898 · Flood Mitigation/ROW Serv	1,610.25
TOTAL						1,610.25
Bill Pmt -C...	05/17/2016	21074	WSB (Sanitary Sewer Imp)	Project 01856-410	100 · 4M Fund/US Bank - General F...	(12,505.25)
Bill	04/30/2016	410-28	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Sanitary Sewer Improvements	8896 · Sanitary Sewer Improvements	12,505.25
TOTAL						12,505.25
Bill Pmt -C...	05/17/2016	21075	WSB (Village Local Road Imp)	Project 01856-400	100 · 4M Fund/US Bank - General F...	(12,619.50)
Bill	04/30/2016	400-29	120 Street Imp Capital Fd:B. Exp:7981 Village Local Rd Imp	Village Local Road Improvements	7981 · Village Local Road Improve...	12,619.50
TOTAL						12,619.50
Bill Pmt -C...	05/12/2016	21076	Centerpoint Energy (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - General F...	(74.76)

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	04/30/2016	April 2016	100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	74.76
TOTAL						74.76
Bill Pmt -C...	05/12/2016	21077	Croix Crystal Water Treatment	cooler lease and water	100 · 4M Fund/US Bank - General F...	(33.25)
Bill	04/30/2016	49090	100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & Land	33.25
TOTAL						33.25
Bill Pmt -C...	05/12/2016	21078	Freedom Valu Centers, Inc.	Account # 63398	100 · 4M Fund/US Bank - General F...	(11.12)
Bill	04/30/2016	April 2016	100 Gen'l Fd.B. Exp:B03 Strs, Rehab & Pub Wks:B3.3 Oth Pub Wks:5...	tractor fuel	5925 · Fuel & Lubricants	11.12
TOTAL						11.12
Bill Pmt -C...	05/12/2016	21079	Gopher State One Call	Acct No. MN00128	100 · 4M Fund/US Bank - General F...	(11.60)
Bill	04/30/2016	6040138	100 Gen'l Fd.B. Exp:B03 Strs, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets @ \$1.45	5870 · Other Road Maintenance	11.60
TOTAL						11.60
Bill Pmt -C...	05/12/2016	21080	Highland Sanitation	Acct No. 7208	100 · 4M Fund/US Bank - General F...	(129.70)
Bill	04/30/2016	266874	100 Gen'l Fd.B. Exp:B02 Public Safety & Health:B2.2 Public Health:572...	Extra pickups, 4-19, 4-22, City Cleanup	5720 · Refuse Hauling - City Hall	129.70
TOTAL						129.70
Bill Pmt -C...	05/12/2016	21081	Innovative Office Solutions LLC		100 · 4M Fund/US Bank - General F...	(203.49)
Bill	04/30/2016	1175118	100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	inkcart, tape, disc	5540 · Office Supplies	93.72
Bill	04/30/2016	1167649	100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	towel, tissue, pad	5540 · Office Supplies	109.77
TOTAL						203.49
Bill Pmt -C...	05/12/2016	21082	Menards - Hudson	VOID: Account No. 30890280	100 · 4M Fund/US Bank - General F...	0.00
TOTAL						0.00
Bill Pmt -C...	05/12/2016	21083	Neopost	Acct # ... 2888	100 · 4M Fund/US Bank - General F...	(200.00)
Bill	04/30/2016	AFTON 102...	100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5550 Postage	Acct # 7900 0440 8026 2888 Postage PPLN01	5550 · Postage	200.00
TOTAL						200.00
Bill Pmt -C...	05/12/2016	21084	Xcel Energy (51-0895345-1)	Acct: 51-0895345-1 Meter# 000071246886	100 · 4M Fund/US Bank - General F...	(24.17)
Bill	04/30/2016	499486051	800 City Infrastructure Imp Fd.B. Exp:8891 Dvntown Prop Purch/Exp	Eastwood - Septic Property 2318 St Croix Trl S Meter# 0000712...	8891 · DNR Flood Imp - Prop Purch/E...	24.17

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TOTAL						24.17
Bill Pmt - C...	05/12/2016	21085	Xcel Energy (51-7576371-4)	Acct#51-7576371-4 Meter #19818068	100 - 4M Fund/US Bank - General F...	(86.40)
Bill	04/30/2016	499575732	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	City Garage 1675 Stagecoach Trl S. Acct#51-7576371-4 Meter #...	6045 - City Garage Expense	86.40
TOTAL						86.40
Paycheck	05/12/2016	21086	Johnson, Kenneth L		100 - 4M Fund/US Bank - General F...	(461.17)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	632.70
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(41.13)
					5053 - PERA Contribution - Employer	47.45
					2302 - PERA Payable - Staff	(47.45)
					2210 - Federal Withholding	(55.00)
					5051 - Social Security Tax - Employer	39.22
					2205 - Soc Sec Payable - Employer	(39.22)
					2204 - Social Security W/H - Employee	(39.22)
					5052 - Medicare Tax - Employer	9.18
					2213 - Medicare Payable - Employer	(9.18)
					2212 - Medicare W/H - Employee	(9.18)
					2208 - MN State Withholding	(27.00)
TOTAL						461.17
Paycheck	05/12/2016	21087	Meade, Debra J		100 - 4M Fund/US Bank - General F...	(511.61)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 - Intern/Office Assistant Wages	639.03
					2302 - PERA Payable - Staff	(41.54)
					5053 - PERA Contribution - Employer	47.93
					2302 - PERA Payable - Staff	(47.93)
					2210 - Federal Withholding	(24.00)
					5051 - Social Security Tax - Employer	39.62
					2205 - Soc Sec Payable - Employer	(39.62)
					2204 - Social Security W/H - Employee	(39.62)
					5052 - Medicare Tax - Employer	9.26
					2213 - Medicare Payable - Employer	(9.26)
					2212 - Medicare W/H - Employee	(9.26)
					2208 - MN State Withholding	(13.00)
TOTAL						511.61
Paycheck	05/12/2016	21088	Netzel, Donald R		100 - 4M Fund/US Bank - General F...	(158.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	172.05
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	10.66
					2205 - Soc Sec Payable - Employer	(10.66)
					2204 - Social Security W/H - Employee	(10.66)
					5052 - Medicare Tax - Employer	2.49
					2213 - Medicare Payable - Employer	(2.49)
					2212 - Medicare W/H - Employee	(2.49)

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TOTAL						158.90
Paycheck	05/12/2016	21089	Moore, Ronald J		100 - 4M Fund/US Bank - General F...	(3,464.14)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5053 · PERA Contribution - Employer	287.97
					2302 · PERA Payable - Staff	(287.97)
					2302 · PERA Payable - Staff	(249.57)
					5037 · Flexible Benefits	1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		2210 · Federal Withholding	(604.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5051 · Social Security Tax - Employer	306.25
					2205 · Soc. Sec Payable - Employer	(306.25)
					2204 · Social Security W/H - Employee	(306.25)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...		5052 · Medicare Tax - Employer	71.62
					2213 · Medicare Payable - Employer	(71.62)
					2212 · Medicare W/H - Employee	(71.62)
					2208 · MN State Withholding	(244.00)
TOTAL						3,464.14
Paycheck	05/17/2016	21090	Bend, Richard H		100 - 4M Fund/US Bank - General F...	(280.65)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	300.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(15.00)
					5053 · PERA Contribution - Employer	15.00
					2303 · PERA Payable - Council	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5052 · Medicare Tax - Employer	4.35
					2213 · Medicare Payable - Employer	(4.35)
					2212 · Medicare W/H - Employee	(4.35)
TOTAL						280.65
Paycheck	05/17/2016	21091	Nelson, Randall P		100 - 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
					5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	05/17/2016	21092	Palmquist, William B		100 - 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
					5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)

City of Afton
Claims to be Approved
April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL					2212 · Medicare W/H - Employee	(2.90) 187.10
Paycheck	05/17/2016	21093	Richter, Joseph J		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5053 · PERA Contribution - Employer	10.00
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5052 · Medicare Tax - Employer	2.90
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2213 · Medicare Payable - Employer	(2.90)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Bill Pmt -C...	05/17/2016	21094	Blondo Consulting LLC		100 · 4M Fund/US Bank - General F...	(5,200.00)
Bill	04/30/2016	201603-01	800 City InfraStructure Imp Fd.B. Exp:8894 Septic Permits, Fees, Admin	Tribal Consultation through May 9, 2016	8894 · Septic Permits, Fees, Admin	3,700.00
Bill	04/30/2016	2016038-01	800 City InfraStructure Imp Fd.B. Exp:8894 Septic Permits, Fees, Admin	Tribal Consultation through May 9, 2016	8894 · Septic Permits, Fees, Admin	1,500.00
TOTAL						5,200.00
Bill Pmt -C...	05/17/2016	21095	City of Maplewood		100 · 4M Fund/US Bank - General F...	(1,225.95)
Bill	04/30/2016	008533	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5860 Sig...	Acct No. 1834 street ID signage	5860 · Signs & Signals	1,225.95
TOTAL						1,225.95
Bill Pmt -C...	05/17/2016	21096	US Bank (Temp Imp Bond)		100 · 4M Fund/US Bank - General F...	(450.00)
Bill	04/30/2016	4273865	805 Downtown Imp Debt Service:7738 Bond Issue Expense	Admin Fee 4/1/16 to 3/31/17: Temp Imp Bonds	7738 · 2015A Adm Exp Dvntwn Tem...	450.00
TOTAL						450.00
Bill Pmt -C...	05/17/2016	21097	Wash Cty (Rd & Bridge)(Trans & Phys Dev)		100 · 4M Fund/US Bank - General F...	(14,728.39)
Bill	04/30/2016	85352	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow & ice control, 2/3/16, 2/19, 2/26/16	5830 · Snow & Ice Control	13,302.61
Bill	04/30/2016	86847	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow & ice control, 4/4/16	5830 · Snow & Ice Control	897.07
Bill	04/30/2016	85484	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	snow & ice control, 3/14/16	5830 · Snow & Ice Control	528.71
TOTAL						14,728.39
Bill Pmt -C...	05/12/2016	21098	Menards - Hudson		100 · 4M Fund/US Bank - General F...	(50.80)
Bill	04/30/2016	17089	100 Gen'l Fd.B. Exp:B05 Parks & Recreation:6135 Park Maintenance	instant post cement, Roundup, jersey glove	6135 · Park Maintenance	31.15
Bill	04/30/2016	17170	100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6045 City Garage Expense	Car bolt	6045 · City Garage Expense	1.89
			100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	Foam trimmer, Duraach paint, 2pc brush set	6040 · City Property Maintenance	17.76
TOTAL						50.80

City of Afton

Claims to be Approved

April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	05/12/2016	21099	Pioneer Press	Acct # 415245	100 - 4M Fund/US Bank - General F...	(243.08)
Bill	04/30/2016	0416415245	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	legal notices	5555 - Publishing & Printing	243.08
TOTAL						243.08
Bill	05/12/2016	21100	PressEnter	Acct # 33299 Customer # 33881	100 - 4M Fund/US Bank - General F...	(455.00)
Bill	04/30/2016	April2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	1 mo contracted service and 1 McAfee Email protection, month o...	5510 - Computer Service/Software	270.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	email protection month of June	5510 - Computer Service/Software	20.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	Service work over contracted level, April	5510 - Computer Service/Software	165.00
TOTAL						455.00
Bill	05/12/2016	21101	US Bank Equipment Finance	Acct# 1475396 Contract # 500-0466085-000	100 - 4M Fund/US Bank - General F...	(230.00)
Bill	04/30/2016	483	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5516 Copier Lease	Ricoh C4503 copier lease S/N E175MC60291	5516 - Copier Lease	230.00
TOTAL						230.00
Bill	05/12/2016	21102	Xcel Energy (51-4272629-8)	3175 St. Croix Trail S Meter #0098360010	100 - 4M Fund/US Bank - General F...	(15.20)
Bill	04/30/2016	499689210	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 - Electricity	15.20
TOTAL						15.20
Bill	05/12/2016	21103	Xcel Energy (51-5247622-9)	Acct No. 51-5247622-9 Meters 92023602 & 98359441	100 - 4M Fund/US Bank - General F...	(44.61)
Bill	04/30/2016	500072253	400 201 Project FunctB. Exp:5915 201 Project Maintenance	201 Project. 3741 & 4105 River Rd	5915 - 201 Project Maintenance	44.61
TOTAL						44.61
Bill	05/12/2016	21104	Xcel Energy (51-5641441-6)	Acct #51-5641441-6 Meter #0096704046	100 - 4M Fund/US Bank - General F...	(13.75)
Bill	04/30/2016	499710403	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3415 St. Croix Trail S Meter #0096704046	6020 - Electricity	13.75
TOTAL						13.75
Bill	05/12/2016	21105	Xcel Energy (51-5700429-6)	Acct #51-5700429-6 Meter #0077765464	100 - 4M Fund/US Bank - General F...	(119.98)
Bill	04/30/2016	499710333	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	3033 St. Croix Trail S Meter #0077765464	5850 - Street Lighting	119.98
TOTAL						119.98
Bill	05/12/2016	21106	Xcel Energy (51-6223921-2)	Acct No. 51-6223921-2 Street Lighting	100 - 4M Fund/US Bank - General F...	(210.36)
Bill	04/30/2016	499909291	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Str...	Street Lighting Service	5850 - Street Lighting	210.36
TOTAL						210.36

City of Afton

Claims to be Approved

April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	05/12/2016	21107	Xcel Energy (51-6257802-9)	3420 St. Croix Ttl S Meter #0096987678	100 - 4M Fund/US Bank - General F...	(70.24)
Bill	04/30/2016	499718123	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Town Square Park 3420 St. Croix Ttl S Meter #0096987678	6020 - Electricity	70.24
TOTAL						70.24
Bill Pmt -C...	05/17/2016	21108	Erskine Interiors		100 - 4M Fund/US Bank - General F...	(4,599.77)
Bill	04/30/2016	30374	115 Bldg & Land Capital Fund:B. Exp:6003 City Hall Improvements	Office Carpet: Job #28243	6003 - City Hall Improvements	1,511.93
Bill	04/30/2016	53187	115 Bldg & Land Capital Fund:B. Exp:6003 City Hall Improvements	City Hall Tile: Job #28244	6003 - City Hall Improvements	1,386.55
Bill	04/30/2016	55174	115 Bldg & Land Capital Fund:B. Exp:6003 City Hall Improvements	City Hall Adura: Job #29156	6003 - City Hall Improvements	1,701.29
TOTAL						4,599.77
Paycheck	04/28/2016	201605001	Neitzel, Donald R		100 - 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...	Direct Deposit	5020 - Maintenance Person	144.30
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...	Direct Deposit	5051 - Social Security Tax - Employer	8.95
				Direct Deposit	2205 - Soc Sec Payable - Employer	(8.95)
				Direct Deposit	2204 - Social Security W/H - Employee	(8.95)
				Direct Deposit	5052 - Medicare Tax - Employer	2.09
				Direct Deposit	2213 - Medicare Payable - Employer	(2.09)
				Direct Deposit	2212 - Medicare W/H - Employee	(2.09)
				Direct Deposit	2110 - Direct Deposit Liabilities	(133.26)
TOTAL						0.00
Paycheck	04/28/2016	201605002	Swanson Linner, Kimberly J		100 - 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	5008 - Office Manager Wages	1,828.80
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 Deputy ...	Direct Deposit	2302 - PERA Payable - Staff	(118.87)
				Direct Deposit	5053 - PERA Contribution - Employer	137.16
				Direct Deposit	2302 - PERA Payable - Staff	(137.16)
				Direct Deposit	5018 - Insurance Benefits	26.90
				Direct Deposit	2325 - Madison Life ST & LT Disability	(26.90)
				Direct Deposit	2210 - Federal Withholding	(114.00)
				Direct Deposit	5051 - Social Security Tax - Employer	113.38
				Direct Deposit	2205 - Soc Sec Payable - Employer	(113.38)
				Direct Deposit	2204 - Social Security W/H - Employee	(113.38)
				Direct Deposit	5052 - Medicare Tax - Employer	26.51
				Direct Deposit	2213 - Medicare Payable - Employer	(26.51)
				Direct Deposit	2212 - Medicare W/H - Employee	(26.51)
				Direct Deposit	2208 - MN State Withholding	(54.00)
				Direct Deposit	2110 - Direct Deposit Liabilities	(1,402.04)
TOTAL						0.00
Liability C...	04/28/2016	201605003	QuickBooks Payroll Service	Created by Payroll Service on 04/26/2016	100 - 4M Fund/US Bank - General F...	(1,538.80)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:505 Bank/IRS Fees/Sal...	Fee for 2 direct deposit(s) at \$1.75 each	5505 - Bank/IRS/Sales Tax	3.50
			QuickBooks Payroll Service	Created by Payroll Service on 04/26/2016	2110 - Direct Deposit Liabilities	1,535.30

