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

APPROVED City Council Regular Meeting Minutes
August 16, 2016
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

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

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

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

ALSO PRESENT: City Attorney Fritz Knaak, City Engineers Diane Hankee and Todd Hubmer, City Administrator Ron Moorse and City Clerk Kim Swanson Linner.

4. **APPROVAL OF AGENDA** –

A. Agenda for the Regular City Council Meeting of August 16, 2016 –Item 9C 9, Randy Morgan Driveway Permit on Sand Hill Road was moved to 10H, as it is a CLOSED SESSION. The following Items were ADDED to the night’s agenda: Item 9C10, Schedule a Joint City Council / Public Works Work Session; Item 9C11, Bike Rack and Garbage Can; Item 9C12, Heritage Preservation Commission Design Review Fee; Item 9C13, St. Croix Workshop-on-the-Water registration for attendance.

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

5. **APPROVAL OF MINUTES** -

A. Minutes of the July 12, 2016 Special City Council Meeting –

Motion/Second: Palmquist/Ross. To approve the minutes of the July 12, 2016 Special City Council Meeting as presented. Motion carried 3-0-1 (Abstain: Nelson, due to absence).

B. Minutes of the July 18, 2016 City Council Work Session –

Motion/Second: Bend/Ross. To approve the minutes of the July 18, 2016 City Council Work Session as presented. Motion carried 3-0-1 (Abstain: Palmquist, due to absence).

C. Minutes of the July 19, 2016 Regular City Council Meeting –

Motion/Second: Nelson/Ross. To approve the minutes of the July 19, 2016 Regular City Council Meeting as presented. Motion carried 3-0-1 (Abstain: Palmquist, due to absence).

6. **PUBLIC INPUT** – none.

7. **REPORTS/PRESENTATIONS** -

A. Sheriff’s Monthly Report – no deputy in attendance.

B. Tom Niedzwiecki, Budget Report – not in attendance.

C. Lower St. Croix Fire District Report – Kevin Wall and Kevin Johnson presented the Lower St. Croix Fire District Annual Audit for Year End December 31, 2015, on file at Afton City Hall, showing a balance of \$1,504,506. The Fire District is proposing a benefit level increase of assets to liabilities to 113.38%. This level

53 has fluctuated over the last 10 years, from a deficit, which the five cities made special contributions over a
54 number of years, to the current over-funding level.

55
56 **Staff was directed to prepare a resolution for the September City Council meeting to ratify the Fire**
57 **District 2015 Audit and the funding level, and to provide the background discussion on the funding.**

58
59 **8. CONSENT AGENDA –**

- 60 **A. Just and Correct Claims**
61 **B. 4M Fund Transfer – JULY - Resolution 2016-37**
62 **C. Waive Park Reservation Fees for Afton Area Business Association for 2017 events.**

63
64 **Motion/Second: Palmquist/Nelson. To approve the Consent Agenda, including Resolution 2016-37 as**
65 **presented. ROLL CALL: All Ayes. Motion carried 4-0-0.**

66
67 **9. CITY COUNCIL BUSINESS -**

68 **A. Planning Commission Report –**

69
70 1. Guy Reithmeyer, etal Preliminary Plat at 1093 Indian Trail Path– Resolution 2016-38 –
71 Administrator Moose explained that consultant planner Bob Kirmis reviewed the application for the
72 preliminary plat. Kirmis reported that the proposed subdivision was well designed; he detailed how the
73 subdivision met and were consistent with the applicable City regulations. Kirmis provided a list of
74 recommended conditions to be placed on the approval of the preliminary plat. Kirmis reported, as to the Park
75 Dedication Fee issue, that the City’s Park Plan within the Comprehensive Plan did not show any anticipated
76 park areas near this subdivision, therefore, a cash park dedication fee was recommended.

77
78 Council Discussion

79 Mayor Bend commented that the Natural Resources and Groundwater Committee should have reviewed the
80 Preliminary Plat, as it is their mission to ensure the stewardship of Afton’s natural resources is taken into
81 account.