City of Afton
Claims to be Approved
 April 20 through May 17, 2016

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Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						1,538.80
Liability C...	05/02/2016	201605004	PERA (Staff)	3030-01 210990	100 - 4M Fund/US Bank - General F...	(962.61)
				3030-01 210990	2302 - PERA Payable - Staff	446.92
				3030-01 210990	2302 - PERA Payable - Staff	515.69
TOTAL						962.61
Liability C...	05/02/2016	201605005	IRS (US Treasury)	41-1290668	100 - 4M Fund/US Bank - General F...	(4,204.84)
				41-1290668	2210 - Federal Withholding	1,629.00
				41-1290668	2213 - Medicare Payable - Employer	257.05
				41-1290668	2212 - Medicare W/H - Employee	257.05
				41-1290668	2205 - Soc Sec Payable - Employer	1,030.87
				41-1290668	2204 - Social Security W/H - Employee	1,030.87
TOTAL						4,204.84
Liability C...	05/02/2016	201605006	MN Dept of Revenue	5050730	100 - 4M Fund/US Bank - General F...	(689.00)
				5050730	2208 - MN State Withholding	689.00
TOTAL						689.00
Bill Pmt -C...	04/30/2016	201605007	MN Dept of Labor & Ind (Bldg Surchg)	Building Surcharges Cert #2164	100 - 4M Fund/US Bank - General F...	(537.00)
Bill	04/30/2016	1stQtr16 Bl...		1st Quarter 2016 Building Surcharges Cert #2164	2121 - Afton Bldg Surcharges Payable	537.00
TOTAL						537.00
Paycheck	05/12/2016	201605008	Swanson Linner, Kimberly J	Direct Deposit	100 - 4M Fund/US Bank - General F...	0.00
				Direct Deposit	5008 - Office Manager Wages	1,574.80
				Direct Deposit	5020 - Maintenance Person	50.80
				Direct Deposit	2302 - PERA Payable - Staff	(105.66)
				Direct Deposit	5053 - PERA Contribution - Employer	118.11
				Direct Deposit	5053 - PERA Contribution - Employer	3.81
				Direct Deposit	2302 - PERA Payable - Staff	(121.92)
				Direct Deposit	2210 - Federal Withholding	(85.00)
				Direct Deposit	5051 - Social Security Tax - Employer	97.64
				Direct Deposit	5051 - Social Security Tax - Employer	3.15
				Direct Deposit	2205 - Soc Sec Payable - Employer	(100.79)
				Direct Deposit	2204 - Social Security W/H - Employee	(100.79)
				Direct Deposit	5052 - Medicare Tax - Employer	22.84
				Direct Deposit	5052 - Medicare Tax - Employer	0.74
				Direct Deposit	2213 - Medicare Payable - Employer	(23.58)
				Direct Deposit	2212 - Medicare W/H - Employee	(23.58)
				Direct Deposit	2208 - MN State Withholding	(44.00)
				Direct Deposit	2110 - Direct Deposit Liabilities	(1,266.57)

City of Afton
Claims to be Approved
 April 20 through May 17, 2016

05/10/16

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						0.00
Liability C...	05/11/2016	201605009	QuickBooks Payroll Service	Created by Payroll Service on 05/07/2016	100 - 4M Fund/US Bank - General F...	(1,268.32)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	Fee for 1 direct deposit(s) at \$1.75 each	5505 - Bank/IRS/Sales Tax	1.75
			QuickBooks Payroll Service	Created by Payroll Service on 05/07/2016	2110 - Direct Deposit Liabilities	1,266.57
TOTAL						1,268.32
Liability C...	05/17/2016	201605010	PERA (Staff)	3030-01 210990	100 - 4M Fund/US Bank - General F...	(943.17)
				3030-01 210990	2302 - PERA Payable - Staff	437.90
				3030-01 210990	2302 - PERA Payable - Staff	505.27
TOTAL						943.17
Paycheck	05/17/2016	201605011	Ross, Stanley A	Direct Deposit	100 - 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5002 - Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	2303 - PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5053 - PERA Contribution - Employer	10.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	2303 - PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	5052 - Medicare Tax - Employer	2.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	2213 - Medicare Payable - Employer	(2.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	2212 - Medicare W/H - Employee	(2.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	Direct Deposit	2110 - Direct Deposit Liabilities	(187.10)
TOTAL						0.00
Liability C...	05/16/2016	201605012	QuickBooks Payroll Service	Created by Payroll Service on 05/07/2016	100 - 4M Fund/US Bank - General F...	(188.85)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	Fee for 1 direct deposit(s) at \$1.75 each	5505 - Bank/IRS/Sales Tax	1.75
			QuickBooks Payroll Service	Created by Payroll Service on 05/07/2016	2110 - Direct Deposit Liabilities	187.10
TOTAL						188.85
Liability C...	05/17/2016	201605013	PERA (Council)	3030-51 207620	100 - 4M Fund/US Bank - General F...	(110.00)
				3030-51 207620	2303 - PERA Payable - Council	55.00
				3030-51 207620	2303 - PERA Payable - Council	55.00
TOTAL						110.00

RESOLUTION 2016-20

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION APPROVING 4M FUND TRANSFERS FOR APRIL, 2016

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17th DAY OF MAY, 2016.

SIGNED:

Richard Bend, Mayor

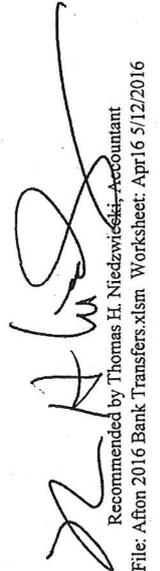
ATTEST:

Ronald J. Moore, City Administrator

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

City of Afton
Exhibit A: 4M Fund Transfers

4M Fund Accounts		Month of: Apr-16	
#	From	To	Amount
			<i>Comments</i>
1	General (35001-101)	City Infra-Structure Improvement Fund (35001-114)	\$50,000.00
2	City Infra-Structure Improvement Fund (35001-114)	General (35001-101)	\$35,200.00
3	Street Improvements Fund (35001-116)	General (35001-101)	\$12,840.00
4	Bldg & Land Cap (35001-104)	General (35001-101)	\$7,142.27
5	General (35001-101)	201 Project Fund (35001-103)	\$2,317.62
6	201 Project Fund (35001-103)	General (35001-101)	\$92.06
7	Special Activities Fund (35001-106)	General (35001-101)	\$8,210.00
8	Special Reserve Fund (MN-01-0001-2001)	General and/or Disaster Funds	\$100,000.00
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Temporary transfer to cover Cash Flow needs until 1st half general property taxes are received in July. While we are seeking approval at this time, the actual transfer won't be made until it is actually needed and only in the </div>			
			Temporary Cash Flow Transfer


 Recommended by Thomas H. Niedzwiedzki, Accountant
 File: Afton 2016 Bank Transfers.xlsm Worksheet: Apr16 5/12/2016

Meeting Date May 17, 2016

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: Kim Swanson Linner, City Clerk
Date: May 5, 2016
Re: 2016 Election Judge Salary Increase

Background

Attached please find the Washington County Election Judge Salary Chart. The last time election judges' salaries were increased was in 2010. Staff is recommending that both Head Judge and Regular Election Judge hourly salaries be increased in 2016.

Annual pay increases for staff have been:

			Head Judges		Reg Judges
Yearly	Staff pay increases	\$12.00 base	New base	\$8.00 base	New base
2011	3%	\$0.36	\$12.36	0.24	8.24
2012	3%	\$0.37	\$12.73	\$0.25	\$8.49
2013	2%	\$0.25	\$12.99	\$0.17	\$8.66
2014	2%	\$0.26	\$13.25	\$0.17	\$8.83
2015	2.50%	\$0.33	\$13.58	\$0.22	\$9.05
2016	2%	\$0.27	\$13.85	\$0.18	\$9.23
Recommended salary increase for 2016:			\$14.00		\$10.00

Head Judge pay has been \$12 / hour since 2010. An increase to \$14.00 / hour is recommended.

Regular Election Judge pay was increased to \$8.00 / hour in 2010. In 2015, Minnesota's minimum wage was increased to \$9.00 / hour. An increase to \$10.00 / hour is recommended.

Election judges must be trained and certified every two years. These dedicated individuals are able and willing to use that training for this one day and to provide professional and accurate polling place procedures. We owe them a debt of gratitude in providing this most valuable right to the residents of Afton.

Council Action Requested

Motion to increase salaries in 2016 for Head Judges (2) to \$14.00 per hour and for Regular Election Judges (2 shifts of about 14) to \$10.00 per hour.

PRECINCT NAME	Head Judge Pay per hour	Co-Head Judge per hour	Election Judge Pay per hour	Equipment Judge per hour
Afton	\$12.00	\$12.00	\$8.00	\$0.00
Bayport	\$12.00	\$12.00	\$10.00	\$10.00
Baytown Twp	\$12.00	\$12.00	\$10.00	\$10.00
Birchwood	\$15.00	\$10.00	\$10.00	\$10.00
Cottage Grove	\$12.00	\$12.00	\$10.00	\$10.00
Dellwood	\$9.50	\$9.50	\$9.50	\$9.50
Denmark	\$15.00	\$15.00	\$15.00	\$15.00
Forest Lake	\$14.00	\$12.00	\$10.00	\$10.00
Grant	\$14.00	\$0.00	\$9.50	\$9.50
Grey Cloud Island	\$10.00	\$10.00	\$10.00	\$10.00
Hugo	\$12.20	\$11.70	\$11.20	\$0.00
Lake Elmo	\$11.00	\$11.00	\$10.00	\$10.00
Lake St Croix Beach	\$11.00	\$0.00	\$9.00	\$9.00
Lakeland	\$13.00	\$12.00	\$11.00	\$11.00
Lakeland Shores	\$13.00	\$12.00	\$11.00	\$11.00
Landfall	\$14.00	\$12.00	\$10.00	\$10.00
Mahtomedi	\$10.00	\$0.00	\$8.00	\$0.00
Marine	\$10.00	\$10.00	\$10.00	\$10.00
May Twp	\$12.00	\$0.00	\$10.00	\$0.00
Newport	\$11.50	\$0.00	\$10.00	\$0.00
Oak Park Heights	\$12.00	\$12.00	\$10.00	\$10.00
Oakdale	\$14.00	\$12.00	\$10.00	\$10.00
Pine Springs	Volunteer	Volunteer	Volunteer	Volunteer
St Mary's Point	\$15.00	\$0.00	\$10.00	\$10.00
St Paul Park	\$11.00	\$0.00	\$9.50	\$9.50
Scandia	\$11.00	\$0.00	\$9.00	\$9.00
Stillwater	\$12.38	\$12.38	\$9.64	\$0.00
Stillwater TWP	\$18.00	\$0.00	\$13.00	\$0.00
West Lakeland Twp	\$9.00	\$0.00	\$7.50	\$0.00
Willernie	\$7.25	\$7.25	\$7.25	\$7.25
Woodbury	\$14.00	\$12.00	\$10.00	\$10.00

TOTAL	\$366.83 (divided by 30)	\$298.09	
MEAN	\$12.21	\$9.94	(average)
MEDIAN	\$12.00		(middle #)
MODE	\$12.00		(most frequently occurring)

Head Judge pay has been \$12 / hour since 2010. An increase to \$14 / hour is recommended.

Regular Election Judge pay was increased to \$8.00 / hour in 2010. In 2015, Minnesota's minimum wage was increased to \$9.00 / hour. An increase to \$10 / hour is recommended.

Inc in 2016: \$14.00

\$10.00

PRECINCT NAME	Head Judge Pay per hour	Co-Head Judge per hour	Election Judge Pay per hour	Equipment Judge per hour
Afton	\$12.00	\$12.00	\$8.00	\$0.00
Bayport	\$12.00	\$12.00	\$10.00	\$10.00
Baytown Twp	\$12.00	\$12.00	\$10.00	\$10.00
Birchwood	\$15.00	\$10.00	\$10.00	\$10.00
Cottage Grove	\$12.00	\$12.00	\$10.00	\$10.00
Dellwood	\$9.50	\$9.50	\$9.50	\$9.50
Denmark	\$15.00	\$15.00	\$15.00	\$15.00
Forest Lake	\$14.00	\$12.00	\$10.00	\$10.00
Grant	\$14.00	\$0.00	\$9.50	\$9.50
Grey Cloud Island	\$10.00	\$10.00	\$10.00	\$10.00
Hugo	\$12.20	\$11.70	\$11.20	\$0.00
Lake Elmo	\$11.00	\$11.00	\$10.00	\$10.00
Lake St Croix Beach	\$11.00	\$0.00	\$9.00	\$9.00
Lakeland	\$13.00	\$12.00	\$11.00	\$11.00
Lakeland Shores	\$13.00	\$12.00	\$11.00	\$11.00
Landfall	\$14.00	\$12.00	\$10.00	\$10.00
Mahtomedi	\$10.00	\$0.00	\$8.00	\$0.00
Marine	\$10.00	\$10.00	\$10.00	\$10.00
May Twp	\$12.00	\$0.00	\$10.00	\$0.00
Newport	\$11.50	\$0.00	\$10.00	\$0.00
Oak Park Heights	\$12.00	\$12.00	\$10.00	\$10.00
Oakdale	\$14.00	\$12.00	\$10.00	\$10.00
Pine Springs	Volunteer	Volunteer	Volunteer	Volunteer
St Mary's Point	\$15.00	\$0.00	\$10.00	\$10.00
St Paul Park	\$11.00	\$0.00	\$9.50	\$9.50
Scandia	\$11.00	\$0.00	\$9.00	\$9.00
Stillwater	\$12.38	\$12.38	\$9.64	\$0.00
Stillwater TWP	\$18.00	\$0.00	\$13.00	\$0.00
West Lakeland Twp	\$9.00	\$0.00	\$7.50	\$0.00
Willernie	\$7.25	\$7.25	\$7.25	\$7.25
Woodbury	\$14.00	\$12.00	\$10.00	\$10.00

CITY OF AFTON
DRAFT PLANNING COMMISSION MINUTES
May 2, 2016, 7:00 PM

1
2
3
4
5 1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 p.m.

6
7 2. **PLEDGE OF ALLEGIANCE** – was recited.

8
9 3. **OATH OF OFFICE - REAPPOINTMENTS**

10 A. James Langan – Administrator Moose administered the Oath of Office to James Langan for
11 reappointment to a 3-year term.

12
13 4. **ROLL CALL** – Present: Langan, Wroblewski, Kopitzke, Seeberger, Nelson, Doherty and Chair
14 Ronningen. Excused absence: Patten. **Quorum present.**

15
16 **ALSO IN ATTENDANCE** – Council Liaison Stan Ross, City Administrator Ron Moose and City Clerk Kim
17 Swanson Linner.

18
19 5. **APPROVAL OF AGENDA** – Chair Ronningen added two items: Item 10.D, 2012 Park Plan; and, Item
20 10.E, Mailing Packets.

21 **Motion/Second: Wroblewski/Doherty. To approve the May 2, 2016 Planning Commission agenda as**
22 **amended. Motion carried 7-0-0.**

23
24 6. **APPROVAL OF MINUTES** –

25 A. April 4, 2016 Planning Commission Meeting Minutes – Several minor typos. Line 110, add “...mosque
26 goes in an area, (from a study in the United Kingdom).”

27 **Motion/Second: Patten/Kopitzke. To approve the April 4, 2016 Planning Commission Meeting minutes as**
28 **amended. Motion carried 5-0-2 (Abstain: Langan and Doherty).**

29
30 7. **REPORTS AND PRESENTATIONS** – none.

31
32 8. **PUBLIC HEARINGS** –

33 A. Chaim Teitelbaum Minor Subdivision Application at 15511 Afton Hills Drive – Public Hearing –
34 Chair Ronningen opened the Public Hearing at 7:08 p.m.

35 Administrator Moose explained that Chaim Teitelbaum has requested a minor subdivision at 15511 Afton
36 Hills Drive to subdivide the existing fifteen-acre parcel into three, five-acre residential parcels. The parcels
37 would have access directly via a driveway from Afton Hills Drive. The most westerly parcel overlays an
38 existing home while the two new parcels to the east would accommodate new home construction. Each of the
39 three parcels meets all minimum requirements, including: 300 feet of width on a public road right-of-way, five
40 acre lot size, 2.5 acres of contiguous buildable area, and land suitable for driveway access. Soil borings were
41 completed for septic system sites on the two new parcels. The soil borings indicate the soils appear to be suitable
42 for septic systems. Moose indicated that the two new parcels will impact the City’s park system, therefore park
43 dedication will be required. The Park Committee addressed the issue at their April 27 meeting and
44 recommended a cash contribution in lieu of land dedication be required (7.5 percent of the pre-development
45 value with a minimum of \$5,000 per lot and a maximum of \$10,000 per lot). The City Engineer reviewed the
46 application and indicated drainage and utility easements required along the perimeter of each parcel – 10 feet
47 wide along the front and rear property lines and 5 feet wide along the side property lines are reflected in the
48 subdivision survey. Dedication of such easements are required by the City and are a condition of approval. The
49 property to be subdivided includes significant areas of land with slopes of 18% or greater. The subdivision
50 process requires protection of these areas by scenic easements. The subdivision ordinance (Sec. 12-1257) directs
51 preservation of natural site features, including large trees; therefore, home, accessory building and driveway
52 placement should give due consideration to the preservation of significant trees. Proposed Parcel C has a unique
53 and possibly problematic driveway access to the abutting parcel to the south, dividing it into two halves.

54 Chair Ronningen gave the applicant an opportunity to speak, which was declined.
55 There were no public comments.
56

57 **Motion/Second: Nelson/Wroblewski. To close the Public Hearing at 7:15 p.m. Motion carried 7-0-0.**

58
59 Commission Discussion

60 Commissioners had a concern about the driveway easement on Parcel C and the location of the proposed
61 driveway. Commissioners were unclear as to the extent driveways needed to be separated or whether a shared
62 driveway for Parcel C would require a variance. Staff and commissioners were unable to locate definitive
63 ordinance sections regarding the issues on Parcel C.
64

65 **Motion/Second: Ronningen/Nelson. To continue the Chaim Teitelbaum Minor Subdivision application at
66 15511 Afton Hills Drive, to the June 6 Planning Commission meeting to give more time to gather more
67 information about the driveway issues. Motion carried 7-0-0.**
68

69 **B. Brown Trout LLC Variance Application at 15311 Putnam Boulevard and Minor Subdivision
70 Application at 15311 Putnam Boulevard and 2573 Stagecoach Trail – Public Hearing – Chair Ronningen
71 opened the Public Hearing at 7:32 p.m.**

72 Administrator Moose reviewed the variance and minor subdivision applications for properties at 15311
73 Putnam Boulevard and 2573 Stagecoach Trail both of which are owned by Brown Trout LLC. The properties
74 are zoned Rural Residential. The property at 15311 Putnam Boulevard has historically had its public road
75 frontage and its driveway access directly from Putnam Boulevard. In 2008, the City closed Putnam Boulevard
76 to traffic due to unsafe conditions related to a sharp curve that was not economically feasible to reconstruct.
77 Although the road has been closed, the road right-of-way has not been vacated. At the time of the road closure,
78 the owner of the property also owned the property to the south at 2573 Stagecoach Trail and used a driveway
79 from Stagecoach Trail to access the property. Since that time, both properties were purchased by Brown Trout
80 LLC and existing houses on both parcels have been removed.

81 Moose explained that when Brown Trout LLC applied for a building permit for a new house on the 15311
82 parcel, staff notified them that, because the property could no longer use Putnam Boulevard, a variance was
83 required to enable the access to come through the 2573 Stagecoach Trail property via a driveway easement.
84 Because the property owner was unaware of this requirement and had planned to begin construction of a house
85 on the 15311 parcel and based on advice from the City Attorney, the property owner was allowed to begin
86 construction of the house subject to a written agreement that the certificate of occupancy for the house would
87 not be granted until the access issue was resolved through a variance process. The property owner has applied
88 for a variance to the requirements of Afton City Code:

89 **Sec. 12-84. Driveway access permits and standards.**

90 A. *Access required.* All lots or parcels shall have direct adequate physical access for
91 emergency or public safety vehicles along the frontage of the lot or parcel from either
92 an existing improved city street or an existing private road approved by the City. In
93 addition to the required direct physical access, a lot or parcel may have a private
94 easement access driveway to the lot over adjacent lots or parcels.

95 In the case of this parcel, the City closed the road on which the parcel has its frontage. Because the closure
96 of Putnam Boulevard did not occur through a right-of-way vacation process, there was no public hearing or
97 notification to affected property owners. Also, because the former property owner chose to access the property
98 through the 2573 Stagecoach Trail property, the City had not been advised of an access issue caused by the
99 closure of Putnam Boulevard. The purpose of the variance application is to resolve the loss of access onto
100 Putnam Boulevard by allowing the only access to the 15311 parcel to be from Stagecoach Trail through an
101 easement on the adjacent 2573 Stagecoach Trail property.

102 The property owner is proposing a lot line rearrangement to reflect corrections to property ownership boundaries
103 and to enable a new house on the 15311 parcel to meet the side yard setback. The minor subdivision is not
104 creating any additional lots; it is changing the lot line between the two subject parcels.

105 The property owner is building a new house on the 15311 parcel. While the initial house plans met the
106 southern side yard setback, plan revisions resulted in a portion of the garage and the septic system being located
107 too close to the side property line. When staff conducted the zoning and permit reviews for the proposed new
108 house, the site plan did not include the property line between the 15311 parcel and the 2573 parcel. This resulted
109 in the review process overlooking the fact that a portion of the garage and the septic system did not meet the
110 required side yard setback. The lot line rearrangement proposed in the minor subdivision application will enable
111 both the garage and the septic system to meet the side yard setback requirements.

112 A lot line rearrangement can be accomplished through a simple subdivision if both parcels involved are
113 fully conforming both before and after the subdivision, but requires a minor subdivision if there are existing
114 non-conformities. While both parcels meet the minimum lot area of 5 acres, the minimum contiguous buildable
115 area of 2.5 acres and minimum lot width of 300 feet, the 2573 parcel has a number of legally non-conforming
116 buildings that do not meet required setbacks. Also, although the 15311 parcel has 300 feet of frontage on
117 Putnam Boulevard, the parcel cannot use this frontage for access because of the closure of Putnam Boulevard.
118 The minor subdivision reflects access through an easement on the 2573 parcel. These existing non-conformities
119 required the lot line rearrangement to be accomplished through a minor subdivision. If Stagecoach Trail access
120 for 15311 is approved, the property address must be changed to a Stagecoach Trail address, since that is where
121 the emergency vehicles will access the property.

122 The City Engineer has indicated drainage and utility easements along the perimeter of each parcel – 10 feet
123 wide along the front and rear property lines and 5 feet wide along the side property lines are to be reflected in
124 the subdivision survey and are required to be dedicated easements as required by the City.

125 The subdivision process requires protection of land with slopes of 18% or greater; these properties include
126 significant areas with steep slopes; therefore, scenic easements are required.

127 The applicant indicated that the closing of Putnam totally isolated the property. He bought the property from
128 Tom Johnson after Putnam was closed. He has torn down both parcels' existing houses. He and his family own
129 41 contiguous acres.

130 There were no public comments.

131

132 **Motion/Second: Doherty/Wroblewski. To close the Public Hearing at 7:40 p.m. Motion carried 7-0-0.**

133

134 Commission Discussion

135 Commissioners questioned the need for a subdivision and variance if the 2573 Stagecoach Trail parcel
136 won't be sold and/or built on in the future. They suggested the applicant simply combine the two parcels in
137 order to have their driveway access to their new home. The same issues as the earlier subdivision about the
138 extent driveways needed to be separated or whether a shared driveway would require a variance were raised.
139 The question of whether cutting a parcel in half with a driveway easement also came forward for discussion.

140

141 **Motion/Second: Ronningen/Wroblewski. To continue the application for the Brown Trout LLC variance**
142 **at 15311 Putnam Boulevard and the Minor Subdivision application at 15311 Putnam Boulevard and 2573**
143 **Stagecoach Trail in order to gather additional information about the driveway access and for the**
144 **applicant to consider his option to combine the parcels, and therefore not require a variance or**
145 **subdivision. Motion carried 7-0-0.**

146

147 **9. NEW BUSINESS – none.**

148

149 **10. OLD BUSINESS -**

150 **A. Comprehensive Plan Update Process – Chair Ronningen walked through each section of the Comp Plan**
151 **and commissioners gave brief comments about what might need updating.**

152

- 153 1. **Background:** Ronningen provided the city with data updates from the Met Council.
- 154 2. **Environmental Resources Plan:** The NRGC should review this section at their next meeting and
provide comments to the PC to consider.

- 155 3. Riparian Systems and stormwater buffers and wildlife corridors should be reviewed and determine
156 if the city is providing adequate protections.
- 157 4. Groundwater needs to be addressed and strengthened, as the DNR has recently taken some
158 communities off of aquifers and transferred their water source to surface water. Council Member
159 Richter, attending one of the East Metro Water Resources meetings, reported the DNR saying,
160 “those river cities will need to start thinking about getting their water from the river.”
- 161 5. Energy needs to have wind and solar energy added. Commissioner Nelson will draft a revision.
- 162 6. E & R Goals & Policies
- 163 • 4.b. Maintain aquifer levels. The NRGC may want to strengthen goal 4.b. by adding
164 Strategies to this section. For instance, the City may want to be more involved in Metro area
165 and DNR conversations about aquifer levels and water resources.
 - 166 • 7.c. Natural corridors. Add an accompanying item to the “policies” statements and develop
167 “strategies” for the Environmental Resources Plan section.
- 168 7. **Housing and Land Use Plan:** Areas to look at are:
- 169 • Ag Zoning District, particularly #3 that talks about the Preservation and Land Conservation
170 Development (PLCD) and other Ag density issues.
 - 171 • Find definitions that fit Afton better, such as adding more options for Ag “activities” that
172 include elements of agribusiness. Commissioners questioned the difference in impact
173 between “home occupations” being invisible to their neighbors and some “commercial” or
174 “agriculture” activities.
 - 175 • Affordable Housing, delete the entire paragraph, as Afton has no requirements in this area.
 - 176 • Old Village, particularly the issues surrounding the definition of “commercial” and how that
177 relates to other areas of Afton.

178 Chair Ronningen indicated that more detailed discussions will occur at the June 6 PC meeting, so
179 commissioners should do a detailed review of sections and come with suggestions.

180 Staff was directed to post the Comprehensive Plan with the septic amendment onto the website.

181

182 **B. Draft City Council Minutes** – were provided in the packet.

183

184 **C. Update on City Council Actions** – Council Liaison Stan Ross reported on CC actions from April 19.

185

186 **D. 2012 Park Plan** – Chair Ronningen asked if the Planning Commission had reviewed the 2012 Park Plan.
187 Staff indicated that the Park Plan had not changed since the Planning Commission reviewed it. Therefore, the
188 City Council took action to approve the 2012 Park Plan in 2015.

189

190 **E. Mailing Packets** – Chair Ronningen asked if the packets can be mailed on Wednesday, so that
191 commissioners get them on Thursday. The postage on the packets indicated they were mailed Wednesday, but
192 some did not get theirs until Friday or Saturday. [A follow-up with the new Office Assistant found that she was
193 not informing the Post Office that they were all within Afton...therefore, the packets went to the Eagan sorting
194 facility. This has been corrected.] Staff intends to mail PC and CC packets on the Wednesday before meetings.

195

196 **11. ADJOURN –**

197

198 **Motion/Second: Kopitzke/Wroblewski. To adjourn the meeting at 8:39 p.m. Motion carried 7-0-0.**

199

200 Respectfully submitted by:

201

202

203 _____

204 Kim Swanson Linner, Deputy Clerk

205

206 **To be approved on June 6, 2016 as (check one): Presented: _____ or Amended: _____**



engineering · planning · environmental · construction

477 Temperance Street
St. Paul, MN 55101
Tel: 651-286-8450
Fax: 651-286-8488

Memorandum

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

From: *Diane Hankee, PE, City Engineer*

Date: *May 17, 2016*

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

1. Proposal for Boundary Survey of the Mount Hope Cemetery Property

Attached is a proposal for a boundary survey of the Mount Hope Cemetery property in the amount of \$3,578. The boundary survey has been requested to enable the Afton Historical Society to conduct maintenance activities at the Cemetery.