82 Council discussed whether a cleared path should be required to Lake Edith.

83 Mayor Bend dictated language for the Condition #15 revision: “Any cleared path from the bluff line to the
84 lake shall be not more than 10 feet in width or any greater width as superseded by state statute.”

85
86 **Motion/Second: Palmquist/Bend. To approve the Guy Reithmeyer, etal Preliminary Plat at 1093 Indian**
87 **Trail Path, per Resolution 2016-38, based on the findings and subject to the conditions listed below:**

88
89 Findings:

- 90 1. **The subject property is located in the Rural Residential zone, as is all property surrounding it.**
91 2. **The Rural Residential zone allows residential use with five–acre minimum lot size.**
92 3. **The preliminary plat meets all preliminary plat requirements.**

93
94 Conditions

- 95 1. **Both the Indian Trail Path and Lake Edith Lane roadways shall be located within public right-of-**
96 **way and shall be provided 15 foot setbacks from property lines (to accommodate private utilities**
97 **and snow storage). This issue shall be subject to further comment by the City Engineer.**
98 2. **The adequacy of the streets serving the property shall be subject to comment and**
99 **recommendation by the City Engineer.**
100 3. **Driveway placement for Lot 3, Block 1 shall be set back a minimum of 60 feet from the**
101 **intersection of Indian Trail Path and Lake Edith Lane.**
102 4. **Except as otherwise allowed by the Valley Branch Watershed District for lake access, vegetation**
103 **clearing within the shore and bluff impact zones and on steep slopes shall be prohibited. Scenic**

104 easements shall be placed on all slopes greater than 18%. The developer shall execute a scenic
105 easement agreement and shall record the scenic easement concurrent with the final plat.

- 106 5. All requirements imposed by the Valley Branch Watershed District in the attached letter dated
107 June 3, 2016 shall be satisfied.
- 108
- 109 6. The City Engineer shall provide comment and recommendation in regard to the establishment of
110 easements upon the property, and easements as required by the City Engineer shall be granted.
- 111 7. Primary and secondary septic sites shall be illustrated on the preliminary plat in compliance with
112 Section 12-413 of the Zoning Ordinance (Sewage Treatment) and Section 12-1328.C.9 of the
113 Subdivision Ordinance (Preliminary Plat Data Requirements).
- 114 8. Review and approval of proposed septic designs and final septic permits by the Washington
115 County Department of Public Health shall take place prior to building permit issuance.
- 116 9. Consistent with Conservancy Overlay District requirements, permitted and accessory uses shall
117 be subject to Administrative Permit.
- 118 10. Current land value information shall be provided to the City (by the applicants) such that an
119 exact cash contribution amount can be calculated and potentially applied as a condition of final
120 plat approval.
- 121 11. Park dedication requirements of the City shall be made in cash, as determined appropriate by
122 City Officials, shall be paid prior to City signing the final plat.
- 123 12. As part of final plat approval, the applicants shall enter into a development agreement with the
124 City and post any financial securities required by it. This issue should be subject to further
125 comment by the City Attorney.
- 126 13. All requirements of the City Engineer, as outlined in the memo from Jesse Carlson of WSB dated
127 July 18, 2016, shall be satisfied.
- 128 14. All driveways shall comply with Section 12-84 of the Zoning Ordinance and be subject to review
129 and approval by the City Engineer.
- 130 15. Any cleared path from the bluff line to the lake shall be not more than 10 feet in width or any
131 greater width as superseded by state statute.
- 132