Action: Motion regarding the proposal from WSB for a boundary survey of the Mount Hope Cemetery property.

2. Minnesota Public Facilities Authority Loan Application for the Downtown Village Improvement Project – Resolution 2016-21

Action: Consider Resolution 2016-21 applying for a Minnesota Public Facilities Authority Loan from the Clean Water Revolving Fund/Drinking Water Revolving Fund for improvements to its storm water system as described in the loan application.

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



Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

May 10, 2016

RE: Proposal for Surveying Services
Mount Hope Cemetery Property Boundary

WSB & Associates, Inc. appreciates this opportunity to respond to your request for surveying services for the above-mention site.

It is our understanding that you will need a cost to complete a boundary survey for the above mentioned property

Our prices are as follows:

Title work - \$600.00 per parcel

Field survey - \$1,968.00

Office drawing \$1,010.00

If you are in agreement with the terms as outlined above, please sign where indicated below and return one copy to our office.

Thank you for considering WSB for you surveying needs. We are looking forward to working with you on this project. If you have any questions regarding this proposal please contact me at 763-287-7159.

Sincerely,

A handwritten signature in cursive script that reads "Pete D. Helder".

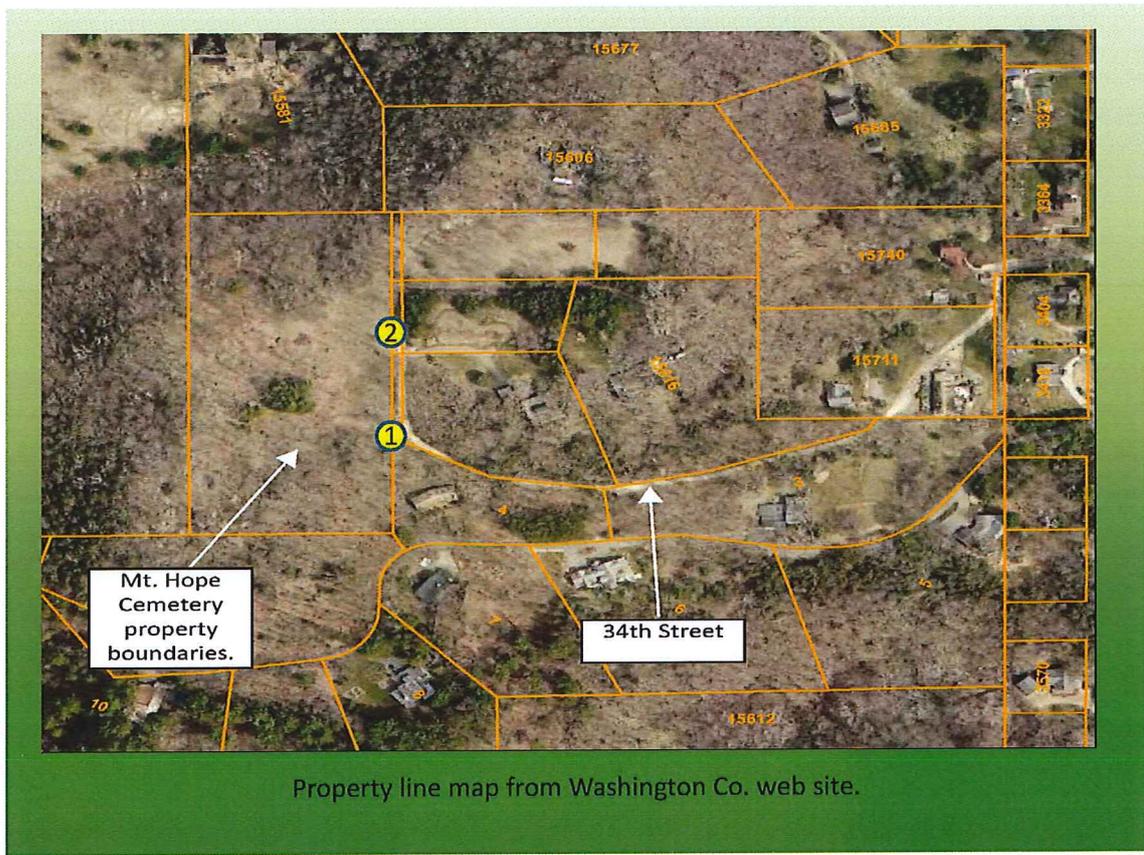
Pete D. Helder
Survey Group Coordinator

By: _____

Title: _____

Date: _____

Minneapolis ■ St. Cloud
Equal Opportunity Employer



Property line map from Washington Co. web site.

RESOLUTION 2016-21

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPLYING FOR A MINNESOTA PUBLIC FACILITIES AUTHORITY LOAN
FROM THE CLEAN WATER REVOLVING FUND/DRINKING REVOLVING FUND FOR THE
DOWNTOWN VILLAGE IMPROVEMENT PROJECT**

BE IT RESOLVED that the City of Afton is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Water Revolving Fund for improvements to its storm water system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Afton estimates the loan amount to be \$1,027,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Afton has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

Reimbursement provision (see note below*)

BE IT FURTHER RESOLVED that the City of Afton hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

**The reimbursement provision above is not an application requirement and should be deleted from the resolution if it is not the municipality's intent to reimburse itself for construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.*

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17th DAY OF MAY 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

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

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 9, 2016
Re: Thomas Lehmann, Legal Representative of Randall Morgan, Request to Address the Council Regarding the Denial of a Driveway Permit on the Property at the Southeast Quadrant of Stagecoach Trail and Sandhill Road.

Attachments

- A copy of the resolution regarding the subdivision that created the Morgan parcel
- The original survey for the subdivision that created the Morgan parcel
- A copy of the survey information provided by Mr. Morgan
- A copy of the recent survey, conducted after the driveway was graded

Background

In 2009, the property at 1501 Stagecoach Trail was subdivided into two lots. The subdivision materials showed a house location in the southern (lower) portion of the northern lot and a driveway accessing the property from Stagecoach Trail. The house location and driveway access location were based on the large area of steep slopes on the northern portion of the lot, as indicated by the survey on which the subdivision was based. The approval resolution included a condition that the driveway come from Stagecoach Trail. The lot was purchased by Randall Morgan, who submitted a driveway permit application reflecting a driveway off Sandhill Road. The driveway permit was erroneously approved, but was revoked based on the conditions of the subdivision approval. In the interim, Mr. Morgan completed substantial grading for a driveway from Sandhill Road. A stop work order was placed on the driveway. Mr. Morgan has since brought a legal action against the City regarding the driveway permit.

Mr. Lehmann, legal representative of Mr. Morgan, has requested an opportunity to address the Council regarding the following three items. A letter from Mr. Lehmann regarding this request is attached.

1. A process for a new subdivision approval that would include a driveway off Sandhill Road
2. Discussion of the three surveys of the property to show the planned homesite does not approach slopes greater than 18% and would meet all City zoning codes
3. Asking the Council to direct staff to approve necessary administrative permits for a driveway and for a house on the property

COUNCIL ACTION REQUESTED:

As determined by Council.



ECKBERG
LAMMERS
ATTORNEYS AT LAW

www.eckbergammers.com

Writer's Direct Dial:
(651) 351-2133

Writer's E-mail:
Tlehmann@eckbergammers.com

Reply to Stillwater

February 19, 2016

Mr. Paul A. Merwin
League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103

Re: *Morgan v. Afton*
Our File No.: 25529-24511

Dear Mr. Merwin:

This will formalize our request to be placed on the Afton City Council Agenda regarding the above-referenced matter. As I had initially hoped, I would have liked to have been on the February agenda, but we were unable to make that date work so we would like to request to be on your March agenda. If you could advise me as when that date is and what the time will be, it would be greatly appreciated.

What we would like to discuss with the Afton City Council is the following:

1. A new subdivision approval, including a driveway off of Sandhill Road, understanding that there may be other requirements from the City in order to approve that, including going back to the Planning Commission.
2. We would like to approach the Afton City Council to discuss the three (3) surveys that have been completed on the property to identify that the building location that Mr. Morgan would be interested in building his home does not approach slopes that were greater than eighteen percent (18%) and as such would be compliant with any and all zoning codes for City of Afton.
3. Asking the City to direct city staff to go ahead with the administrative permits, such as the driveway permit and eventually a building permit such that the Morgans could build their home on the property.

Stillwater Office
1809 Northwestern Avenue
Stillwater, MN 55082
Phone: 651-439-2878
Fax: 651-439-2923

FEB 22 2016

Hudson Office
430 Second Street
Hudson, WI 54016
Phone: 715-386-3733
Fax: 715-386-6456



February 19, 2016
Page 2 of 2

Again if you could advise me as to the date and time it would be greatly appreciated. If you should have any questions or concerns regarding this correspondence, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Tom R. Lehmann', with a stylized flourish at the end.

Thomas R. Lehmann

TRL/jln

c: Mr. Randall Morgan (via email only)

RESOLUTION 2009-24

**CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA**

A RESOLUTION APPROVING A MINOR SUBDIVISION FOR JOHN AND SUSAN BLOMQUIST TO SUBDIVIDE A PARCEL LOCATED AT 1501 STAGECOACH TRAIL SOUTH FROM A LARGER 10.5 ACRE PARCEL INTO A 5.01 ACRE PARCEL (NORTH LOT) AND A 5.34 ACRE PARCEL (SOUTH LOT) IN THE CITY OF AFTON

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

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

WHEREAS, John and Susan Blomquist submitted a Minor Subdivision application to the City to subdivide a 10.5 acre piece of property from the parcel identified as PID# 10.028.20.23.0002, (See Attachment), and

WHEREAS, the proposed subdivision qualifies as a minor subdivision as illustrated in Section 12-1262 of the Zoning Ordinance; and

WHEREAS, the City Council considered all of the comments, concerns and recommendations as described in the Planning Staff report presented at the regularly scheduled City Council meeting on July 21, 2009; and

WHEREAS, the City Council approved the Minor Subdivision by motion on July 21, 2009;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton hereby acknowledges and approves, in resolution form, the Minor Subdivision as requested by the applicant, subject to the following conditions:

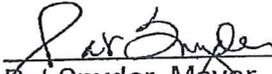
CONDITIONS:

- a. Soil borings and suitability for individual sewage treatment system shall be presented prior to final approval for both lots.
- b. A drawing showing the location of all buildings shall be submitted, along with a drainage plan and location of proposed dwelling units, prior to final approval.
- c. That the driveway shall be placed just north of the lot division line.

- d. An approved driveway permit from Washington County must be presented prior to final approval.
- e. There will be no private road.
- f. A park fee consistent with the ordinance is to be assessed.
- g. The signatures of all property owners consenting to the subdivision shall be provided.
- h. Setbacks for both lots and verification of the 2.5 acres of buildable area shall be provided.
- i. The applicant pay park dedication fee of \$3,806.00.
- j. The applicant shall dedicate a scenic easement over all slopes over 18 percent on the parcel proposed for subdivision.
- k. Dedicated right-of-way to the public for County Road 21 (Stagecoach Trail S.) and Sand Hill Road S. to be recorded on the new parcel.

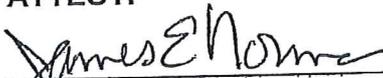
ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21st DAY OF JULY 2009.

SIGNED:



Pat Snyder, Mayor

ATTEST:



James E. Norman
Interim City Administrator

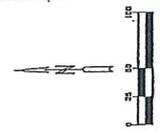
Motion:	Snyder
Second:	Palmquist
Palmquist:	Yes
Richter:	Yes
Nolz:	Yes
Nelson:	Absent
Snyder:	Yes

3/1/14
 3/1/14
 3/1/14



LEGEND

EXISTING	PROPOSED	DESCRIPTION
		DITCH
		UTILITY EASEMENT
		STORM SEWER
		WATER MAIN
		GAS
		ELECTRIC
		TELEPHONE
		FENCE
		TREE
		UTILITY LINE
		UNDERGROUND TELEPHONE
		FIBER OPTIC LINE
		UNDERGROUND GAS
		ELECTRIC BOX
		TELEPHONE BOX
		MONITORING WELL
		TEST HOLE
		MANHOLE
		RIGHT-OF-WAY LINE
		EASEMENT PATH
		CURB LINE
		CONCRETE WALK
		SETBACK LINE
		GRAVEL SURFACE
		BITUMINOUS SURFACE
		CONCRETE SURFACE
		SLOPES 1.33-1.02
		SLOPES GREATER THAN 1.02



NOTE: TOPOGRAPHY PROVIDED BY WASHINGTON COUNTY GIS

PIONEER engineering
 CIVIL ENGINEERS LANDSCAPE ARCHITECTS
 2122 Bluffdale Drive
 Bluffdale, Illinois 60410
 (815) 415-3000
 www.pioneereng.com
 © 2007 Pioneer Engineering

Name: _____
 Title: _____
 Date: _____

Scale: 5/8" = 1'-0"
 Date: 11/11/14

FUTURE SITE PLAN

JOHN BLOMQUIST
 1522 PROCTOR DR. S.W.
 ANDERSON, MINNESOTA

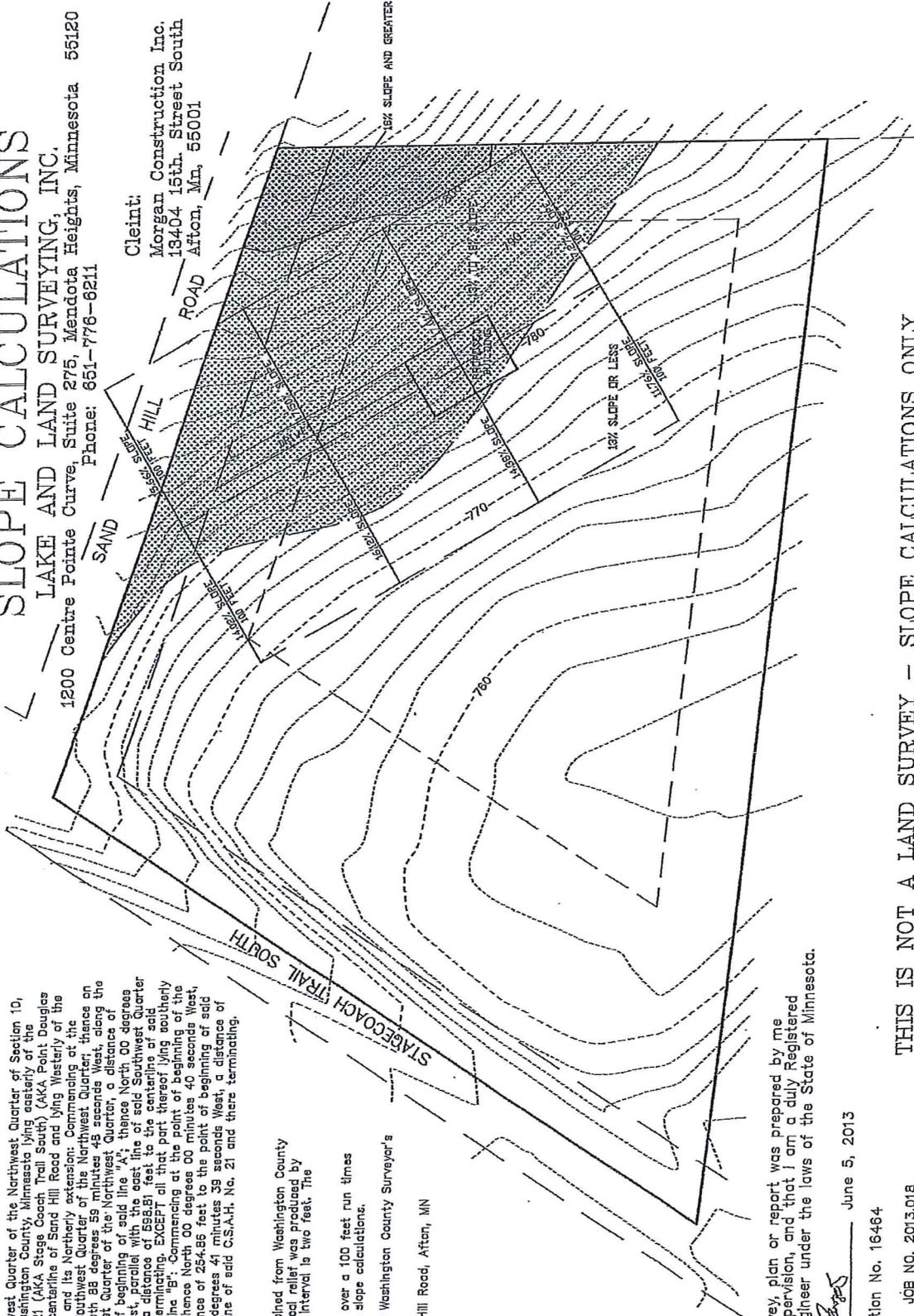
BLOMQUIST PARCEL SPLIT
 ANDERSON, MINNESOTA

SLOPE CALCULATIONS LAKE AND LAND SURVEYING, INC.