133 **ROLL CALL: All Ayes. Motion carried 4-0-0.**

134

135 2. Withdrawn Application - Robert Demaster- Accessory Building Interim Use Permit at 15376 Afton
136 Boulevard South – Administrator Moorse explained that Robert Demaster owns the small parcel at 15376
137 Afton Boulevard South; he also owns three adjacent parcels which includes the parcel at 15252 Afton
138 Hills Drive where he has his home, the large parcel to the south with PID # 15.028.20.34.0001 has a
139 vineyard, and the long narrow parcel with PID# 15.028.20.43.0005 southeast of the 15376 parcel. Mr.
140 Demaster plans to replat these properties to create one parcel upon completion of a title registration
141 process. Mr. Demaster had applied for an Interim Use Permit as the solution to having an accessory
142 structure without a principal structure during the interim period while the title registration process was
143 completed. Mr. Demaster since learned from the County Recorder that he could combine all of the lots
144 in advance of the title registration process in a simple lot combination process, then complete the title
145 registration process and replat the property. Based on this information, Mr. Demaster has withdrawn
146 his Interim Use Permit application and will proceed with the lot combination process through the
147 County, which will result in the proposed accessory building being located on the same parcel as Mr.
148 Demaster's house, and will eliminate the current nonconforming setback of the proposed accessory
149 building. This will bring the existing building into conformance with code requirements and will
150 enable a building permit to be issued for the accessory building. Mr. Demaster has requested the
151 refunding of the fee of \$250 and the deposit of \$600 for the Interim Use Permit application, totaling
152 \$850.00. A letter from Mr. Demaster withdrawing the interim use permit application and requesting a
153 refund of the application fee and deposit was submitted to the city.

154 **Motion/Second: Palmquist/Nelson. To accept the withdrawal of the Interim Use Permit application from**
155 **Robert Demaster because the parcels listed will be combined into one parcel and an interim permit for an**
156 **accessory building is not needed; and to approve the request for a refund of the fee and deposit for the**
157 **application, totaling \$850. Motion carried 4-0-0.**
158

159 **B. Engineering Report** - City Engineers, Diane Hankee and Todd Hubmer reported on:

160 1. Awarding Bid for Downtown Improvements Project – Resolution 2016-39 – Engineer Hankee
161 reported that bids for the Downtown Village Improvement Project were opened on June 24, 2016. Based on the
162 post-bid analysis of the two (2) bids received, staff recommended the bid submitted by Geislinger and Sons, Inc.
163 to be the lowest responsible bid. She reported that Geislinger and Sons, Inc. has successfully completed similar
164 projects in magnitude and scope including several successful projects with WSB and Associates staff.
165

166 **Motion/Second: Palmquist/Ross. To accept the bid from Geislinger and Sons, Inc. authorizing work for**
167 **the Downtown Village Improvements Project in the amount of \$12,542,476.71, with the bid award subject**
168 **to agreement by the contractor that the Notice to Proceed will not be provided until the completion of the**
169 **federal Section 106 process. ROLL CALL: All Ayes. Motion carried 4-0-0.**
170

171 2. Approving a Professional Services Agreement with WSB and Associates for Construction
172 Administration and Inspection Services for the Downtown Village Improvement Project – Engineers Hankee
173 and Hubmer summarized the proposal from WSB and Associates, Inc. to perform project management,
174 construction administration, construction inspection, surveying, and materials sampling for the duration of
175 construction of the Downtown Improvements Project. They explained the proposed fee assumes a construction
176 start date of September 2016 and a construction end date of November 2018 with a 50-hour work week. In the
177 event that construction is completed before November 2018 the fees would be reduced accordingly. They
178 reported that, as the consultant engineer for design, WSB and Associates is uniquely qualified to perform these
179 services.
180

181 **Motion/Second: Palmquist/Nelson. To approve a professional services agreement with WSB and**
182 **Associates for Construction Administration, Inspection, and Testing services in the amount of \$1,596,537**
183 **for the Afton Downtown Improvements Project. Motion carried 4-0-0.**
184

185 3. Seal Coat Price Quote for Afton Hills Drive – Engineer Hankee summarized that at the June
186 council meeting the City approved Astech Corp. quote in the amount of \$29,450 to crack fill 11 miles
187 of roadway, and seal coat 32nd Street South and Pateley Bridge Avenue South. The quotes were under
188 the \$75,000 budget and council directed staff to get a quote for seal coating Afton Hills Drive. Staff
189 held a preconstruction meeting with Astech Corp. and requested a cost to seal coat Afton Hills Drive
190 under the contract prices; they estimated the seal coat cost at \$20,388, bringing the 2016 seal coat total
191 cost to be \$51,038. This is still under the \$75,000 budget line item.
192