1200 Centre Pointe Curve, Suite 275, Mendota Heights, Minnesota 55120
Phone: 651-778-6211

Client:

Morgan Construction Inc.
18404 15th. Street South
Afton, Mn, 55001



LEGAL DESCRIPTION:

All that part of the Southwest Quarter of the Northwest Quarter of Section 10, Township 26, Range 20, Washington County, Minnesota lying easterly of the centerline of C.S.A.H. No. 21 (AKA Stage Coach Trail South) (AKA Point Douglas Road), lying south of the centerline of Sand Hill Road and lying westerly of the following described line "A" and its northerly extension: Commencing at the Southeast Corner of said Southwest Quarter of the Northwest Quarter; thence on an assumed bearing of South 88 degrees 59 minutes 48 seconds West, along the south line of said Southwest Quarter of the Northwest Quarter, a distance of 443.70 feet to the point of beginning of said line "A"; thence North 00 degrees 00 minutes 40 seconds West, parallel with the east line of said Southwest Quarter of the Northwest Quarter, a distance of 598.81 feet to the centerline of said Sand Hill Road and there terminating. EXCEPT all that part thereof lying southerly of the following described line "B": Commencing at the point of beginning of the above described line "A"; thence North 00 degrees 00 minutes 40 seconds West, along said line "A", a distance of 254.86 feet to the point of beginning of said line "B"; thence North 83 degrees 41 minutes 39 seconds West, a distance of 685.23 feet to the centerline of said C.S.A.H. No. 21 and there terminating.

NOTES:

The vertical relief was obtained from Washington County Surveyor's Office. The vertical relief was produced by aerial means. The contour interval is two feet. The datum NAVD83.

Slope is calculated as rise over a 100 feet run times 100 as per City of Afton's slope calculations.

Boundary lines provided by Washington County Surveyor's Office GIS.

Site Address: XXXX Sand Hill Road, Afton, MN



SCALE

1 inch = 60 ft.

I certify that this survey plan or report was prepared by me or under my direct supervision, and that I am a duly Registered Land Surveyor and Engineer under the laws of the State of Minnesota.

[Signature]

June 5, 2013

Minnesota Registration No. 16464

LAKE & LAND SURVEYING. JOB NO. 2013.018

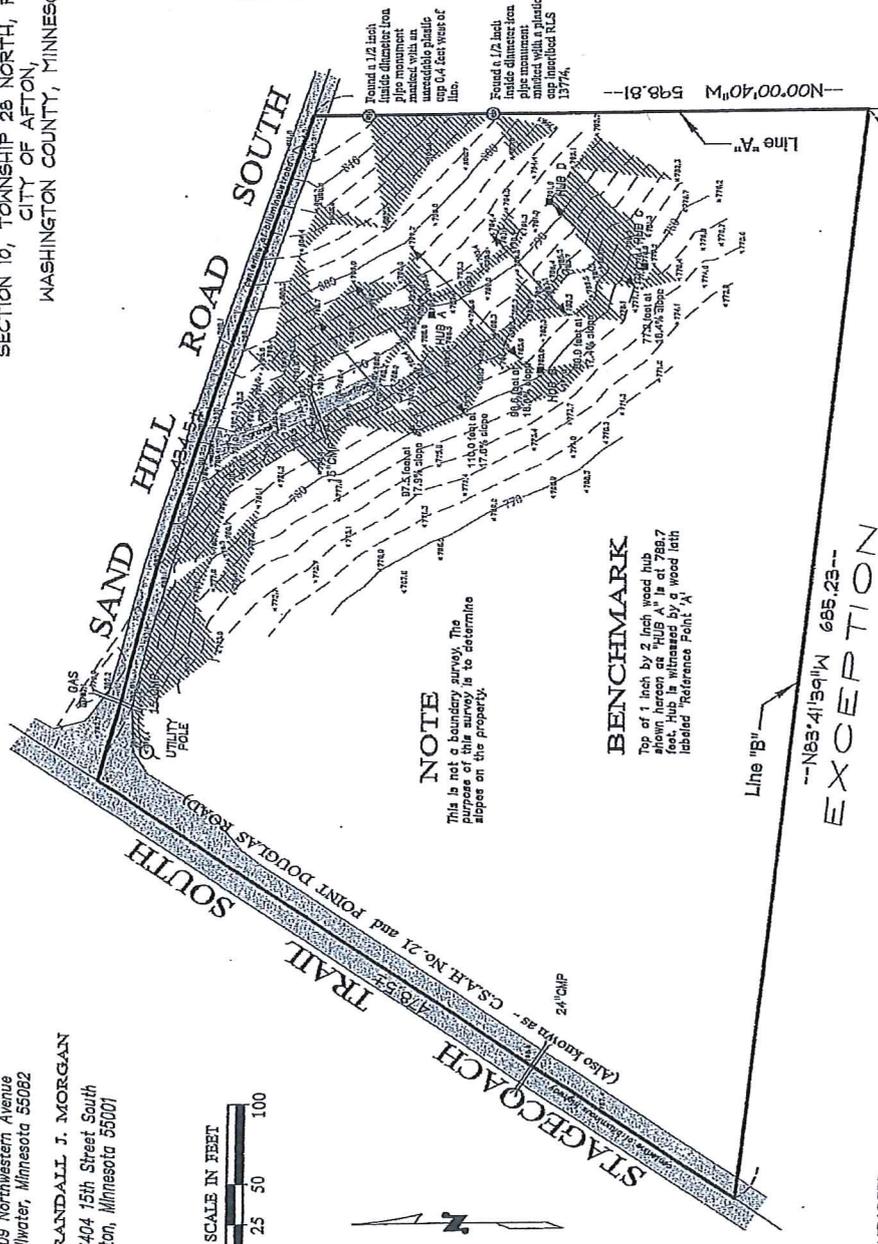
THIS IS NOT A LAND SURVEY - SLOPE CALCULATIONS ONLY

TOPOGRAPHY SURVEY
 PREPARED FOR:
THOMAS R. LEHMANN
 1809 Northwestern Avenue
 Stillwater, Minnesota 55082

C/O RANDALL J. MORGAN
 13404 15th Street South
 Afton, Minnesota 55001

CERTIFICATE OF SURVEY

PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER,
 SECTION 10, TOWNSHIP 28 NORTH, RANGE 20 WEST,
 CITY OF AFTON,
 WASHINGTON COUNTY, MINNESOTA



NOTE
 This is not a boundary survey. The purpose of this survey is to determine slopes on the property.

BENCHMARK
 Top of 1 inch by 2 inch wood hub shown hereon as "HUB A" is at 788.7 feet. Hub is witnessed by a wood 1x4 labeled "Reference Point 'A'"

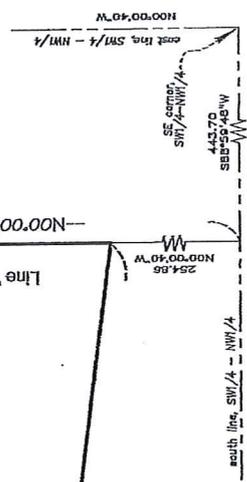
Line "B"
 ---N83°41'59"W 685.23---
EXCEPTION

LEGEND

- Orientation of the bearing system is the Washington County Coordinate System, NAD 83 1985 adjustment.
- Distances are in feet and decimals of a foot.
- Elevations are based on the National Vertical Datum 1988 adjustment.
- Contours are at two foot intervals.
- ⊙ Denotes a found monument, described as shown.
- X 975.7 Denotes location of field measurement.
- ▨ Denotes areas of slopes being 18% or greater.
- Denotes the overall distance and slope as measured between the field measured locations at the high end and low end of 18% slope areas. They also show the general slope of the site from top to bottom.
- Denotes location of 1 inch by 2 inch wood hub. Hubs were set for onsite orientation purposes.

Found a 1/2 inch inside diameter iron pipe monument, marked with an unremovable plastic cap 0.4 feet west of hub.

Found a 1/2 inch inside diameter iron pipe monument, marked with a plastic cap 0.4 feet west of monument NLS 137.74.



WARRANTY DEED
 Document No. 8944772
 File No. 19-04698 Exhibit "A"

All that part of the Southwest Quarter of the Northwest Quarter of Section 10, Township 28 North, Range 20 West, Washington County, Minnesota lying Easterly of the centerline of C. S. A. H. No. 21 (AKA Stage Coach Trail South) (AKA Point Douglas Road), lying South of the centerline of Sand Hill Road and lying Westerly of the following described line "A", and its Northern extension; commencing at the Southeast Corner of said Southwest Quarter of the Northwest Quarter; thence on an assumed bearing of South 88 degrees 59 minutes 48 seconds West, along the South line of said Southwest Quarter of the Northwest Quarter, a distance of 443.70 feet to the point of beginning of said line "A"; thence North 00 degrees 00 minutes 48 seconds West, parallel with the East line of said Southwest Quarter of the Northwest Quarter, a distance of 695.81 feet, to the centerline of said Sand Hill Road and there terminating. Except all that part thereof lying Southerly of the following described line "B"; commencing at the point of beginning of the above described line "A"; thence North 00 degrees 00 minutes 40 seconds West, along said line "A", a distance of 254.86 feet to the point of beginning of said Line "B"; thence North 83 degrees 41 minutes 59 seconds West, a distance of 685.23 feet to the centerline of said C. S. A. H. No. 21 and there terminating.

SURVEY PREPARED BY:
Landmark Surveying, Inc.
 21090 Olinda Trail North, Suite B - P.O. Box 65
 Scandia, Minnesota 55073
 Office number: 651-433-3421
 E-mail address: info@landmarkmn.com

Official copies of this map are crimp sealed.
 I hereby certify that this survey plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Landmark Surveying Inc.
Boelke
 6801 T. Anez Minnesota License No. 13775 March 30, 2015
 Date

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 10, 2016
Re: 2015 Audit Report

Michael Pofahl, who was hired to conduct the City's 2015 audit, has completed the 2015 Audit Report and will present the report at the Council meeting. The 2015 Audit Report is provided in the agenda packet.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of the audited financial statements and financial information for the fiscal year ending December 31, 2015.

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

Meeting Date May 17, 2016

Council Action Memo

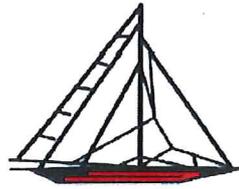
To: Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: May 10, 2016
Re: Petition Regarding Upgrade and Maintenance of 34th Street

The City has received a petition from two property owners on 34th Street requesting the City to take on responsibility for the upgrade and maintenance of the roadway from Pennington Avenue to Mount Hope Cemetery. One property owner is adjacent to the portion of 34th Street that is currently maintained by the City. The other property owner owns the property at 15711 34th Street formerly owned by Clint and Bobbi Elston.

Attached is the petition, a map showing the roadway, and an easement agreement regarding the use of the roadway by the public. Currently, the City maintains 34th Street from Pennington Avenue to the boundary of the property at 15711 34th Street. The City does not maintain the paved roadway as it runs through the property at 15711 34th Street or the gravel roadway as it runs up a very steep hill to serve three residential properties and Mount Hope Cemetery. The road has historically been maintained by the owners of the residential properties served by the roadway, specifically the owners of the three properties at the top of the hill. None of these three property owners has signed the petition. A number of years ago, the City Attorney assisted the City in claiming a prescriptive easement over the roadway in response to a claim by the former owner of the 15711 property that the public did not have the right to use the roadway to access Mount Hope Cemetery. The City Attorney is familiar with the history of the roadway. The petition and attached documents have been provided to the City Attorney for his review. It is important to fully understand the current rights and responsibilities of the City in relation to the roadway prior to making decisions regarding the petition.

COUNCIL ACTION REQUESTED:
Motion as determined by Council.

RECEIVED
MAY -9 2016
CITY OF AFTON



City of Afton

City of Afton
PO Box 219 • Afton, MN 55001

PETITION FOR STATE STANDARDS BITUMINOUS ROAD, DITCHES, AND DRAINS

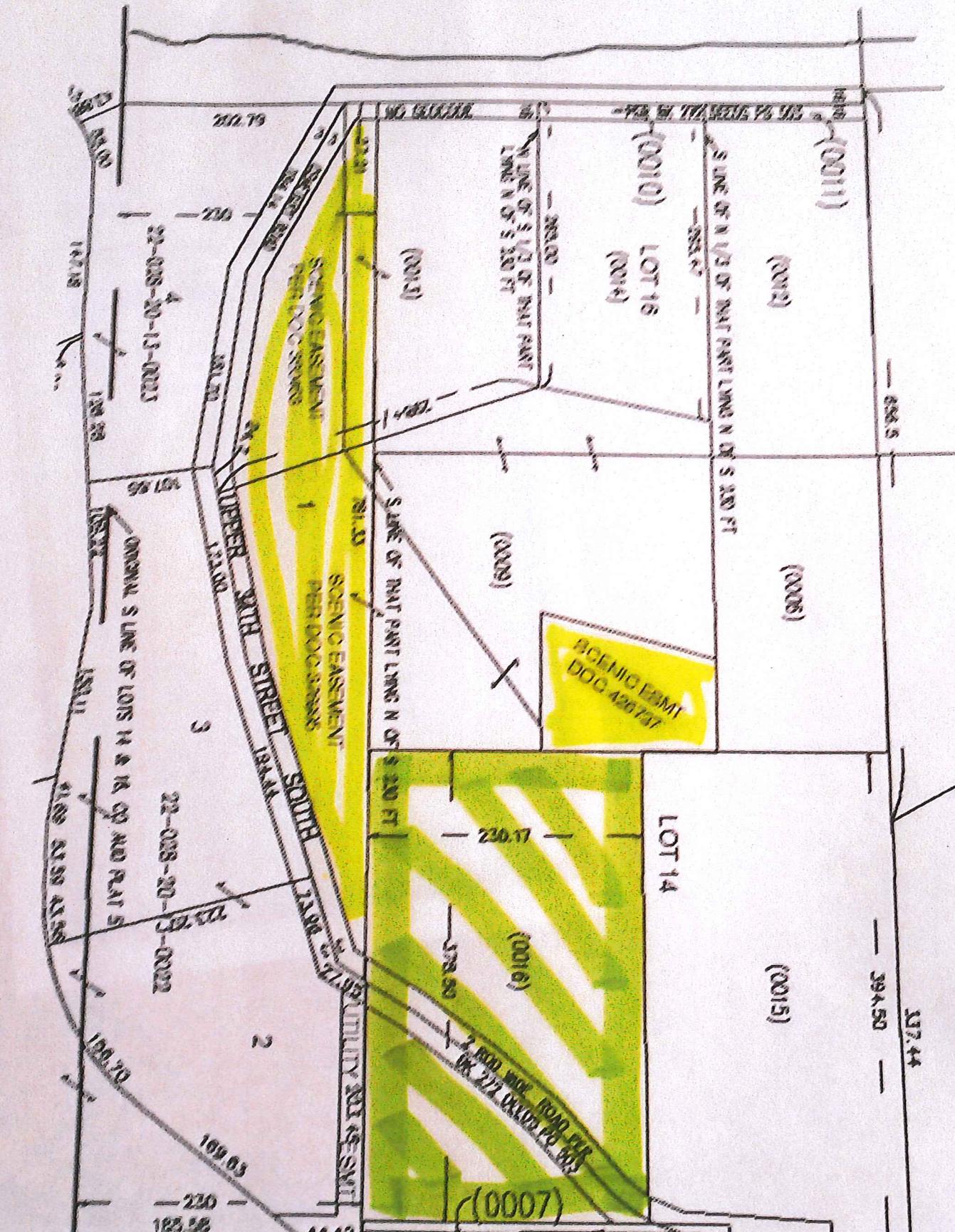
To: The Mayor & Ladies & Gentlemen of Afton City Council

This petition is for the purpose of requesting that the City of Afton take over Upper 34th Street from Pennington Avenue to the top of the hill where the road is private. All abutting owners would like this Public street maintained as all other paved streets in Afton but as a narrower 1 rod road, but with a bituminous surface, engineered to accommodate water, and safety rails if deemed necessary. 34th Street affords the only access to Hope Cemetery and the only Public Access to said Cemetery. We the abutting Land Owners have had multiple road usability and drainage issues due to lack of a proper public road and lack of appropriate drainage. We also request these improvements come out of the General Fund as we have not had a safe road for over 50 years of tax payments. This road has limited usage and as such will be less costly if maintenance is on a one rod road. The dedication and the easement for this road are attached and should not require additional expenses.

We the 34th Street residents and landowners respectfully request action as soon as possible so as avoid another dangerous, icy, and slippery winter, and muddy, flooded out spring.

UPPER 34TH STREET PETITION FOR BITUMINOUS ROAD

ADDRESS	NAME	DATE
3404 Pennington Ave. S.	Edmund Kree	5/2/16
3404 Pennington Ave	Judy Kree	5/2/16
15711 Upper 34th Street	Allan Conway	5/2/16
15711 Upper 34th Street	Donald Spae	5/2/16



5	(0056)	9
6		9
34TH ST		
1		50
2	(0057)	50
40		
5	(0058)	50
6		50
BIRCH ST		
1		50
2	(0059)	50
3		50
4		50

239902

AGREEMENT

THIS AGREEMENT, made and entered into this 8th day of October, 1964, by and between Harold E. Briggs and Hazel P. Briggs, husband and wife, parties of the first part, and Morse C. Brink and Naneen B. Brink, husband and wife, parties of the second part.

WITNESSETH:

WHEREAS, parties of the first part and parties of the second part are the owners of portions of Lots Fourteen (14) and Sixteen (16), County Auditor's Plat No. 5, Washington County, Minnesota; and

WHEREAS, parties of the first part and parties of the second part desire to provide means of ingress and egress for public use to and from all portions of said Lots Fourteen (14) and Sixteen (16), County Auditor's Plat No. 5, Washington County, Minnesota;

NOW, THEREFORE, it is hereby agreed as follows:

1. That an easement for public road is hereby created in favor of the parties hereto and present and future owners and occupants of any of the land located in Lots Fourteen (14) and Sixteen (16), County Auditor's Plat No. 5, Washington County, Minnesota, and other land adjacent thereto, the invitees and licensees of each of the foregoing, and in favor of the public for purposes of ingress and egress to and from the cemetery located on Lot Seventeen (17), County Auditor's Plat No. 5, Washington County, Minnesota, over and across that certain roadway which, as now located, runs from the vicinity of the Westerly end of the public street known as Sixth Avenue in Afton Village, according to the duly recorded plat thereof, to the Easterly line of Lot Seventeen (17), County Auditor's Plat No. 5, Washington County, Minnesota, said roadway being approximately two (2) rods wide, and being commonly known as "Cemetery Road."

2. That an easement for a public road is hereby created in favor of the parties hereto, and present and future owners and occupants of any of the land

located in Lots Fourteen (14) and Sixteen (16), County Auditor's Plat No. 5, Washington County, Minnesota, and other land adjacent thereto, the invitees and licensees of each of the foregoing, over and across the tracts or parcels of land lying and being in the County of Washington, State of Minnesota, described as follows, to-wit:

The Easterly Sixteen (16) feet of Lot Fourteen (14), County Auditor's Plat No. 5, Washington County, Minnesota, which lies Northerly of the Southerly Two Hundred Thirty (230) feet thereof, and Southerly of the Northerly line extended Westerly of Sixth Avenue as laid out in the duly recorded plat of Afton Village in said county; and

The Westerly Sixteen (16) feet of said Lot Sixteen (16), County Auditor's Plat No. 5, Washington County, Minnesota, which lies Northerly of the Southerly line of the "Cemetery Road" hereinabove described, as now traveled,

all according to the respective plats thereof on file and of record in the office of the Register of Deeds in and for Washington County, Minnesota.

3. That this easement is superior and paramount to the rights of any of the parties hereto in the respective servient estates so created, and that it is a covenant running with the land and binding upon all of the parties hereto, and their respective heirs, executors, administrators and assigns, forever.

IN TESTIMONY WHEREOF, the said parties hereto have hereunto set their hands the day and year first above written.

In Presence Of:

George A. Benton

Harold E. Briggs
Harold E. Briggs

Daniel H. Briggs

Hazel P. Briggs
Hazel P. Briggs

In Presence Of:

George A. Benton

Morse C. Brink
Morse C. Brink

Nancy D. Benton

Naneen B. Brink
Naneen B. Brink

STATE OF MINNESOTA)
COUNTY OF WASHINGTON)SS

On this 8th day of October, 1964, before me, a Notary Public within

WALTER AND JANSEN
ATTORNEYS AND
COUNSELORS AT LAW
277 NORTH THIRD STREET
BAYPORT, MINN. 55003

Minnesota Deed Tax 6/10



and for said County, personally appeared Harold E. Briggs and Hazel P. Briggs, husband and wife; and Morse C. Brink and Naneen B. Brink, husband and wife; to me known to be the persons described in and who executed the foregoing agreement, and acknowledged that they executed the same as their free act and deed.


George R. Benton
Notary Public
Washington County, Minnesota
GEORGE R. BENTON
MY COMMISSION EXPIRES *September 2, 1971*

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: May 10, 2016
Re: 2016 Street Improvement Projects

The Public Works Committee, working with the City Engineer and Tri-County, has identified the following list of priority street improvement needs for 2016.

1. Repairs to Afton Hills Drive from Stagecoach Trail to the Afton Hills Drive loop.
 - a. Large patch with skid loader: \$11,000
or
 - b. 1 inch overlay: \$50,000
2. Partial replacement of culvert on 30th Street: \$38,000
3. Crack Sealing (see map): Engineer will provide cost estimate (within budgeted amount of \$75,000 for crack sealing and seal coating)
4. Seal coating on Pately Bridge and 32nd Street: Engineer will provide cost estimate (within budgeted amount of \$75,000 for crack sealing and seal coating)
5. Reclamation of the full 2 miles of 15th Street: \$550,000
6. Replace six culverts on 15th Street in conjunction with the reclamation project: \$45,182
7. Replace and extend culvert to widen a substandard portion of 15th Street: \$8,600

The 15th Street reclamation project would require the use of the current balance of \$489,000 in the Street Improvement Fund and approximately \$100,000 of the \$200,000 Street Improvement levy for 2016. The current funding plan for the downtown improvements project includes using the \$489,000 in the Street Improvement Fund to provide cash flow for the downtown project. While it may be possible to make the downtown project cash flow work without the \$489,000, Todd Hubmer of WSB is strongly suggesting that a decision regarding the use of the Street Improvement Fund balance be delayed until the City has more information about other funding sources, and ideally until after the City receives bids for the downtown project which will significantly clarify the project costs. There is a possibility that the amount of funding from the PFA could be increased substantially if a bonding bill is passed by the legislature. However, this has become less certain in recent days. The bonding bill is also important in relation to funding for the DNR grant.

These projects are to be discussed at the May 16 Council work session, including funding options and impacts. The Council may take action regarding the projects at the Council meeting.

COUNCIL ACTION REQUESTED:

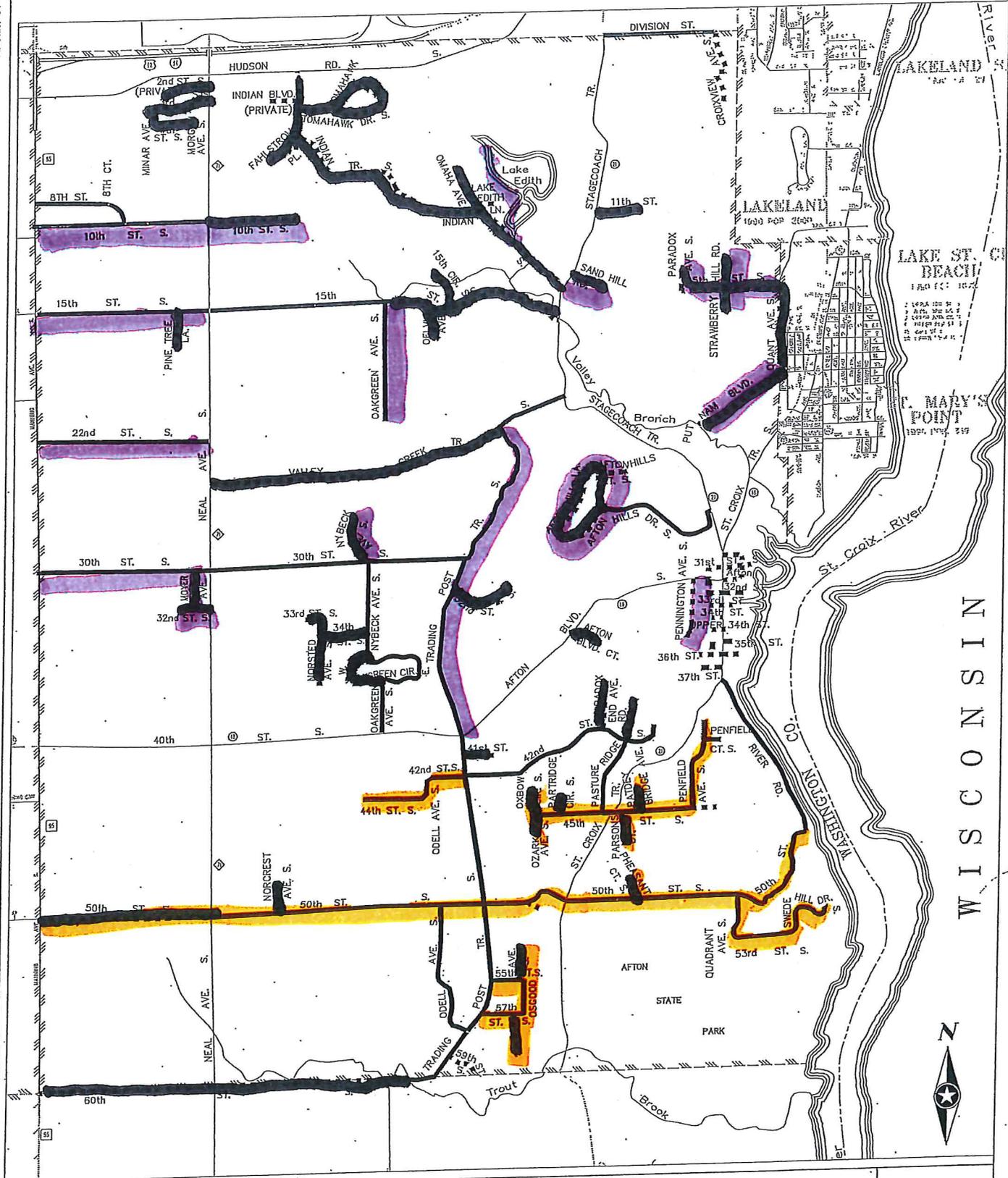
Motion regarding 2016 street improvement projects.

2016 2015 Crack Seal

PLOTTEC: D:\1-13-05 @ 9:30 AM

LEGEND

PRIMARY PLOW ROUTE SECONDARY PLOW ROUTES



\\SEHR\PROJECTS\AFTON\030100\ACAD\FLOW ROUTES.DWG
 DATE: 11-14-06 TIME: 9:33 am USER: JPAROTTI
 XREFS:



PHONE: (651) 490-2000
 3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110

FILE NO.
 A-AFTON0301.00
 DATE:
 04/11/06

CITY STREET
 SNOW PLOW ROUTES
 AFTON, MINNESOTA

EXHIBIT
 A

W I S C O N S I N

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 10, 2016
Re: Expanded Use of Planning Consultant

To assist with workload and to provide necessary expertise, the Council has authorized the use of a planning consultant to review all major subdivisions. Staff has also used a planning consultant to assist with the review of some minor subdivisions to ensure all issues were identified and addressed. Depending on workload and complexity, it would be helpful if staff was authorized to use a planning consultant to review or assist with the review of land use applications other than major subdivisions, including minor subdivisions, variances and conditional use permits. The consultant's fees would be passed through to the applicant, and would be covered by the escrow deposit received with the application.

This item is on the May 16 Council work session agenda for discussion. The Council may take formal action regarding this item at the Council meeting.

COUNCIL ACTION REQUESTED:

Motion regarding the use of a planning consultant for the review of minor subdivision and other land use applications in addition to major subdivision applications.