193 **Motion/Second: Nelson/Palmquist. After considering information on the life expectancy of seat coating**
194 **vs pavement patching vs a total overlay vs a total reconstruction, the motion was made to pass on the**
195 **seal coating quote for the stretch of Afton Hills Drive between Stagecoach Trail and the Afton Hills**
196 **Drive loop at the estimated cost of \$20,388. Motion carried 4-0-0.**
197

198 **C. Administration –**
199

200 1. Solid Waste and Recycling Service Request for Proposals Process – Administrator Moose
201 explained that in 2014, with the 5 year contract with Highland Sanitation for solid waste and recycling services
202 set to expire at the end of 2014, the City decided that, rather than conduct a full Request for Proposals (RFP)
203 process, the contract would be updated and extended for a two year period, and an RFP process would be
204 conducted in 2016. Staff is working with Washington County and its solid waste service consultant to prepare an

205 RFP for approval by the Council at its September 20 meeting. The RFP would be advertised and proposals
206 received by early October. It is expected that the proposals would be reviewed by a review committee made up
207 of Washington County staff and its consultant, City staff and a Council member if desired. The committee
208 would review the proposals and bring a recommendation regarding the preferred proposal to the Council's
209 October 18 meeting. Moore indicated, if they would like to have a representative on the proposal review
210 committee, the Council could appoint that representative at this time.

211 Council member Ross volunteered to serve on the review committee.

212

213 **Motion/Second: Bend/Nelson. To appoint Council Member Ross to serve on the solid waste services**
214 **proposal review committee. Motion carried 4-0-0.**

215

216 2. Septic System Compliance Inspection Triggers – Administrator Moore explained that, in response
217 to the Valley Branch Watershed District's voluntary septic inspection program for properties in the Kelles Creek
218 watershed, the Council discussed the current triggers for mandatory compliance inspections and requested the
219 Natural Resources and Groundwater Committee (NRGC) provide a recommendation regarding mandatory
220 triggers. The NRGC obtained and reviewed substantial information regarding compliant vs. non-compliant
221 septic systems and the potential effects of noncompliant systems. At its June 15 meeting, the NRGC
222 recommended that the current septic compliance inspection trigger be strengthened to require an inspection
223 when a property obtains a building permit with a value of \$50,000 or more. The current triggers in the septic
224 ordinance are the sale of the property, the addition of a bedroom and an improvement that is more than 50% of
225 the existing structure. Moore furthered that, at its July 19 meeting, the Council discussed the \$50,000 building
226 permit trigger and whether a higher building permit value would be more appropriate. While a higher building
227 permit value may be a better fit from an ability-to-pay standpoint, the number of building permits for higher
228 valued home improvements is small. The information provided to the NRGC regarding septic compliance
229 indicated that the compliance of septic systems is closely related to the year in which they were installed. The
230 older the system, the higher probability that it is non-compliant. The following statistics were provided by
231 Washington County's septic compliance inspection information pertaining to Afton:

- 232 • For septic systems in Afton older than 1980 that were inspected for compliance, 55% were non-conforming.
- 233 • For septic systems in Afton installed between 1980 and 1989 that were inspected for compliance, 45% were
234 non-compliant.
- 235 • In 2014, 55% (37 of 67) of properties that were sold in Afton did not have a septic compliance inspection.

236 Moore indicated that the County Septic Ordinance, which needs to be officially adopted by the City, has a
237 septic inspection requirement at the point of sale, in Section 8.10 (1)(B), if the septic system is more than 5
238 years old.