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: May 10, 2016
Re: Renewal of Agreement with Washington County for Assessment Services – **Resolution 2016-22**

The City has a five year agreement with Washington County for assessment services that expires in July. The County has provided an agreement that reflects the current service arrangement and replaces the current five year fixed term agreement with a rolling agreement that remains in force unless terminated by either party providing the other party a six month written notice of its intent to terminate the agreement. The proposed agreement is attached. The City Attorney has reviewed the agreement and has no concerns.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of resolution 2016-22 regarding the renewal of the agreement with Washington County for assessment services.

RESOLUTION 2016-22

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

RENEWING AGREEMENT WTH WASHINGTON COUNTY FOR ASSESSMENT SERVICES

WHEREAS, the City is required to provide assessment services to determine the valuation of property in the city; and

WHEREAS, the City has been contracting with Washington County for assessment services, and the current contract expires in July of 2016; and

WHEREAS, Washington County has provided an updated contract for assessment services that replaces the current five year fixed term agreement with a rolling agreement that remains in force unless terminated by either party providing the other party a six month written notice of its intent to terminate the agreement; and

WHEREAS, the City Council has chosen to continue to contract with Washington County for assessment services and desires to establish the terms and conditions of the provision of assessment services by Washington County.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Afton that the agreement with Washington County for assessment services be renewed with a rolling term rather than a five-year fixed term.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17TH DAY OF MAY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

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

AGREEMENT FOR ASSESSMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2016 by and between the City of _____, a Minnesota municipal corporation, herein referred to as the "City", and Washington County, a body politic and corporate, herein referred to as "Washington County" pursuant to the authority contained in Minnesota Statutes 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties and Minnesota Statute 273.072 Subd. 1, which provides that a county and city or town may, by agreement entered into under 471.59 provide for the assessment of property in the municipality or town by the county assessor.

WITNESS:

WHEREAS, the City desires to retain Washington County and the Washington County Assessor to perform assessment services for the City; and

WHEREAS, Washington County desires to perform assessment services required by the City; and

WHEREAS, the City and Washington County deem it mutually advantageous to set forth the terms and conditions of their relationship in writing;

NOW, THEREFORE, the parties hereto agree that the following shall constitute joint agreement for assessment services:

SECTION ONE-PARTIES

The City hereby contracts with Washington County to perform, and Washington County hereby agrees to perform, the assessment services hereinafter described.

SECTION TWO-SERVICES

Washington County Assessor shall perform all assessment services required by State statute and the City. Such services shall include, but are not limited to the following:

- a. Appraise and classify all real and personal property located within the City.
- b. Interprets regulations, rules and legislative changes to the City Council, Realtors, bankers, citizens and civic groups as necessary or upon request.
- c. Answers questions/concerns regarding property values and classifications.

- d. Draw and calculate "splits" of real estate reflective of ownership changes and/or physical change of real estate parcels.
- e. Maintains a listing of the assessment of each and every parcel of property within the City.
- f. Each parcel of property within the City shall be reviewed at least once every five years. It is the intention of the parties that the Washington County Assessor shall make every effort to view and revalue approximately one-fifth of the parcels during each year that this Agreement remains in force.
- g. Holds and staffs an annual Board of Appeal or Open Book Meeting. The format of this appeals meeting will be at the discretion of the City and guided by Minn. Stat. § 274.01, subd. 1.
- h. Interprets and applies regulations, rules and legislative changes to other appraisers, real estate professionals, citizens and civic groups, other governmental bodies and personnel as necessary and upon request.
- i. Answers property owner questions/concerns regarding appraisal practices, property values and classifications. Draws and interprets maps, charts and other descriptions to assist property owners in understanding the process.
- j. Develops land and building valuation schedules; conducts statistical analysis to support appraisal decisions, and oversees Computer Aided Mass Appraisal system (CAMA) table adjustments; and draws and calculates "splits" of real estate and new plats of property, including land areas, classes and valuations. Conducts statistical surveys to support appraisal decision e.g., current sales study using the CAMA system.
- k. Coordinates research of complex appraisal issues, reviews, investigates and makes recommendations on applications for abatement or other reduction of assessed value.
- l. Coordinates collection of sales information and annual assessment activities in apartment, commercial, industrial, residential and personal property markets.
- m. Coordinates the valuation and classification of exempt properties, including interpreting laws applying to exempt organizations and processing exemption requests.
- n. Manages state tax court petitions and coordinates TIF assessment functions with the city. Provides values to city for various projects in which there may be an assessment agreement.
- o. Investigates and handles all applications for abatement or reduction of assessed value.
- p. Provides a report of assessment activities (Assessment Report) each year prior to the appeals period.

SECTION THREE-AGREEMENT PRICE

The City shall pay a fee to the County each year for assessment services based on the parcel mix located within each community. The assessment fee schedule is approved by the County Board each year and establishes the fee associated with each property use. The County will utilize the same fee schedule for all of its contract communities. The City will be billed for assessing services upon the completion of the assessment cycle. The County will provide an invoice to the City no later than June 1 of each year payable on or around July 1.

SECTION FOUR-INDEPENDENT CONTRACTOR

It is understood and agreed between the parties that the Assessor is an independent contractor and not an employee of the City. The Assessor shall be responsible for furnishing its own transportation, books and any other documents or items of personal property required to perform the services. The City shall not be required to maintain any insurance coverage needed in connection with the performance of the Assessor's services, including but not limited to automobile liability insurance, workers compensation insurance and public liability insurance.

SECTION FIVE-DURATION AND TERMINATION

This Agreement shall commence on July 1, 2016 and remain in force until terminated by either party giving the other party a six-month written notice of its intent to terminate the Agreement per Minnesota Statute 273.072 Subd. 4.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF

WASHINGTON COUNTY

By _____
Mayor

By _____
County Board Chair

Attest _____
City Clerk

By _____
County Administrator

Recommended By:

Jennifer Wagenius
Director, Property Records and Taxpayer Services

Approved as to form by:

George Kuprian
Assistant Washington County Attorney

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: May 10, 2016
Re: Replacement of Furnace and Air Conditioner for Upper Level of City Hall

The furnace and air conditioner that serve the second floor of City Hall appear to be original to the building, which was built in 1982. The furnace had periodic problems during the most recent winter, and is not expected to last through another winter. The air conditioner is functioning well, but is also very old. While the relatively new furnace and air conditioner that serve the main level of City Hall have sufficient capacity to serve the upper level, the existing duct work is not set up to enable them to adequately serve the second floor. The ductwork is located under the concrete floor, so would be very expensive to redesign.

Staff met with a representative from Lakeland Heating and Air Conditioning and a representative from Centerpoint Energy regarding the best solution for heating the upper level. Both indicated it would not be worth the money to try to redesign the existing system to serve both levels. Both also indicated it would be very difficult or impossible to properly vent a high efficiency furnace in the location of the existing upper level furnace, so both recommended an 80% efficient furnace. Both provided proposals for replacing the existing furnace and for replacing the existing air conditioner. The proposals are attached.

Staff is recommending that the furnace be replaced at this time to avoid having to replace it if it fails during the winter. While the air conditioner is currently operating well, it would also be preferable to replace it at this time rather than having to replace it if it fails in the summer.

While it appears that the CenterPoint Energy proposal has a lower cost, the "pre season promo" discount includes available rebates. Staff is recommending accepting the proposal of Lakeland Heating and Air Conditioning at a cost of \$3,100 for the furnace and \$3,300 for the air conditioner. The cost would be funded from the Buildings and Land Capital Fund, which has a balance of \$81,748. The cost will be reduced by a rebate of \$100 for the furnace and \$450 for the air conditioner.

COUNCIL ACTION REQUESTED:

Motion regarding approving the proposal from Lakeland Heating and Air Conditioning for the replacement of the furnace and air conditioner serving the upper level of City Hall at a cost not to exceed \$6,400.

LAKELAND HEATING & AIR
CONDITIONING
 11490 HUDSON BLVD N
 LAKE ELMO, MN 55042
 (651)436-2256
 lakelandheating@gmail.com
 WWW.LAKELANDHEATINGAND
 AC.COM

Estimate 1112

ADDRESS

CITY OF AFTON
 3033 Saint Croix Trail
 Mn
 Afton, MN 55001

DATE
 03/29/2016

PLEASE PAY

EXPIRATION DATE
 03/31/2016

SALES REP

Jerome

ACTIVITY	QTY	RATE	AMOUNT
CARRIER FURNACE 80%:58CVA090-1-16 THIS ESTIMATE IS FOR THE REPLACEMENT OF 2ND FLOOR FURNACE. INCLUDES REMOVAL AND INSTALLATION. NEW FURNACE WILL BE A CARRIER 2 STAGE HEATING ECM MOTOR 80% EFF 90,000 BTU'S INCLUDES ALL DUCT WORK I WILL INSTALL A NEW AIR FILTER BOX. 5 YEAR PARTS WARRANTY 5 YEAR LABOR 20 YEAR HEAT EXCHANGER WARRANTY	1	3,100.00	3,100.00
CARRIER AC:24ANB630 INSTALLATION OF NEW AIR CONDITIONER 2.5 TON 16 SEER NEW R410A REFRIGERANT INSTALLATION OF NEW CARRIER CASED COIL REMOVAL OF ALL OLD EQUIPMENT 10 YEAR PARTS WARRANTY 5 YEAR LABOR warranty REBATES FROM XCEL ENERGY FURNACE \$100 AC \$450 DEDUCT REBATES FROM TOTAL PRICE	1	3,300.00	3,300.00

TOTAL

\$6,400.00

Home Service Plus®



Product proposal

Address 3033 St. Croix Trail (30th St So.)
 City / State / ZIP Afton 55001 Today's date 9-15-16 Date proposal expires 3-31-16
 Name Afton City Mall Home phone (651) 387-6587 Work phone ()
 Questions? Please call your sales representative at John Selvestra 612-910-9943 Referred by

	Option 1	Option 2	Option 3
Heating equipment <u>Rund R801 075 80% eff furnace</u>	<u>incl. #3054</u>	<u>3054</u>	
Heating equipment	-		
Air conditioner	-		
Air conditioner <u>Rund RA1336</u>		<u>\$3675</u>	
A/C coil <u>CA36A24-160</u>	-		
Line set - <u>reconnect</u> or new	-		
Air cleaner - reconnect or new	-		
Humidifier - reconnect or new	-		
Thermostat <u>reconnect</u> or new	<u>incl.</u>		
Chimney venting <u>connect to existing</u>	<u>incl.</u>		
Class B Vent connector <u>add</u>	<u>incl.</u>		
Plenum work <u>adapt</u> or rebuild	<u>incl.</u>		
Duct work <u>connect to existing - as is</u>	-		
Cold air drop	-		
Permit fees <u>Afton permits</u>	<u>incl.</u>		
Water heater	-		
Duct cleaning	-		
Firestop - <u>in place</u> or add	-		
Removal of old <u>standard</u> or dismantle	<u>incl.</u>		
Air conditioner - <u>reconnect</u> or reclaim	<u>incl.</u>		
Zone system - yes <u>no</u> - disconnect, reconnect or reclaim	-		
Fresh air intake - <u>in place</u> , add or change size to _____	-		
Electrical <u>connect to existing</u>	<u>incl.</u>		
Piping	-		
Condensate pump or floor drain	-		
Expansion tank - reconnect or new	-		
Chimney cap <u>existing</u> , add or new	-		
Subtotal ▶	<u>\$3054</u>	<u>\$6729</u>	
<u>pre season promo</u> ▶	<u>-150</u>	<u>-673</u>	
▶	<u>2904</u>	<u>6056</u>	
▶			
▶			
▶			
▶			
▶			

The price listed on this proposal is not binding and is provided merely as a planning aid to you. Note: Discounts, rebates, and tax credits cannot be guaranteed and may be subject to expiration.

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 10, 2016
Re: Planning Commission Appointment

Two applications have been received for the current vacancy on the Planning Commission. The applications of the two candidates, Roger Bowman and Marc Porupsky, are attached. Staff has arranged for the Council to interview the candidates at the May 16 work session. The Council may then take action regarding the appointment at the Council meeting.

COUNCIL ACTION REQUESTED:

Motion regarding an appointment to the Planning Commission.

RECEIVED

MAR 16 2016

CITY OF AFTON

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

DATE 03/08/2016 PLEASE CHECK ONE: New Application Reappointment

NAME Roger M Bowman

ADDRESS 13914 West Oakgreen Circle South AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE _____ CELL 651 303 9338 WORK _____

EMAIL ADDRESS rmb2702@gmail.com

YEARS AS AFTON RESIDENT 20.5 WARD # 3

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Planning Commission

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:

Career experience includes banking, insurance, investments and real estate

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS
COMMITTEE/COMMISSION? To understand the laws and regulations of Afton, Washington County and

Minnesota as they effect the responsibilities of the Planning Commission. To make myself aware of all

available information to help in the consideration of each matter to come before the Planning Commission.

To remain unbiased in all matters brought to the Planning Commission.

(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 ***

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

RECEIVED

APR 11 2016

CITY OF AFTON

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

DATE 4-8-2016 PLEASE CHECK ONE: New Application Reappointment

NAME Marc Porupsky

ADDRESS 14893 Afton Blvd Ct AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE 651-501-9008 CELL 612-840-1764 WORK 612-840-1764

EMAIL ADDRESS marc@porupsky.net

YEARS AS AFTON RESIDENT 3 WARD # 1

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Planning Commission

2. CURRENT OR PREVIOUS PARTICIPATION ON AFTON CITY OR CIVIC

COMMITTEES, COMMISSIONS, PROJECTS: High Speed Internet Committee
Successfully participated on the HSIC which led to an agreement with Centurylink
and the City of Afton which will ultimately lead to internet access for all.
(Liaison to MN Office of Broadband and one of three active committee members.)

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

Past board member of Minnesota Association of Health Underwriters
Past volunteer in local Woodbury BPOU for a political party
Managerial expertise for 20 years leading teams and managing projects

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS
COMMITTEE/COMMISSION?

I believe that the Planning Commission must ensure that the charm and
character of our unique city is maintained. This should be done in a
manner that balances the needs of the residents with the over health
of the city. I believe that I could assist with this mandate.

(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 ***

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

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 10, 2016
Re: Correction to Solar Energy Systems Ordinance - **Ordinance 05-2016**

Ordinance 03-2015, Solar Energy Systems, was adopted in 2015. A recent review of the ordinance found that, while the language of the ordinance allows community solar energy systems and solar farms as conditional uses in the Industrial districts, the ordinance amendment did not reflect this change to Sec. 134 Use Table. The attached ordinance amendment corrects the solar energy ordinance by adding community solar energy systems and solar farms as conditional uses in the Industrial districts in Sec. 134. Use Table.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of Ordinance 05-2016 correcting the Solar Energy Systems ordinance to add community solar energy systems and solar farms as conditional uses in the Industrial districts in Sec. 134. Use Table.

ORDINANCE 05-2016

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

**AN ORDINANCE AMENDING SECTIONS 12-134 USE TABLE OF THE AFTON CITY CODE
RELATING TO SOLAR ENERGY SYSTEMS**

BE IT ORDAINED by the City Council of the City of Afton hereby amends the following section of the Afton Code of Ordinances: Section 12-134, Use Table, related to Solar Energy Systems, as shown below:

ADD the following to Sec. 12-134. Uses.

	Agricultural	Rural	VHS-	VHS-	Light Industrial	Light Industrial	Light Industrial	Marine Service
	(A)	Residential	Residential	Commercial	(I1-A)	(I1-B)	(I1-C)	(MS)
		(R)	(VHS-R)	(VHS-C)				
<u>Solar, Community solar energy system</u>					<u>P</u>	<u>P</u>	<u>P</u>	
- <u>Rooftop</u>					<u>CUP</u>	<u>CUP</u>	<u>CUP</u>	
- <u>Gound Mounted</u>								
<u>Solar Farm</u>					<u>CUP</u>	<u>CUP</u>	<u>CUP</u>	

This change shall take effect upon publication of this ordinance.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 17th DAY OF MAY, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moore, City Administrator

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

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 10, 2016
Re: Ordinance Regulating the Use and Maintenance of City-Owned Cemeteries – **Ordinance 05-2016**

The City Attorney has drafted an ordinance establishing regulations related to the maintenance and operation of City-owned cemeteries. The draft ordinance was provided to the Council at the regular Council meeting of April 19, 2016. The Council directed staff to place the ordinance into a final form and place it on the May 17 Council meeting agenda for Council consideration. The final ordinance is attached for Council consideration.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of Ordinance 05-2016 regulating the use and maintenance of City-owned Cemeteries

ORDINANCE 6-2016

CITY OF AFTON, MINNESOTA
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 16, PARKS AND RECREATION TO ADD

THE CITY COUNCIL OF THE CITY OF AFTON, MINNESOTA HEREBY ORDAINS:

The following sections of the Afton Code of Ordinances shall be amended by deleting the strike-through language and replacing it with the underlined language and numbering sections as shown below, changing the chapter title, reserving sections, and adding Article IV.

Chapter 16

PARKS AND RECREATION OTHER PUBLIC PROPERTY

Secs. 16-16—16-24. Reserved.

ARTICLE IV. CITY CEMETERY OPERATION AND MAINTENANCE

Section 16-25. Establishment.

A cemetery has been established and is continued upon land owned by the City of Afton, Minnesota, and described as Mount Hope Cemetery, City of Afton. The plat of the cemetery filed with the county recorder in Washington County, Minnesota, is adopted as the official plat of the cemetery. In addition, a cemetery established in 1886 in the City of Afton known and platted as St. Paulus German Lutheran Cemetery was established and is currently being maintained by the City of Afton. No person shall lay out or establish any cemetery, or use any lot of land within this City for the burial of dead except in Mount Hope or St. Paulus German Lutheran Cemeteries, or some other tract of land duly designated and platted within the City as a cemetery.

Section 16-26. Definitions.

City. The City of Afton, Minnesota, owning and/or maintaining the cemetery.

Cemetery. A tract of land used for burials or above-ground interment.

Burial Permit. Legal written permission for burial to occur.

Burial Vault. A container that houses a casket for final interment in the cemetery.

Columbarium. Above-ground hexagonal repository composed of niches to hold cremation urns.

Interment. Disposition of human remains or cremains by burial or entombment.

Marker. A memorial of granite or other approved material that does not extend above the surface of the lawn.

Mausoleums. An external free-standing building enclosing the interment space or burial chamber of a deceased person or persons.

Memorial. A monument, marker bench, or large urns (marked or unmarked).

Monument. A memorial of granite or other approved material that extends above the surface of the lawn.

ORDINANCE 6-2016

Section 16-27. Sale of Lots.

The principal purpose of the City's ownership and maintenance of the aforesaid cemeteries is that of historical preservation and the City does not expect either cemetery will be used on an ongoing basis for burial purposes. The City expressly reserves the right to deny any and all applications for the sale of any lot within either cemetery in its complete and sole discretion.

The prices of cemetery lots and services will be set by resolution of the City Council. Any person paying for a lot is entitled to a license agreement conveying the lot. A license agreement conveying a lot gives the purchaser only the right of burial therein and shall be considered as a license that restricts the use to burial purposes.

Section 16-28. Conditions of Lot Purchase.

All lot agreements are subject to reasonable rules and regulations as the Council may adopt relative to the use of the cemetery. No lot shall be used for any purpose other than the burial of human remains and the placing of memorials as permitted by this ordinance or any additional regulation that the Council may provide.

Section 16-29. Handling of Funds.

All money received from the sale of lots and other services must be paid to the City. No lot agreement to any cemetery lot shall be issued, nor any cemetery service performed until a receipt showing payment to the City of the cost thereof is exhibited to the person who issues the deed or performs the services. All money received from the sale of lots and performance of services shall be placed in the cemetery fund. The fund may be used only for payment of the purchase price of grounds, or maintenance and improvements to the cemetery. The treasurer shall keep an account of all receipts and disbursements of money belonging to the cemetery fund and shall pay money out of the fund as approved by the City Council.

Section 16-30. Burial Permits.

Before any interment, a burial permit shall be obtained from the funeral home or State Registrar of Vital Statistics. No interment shall be made unless the City is notified and a copy of such burial permit is filed with the City. Within thirty-six (36) hours after the death of any person in the City and before the body is removed for burial within the City, the mortician, funeral director, or person having charge of the interment shall apply for the permit. This application shall be accompanied by a death certificate as prescribed by the Minnesota Department of Health. No burial permit shall be issued until the application and death certificate is completed and presented. The body of a deceased person shall not be brought into the City for burial unless accompanied by a death certificate and permit for removal issued by the registrar of the registration district wherein the death occurred.

Section 16-31. Interments.

Permission in writing from a lot owner must accompany all requests for permission to bury bodies of persons that are not members of the immediate family of the lot owner. All excavations shall be made under the direction of the City. When graves are requested to be dug, at least twenty-four (24) hours' notice shall be given, and the outside dimensions of the case to be used and the location shall be specified. No interment may be made in the cemetery unless the City expressly agrees, through action by its City Council, to the interment, and all laws, ordinances, rules, and regulations regarding interments have been complied with and until purchase price of the lot and all burial fees are paid. The City is under no obligation to agree to any interment and may, in its full and complete discretion, refuse any request.

ORDINANCE 6-2016

Section 16-32. Burial Vaults.

All caskets must be encased in a permanent type burial case or vault. Fiberglass vaults are prohibited.

Section 16-33. Funeral Supervision.

All funerals, on reaching the cemetery, shall be under the supervision of the City or its designated agents or personnel.

Section 16-34. Disinterment and Removal.

Before any grave may be opened, written permission of the lot owner and the next of kin shall be filed with the cemetery superintendent, a permit from the county health officer shall be secured and presented and the required fees paid. This provision does not apply when disinterment is ordered by a duly authorized public authority.

1. Removal of a body by the heirs so that the lot may be sold for profit to themselves, or removal contrary to the expressed or implied wish of the original lot owner is forbidden.
2. A body may be removed from its original lot to a larger or better lot in the cemetery when there has been an exchange or purchase for that purpose.
3. The City shall assume no liability for damage to any casket or burial case in making the disinterment and removal.

Section 16-35. Transfer of Lots.

No cemetery lot or fractional lot may be resold or otherwise disposed of, except by will, without the approval of the City Council, in accordance with the procedures outlined in Minn. Statutes § 306.15.

Section 16-36. City Repurchase of Unused Cemetery Lot.

A lot owner may sell his or her unused lot back to the City. The City will purchase the lot at any mutually agreeable price, but is under no obligation to repurchase any such lot and may do so at its complete discretion.

Section 16-37. Conduct of Persons in the Cemetery.

- A. No person may discharge any firearm within the cemetery grounds without written permission of the City.
- B. No person may remove any object from any place in the cemetery or make any excavation without the written permission of the City.
- C. No person may obstruct any drive or path in the cemetery or in any way injure, deface, or destroy any structure, grave, flower, tree, or other thing in the cemetery.
- D. No person may drive any vehicle at a speed exceeding ten (10) miles per hour. All automobiles must be kept off the grass.
- E. No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.
- F. No person may enter or leave the cemetery except at the entrances provided.
- G. No person may use the cemetery grounds or any road therein as a public thoroughfare, nor drive any vehicle through the cemetery grounds except for purposes relating to the cemetery.
- H. Children shall not be permitted to engage in playing within cemetery grounds, and children under ten (10) years of age shall not be admitted to the grounds unless accompanied by an

ORDINANCE 6-2016

adult, who shall be responsible for their conduct while therein.

- I. Animals must be on a leash and under control at all times.

Section 16-38. Monuments and Markers.

All monuments and markers shall be placed in the space shown on the cemetery plat or as directed by the City. Monuments and markers must be constructed of granite, marble, or bronze material. The design and size of the monuments or markers are subject to the approval of the City, which may, in its sole discretion approve or disapprove any size or design.

Section 16-39. Foundations.

All monuments and markers shall be placed on foundations of solid masonry at a depth and size to be determined by the City. The City reserves the right to excavate and build all foundations.

Section 16-40. Installation of Monuments and Markers.

Upon placement of an order for a monument, the lot owner or monument salesperson shall furnish the dimensions of the proposed monument to the City, which in turn may authorize the construction of the foundation, and all charges must be paid before the monument is placed thereon.

1. Persons engaged in erecting monuments and other structures shall provide adequate planking to protect turf and shall remove all materials, equipment, and refuse immediately upon completion of the work.
2. Scattering of materials on adjoining lots, or leaving materials on the ground longer than absolutely necessary is prohibited. In all cases the work is subject to the control of the cemetery superintendent and work must be conducted within the regulations of the cemetery. Ropes and cables may be attached to trees or other objects only on approval of the superintendent.

Section 16-41. Mausoleums.

Mausoleums may be placed only on cemetery lots designated by the City Council for such structures.

Section 16-42. Columbarium Niches.

Each niche may contain two cremation urns of appropriate size. The cost of a niche will include burial opening and closing costs. Two four (4) inch by ten (10) inch bronze plaques will be included per niche. Each plaque must be engraved according to cemetery specifications. No other additional ornamentation will be allowed on or in front of the columbarium.

Section 16-43. Decoration of Lots.

- A. Plants, shrubs, and flowers may be placed on cemetery lots in areas designated by the cemetery superintendent. No trees or vines may be planted, nor may fences be erected. The City reserves the right to remove any tree shrub, vine, plant, or flower that may become unsightly, dangerous, or not in keeping with the landscape design of the cemetery. The City shall not be responsible for damaged, lost, or misplaced flower containers.
- B. The placing of boxes, shells, toys, metal designs, ornaments, chairs, settees, glass, wood or iron cases, and similar articles upon lots shall not be permitted; if such items are placed, the City may remove them.
- C. All objects not described above, including balloons, banners, food and beverages, knick knacks, shepherd hooks, solar lights and lanterns, stuffed animals, wind chimes, windmills, windsocks, and statuary not incorporated into a monument, are prohibited and may be subject

ORDINANCE 6-2016

to immediate removal.

- D. The City reserves the right to remove all monuments, markers, flowers, plants, trees, decorations, or other similar things without liability to the owner whenever any of these objects become unsafe.

Section 16-44. Hours.

The cemetery will be open to visitors all days from dawn to dusk. Permission to enter at other times may be secured with express permission in writing from the City.

Section 16-45. Penalty.

Any person violating any provision of this ordinance is guilty of a misdemeanor and subject to fines of up to \$1000 and up to 90 days in jail.

Section 16-46. Third Party Maintenance.

The City may, by resolution, designate the Afiton Historical Society or, in its discretion, any other organization or third party, to manage and otherwise serve as the City agent acting on its behalf in maintaining and management any cemetery under the City's ownership or control.

Section 16-47 – 16-55. Reserved.

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: May 10, 2016
Re: Sale of Replaced Street Signs

The City is in the process of replacing its street signs, and has received inquiries regarding the availability of the street signs. Some cities who are also in the process of replacing their street signs, are making the street signs available for sale. For example, the City of Stillwater sells their old signs for \$10.00. Signs that are not sold are recycled as scrap metal.

COUNCIL ACTION REQUESTED:

Motion regarding the sale of replaced street signs.

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: May 10, 2016
Re: Summer Intern Appointment

Staff has posted advertisements for a summer intern at the Humphrey School of Public Administration, Hamline University's Public Administration graduate program and Minnesota State Mankato's Urban and Regional Studies graduate program. The intern will assist with RFP (Request for Proposals) processes, including for the solid waste and recycling service, animal control and the auditor. The intern will also assist with research related to the Comprehensive Plan update process and general office and administrative tasks. Two applications for the internship position were initially received. After interviewing the candidates, one candidate determined the position was not a good fit, and one, Mathew Malvin, has proposed a substantially reduced schedule, as he lives near Mankato. A third candidate, Dillon Petrowitz, was recently interviewed. Mr. Petrowitz has a number of other possible employment options, and has requested that he be given until Monday to make a decision about the position. Both Mr. Malvin and Mr. Petrowitz are well-qualified for the position. Both have had intern positions with other small cities. Their resumes are being provided to the Council in a confidential envelope. Staff will provide a recommendation regarding the appointment of an intern at the Council meeting.

COUNCIL ACTION REQUESTED:

Motion regarding the appointment of a summer intern for the months of June through August at an hourly rate of \$11.00.

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

Meeting Date May 17, 2016

Council Action Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 11, 2016
Re: Scheduling Work Session

A following topics still remain for Council discussion at a work session:

- Updates to ordinance requirements related to accessory buildings
- Discussion regarding the protection of man-made steep slopes

The discussion of goals for 2016 could identify additional work session topics.

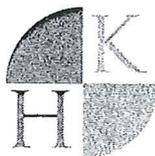
In addition, a joint work session with the Planning Commission is needed to discuss the following topics

- Goals for 2016
- Comprehensive Plan update process

Staff will contact Council members to schedule a work session.

COUNCIL ACTION REQUESTED:

Motion regarding topics for an upcoming work session.



Frederic W. Knaak*
Wayne B. Holstad**

**Also Licensed in
Wisconsin & Colorado
Qualified Neutral under Rule 114

***Also Licensed in Iowa &
Federal Court of Claims*

HOLSTAD & KNAAK PLC
"Local in character, national in reputation, international in reach"

Of Counsel
Donald W. Kohler
Thomas M. Dailey, P.A.
Matthew E. Ludt
Joseph B. Marshall

Paralegals
Michelle E. Hagland
mhagland@klaw.us
Jacqueline M. Stai
legalassistant@klaw.us

MEMORANDUM: MONTHLY AFTON PROSECUTION REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: FRITZ KNAAK, AFTON CITY ATTORNEY
DATE: May 2, 2016

This past month, our office has represented the City in a total of 14 prosecutions that were followed through to conviction or alternative disposition. They break down as follows:

Arraignments & Rule 8 Hearings:	8
Pretrials:	3
Omnibus Hearings/Motions:	0
Court Trials:	2
Jury Trials:	0
Revocation/Plea/Sentencing:	1

The report from the court Hearing Officer regarding Afton tickets for the month of April is summarized as follows:

Afton		
Customers	4	
Citations	4	
Charges	5	
Disposed	3	% Resolved
CFD/DUP	0	75.00%
Contest/NG	0	
DNQ	1	
Extension	1	
No Guidelines	0	
Parking	0	
Petty Misdemeanor	3	
Misdemeanor	2	