239

240 **Motion/Second: Bend/Palmquist. To direct staff to prepare a draft ordinance amending the septic**
241 **ordinance providing the city with additional triggers for septic compliance inspections to be completed**
242 **when building permit applications are over \$75,000 in value and/or are greater than 40% of the assessed**
243 **value, unless the owner can prove it has been inspected within the last 10 years. Motion carried 4-0-0.**

244

245 3. Paperless Office - Scanning Legacy Documents into Laserfiche – Administrator Moore reviewed
246 that at its July 19, 2016 meeting, the Council approved the purchase and installation of Laserfiche, a document
247 and workflow management system. One of the key benefits of the Laserfiche software is that it provides a
248 powerful ability to search electronic records. The City currently has a large volume of paper records,
249 particularly related to property-based information. The property records are accessed regularly by staff. Having
250 the ability to access these records through Laserfiche would substantially improve the efficiency of searching
251 these records. It would also protect these records in the case of a disaster, such as a fire. In order to be able to
252 access these records electronically through Laserfiche, they need to be scanned into the Laserfiche system.
253 Because of the large volume of these paper records, the cost of scanning is substantial. Cities Digital, the vendor
254 for Laserfiche, has the capability to scan the City's legacy documents. While the Council discussed the need to
255 scan the legacy documents into Laserfiche, and discussed a number of options for accomplishing this, the

256 Council did not make a decision about this. Three options for scanning the legacy documents and their costs,
257 were provided. Option 1 was to scan all the legacy documents at one time; Option was to scan a portion each
258 year over a five-year period; Option 3 was to have staff scan the legacy documents as they are accessed and as
259 staff ha time permits. While Option 3 was the least expensive, staff would need to dedicate time to this task, as
260 current tasks take up more hours than are available.

261 Council discussed that the greatest benefit, both in time and in disaster recovery, would come from Option
262 1, having all legacy documents scanned into the system at once.

263

264 **Motion/Second: Palmquist/Ross. To approve Option 1, to have all of the city’s legacy documents scanned**
265 **into the Laserfiche system at one time, for the quoted cost, not to exceed \$16,175.90. Motion carried 4-0-**
266 **0.**

267

268 4. Adopt Local Designation Nominations of Historic Properties - Resolution 2016-40 – Administrator
269 Moore reviewed that the Heritage Preservation Commission obtained grant funding to complete research on 13
270 historic properties in Afton and nominate the properties for local designation. The local designation process
271 involves both the Minnesota Historical Society and the City Council recognizing the historic significance of the
272 properties and, through approval, encouraging the preservation of the properties through the City’s historic
273 preservation design guidelines. The property owners all agreed to their properties being designated as local
274 historic properties. The final two nominations of the 13 properties – The Erastus Bolles House at 1741
275 Stagecoach Trail South and the Bissell Mound at 13305 15th Street South are ready for approval.

276

277 **Motion/Second: Bend/Nelson. To approve the adoption of Resolution 2016-40 for the local designation of**
278 **The Erastus Bolles House at 1741 Stagecoach Trail South and the Bissell Mound at 13305 15th Street**
279 **South in the City of Afton. ROLL CALL: All Ayes. Motion carried 4-0-0.**

280

281 5. Afton Boulevard Cartway Erosion – Administrator Moore summarized that Council, at its July 19,
282 2016 meeting, discussed the cartway and the erosion issue. The Council directed staff to clarify whether the
283 roadway was created as a cartway, and whether there are any properties for which the cartway provides the only
284 means of access. Moore explained that materials from records at Washington County were provided to the city
285 by Dan Miller, owner of a parcel adjacent to the cartway, detailed that the cartway was established in 1917.
286 State statute allows cities a process to close a cartway, similar to the process to vacate a public roadway. It
287 includes a public hearing with notice to owners of all properties adjacent to the cartway. He explained that there
288 are three parcels that relate to the cartway. From north to south, the parcels include an undeveloped parcel with
289 PID# 22.028.20.32.0005, the parcel at 3750 Paradox End Avenue with PID# 22.028.20.32.0006, and the parcel
290 at 14925 Afton Boulevard with PID# 22.028.20.33.0001. The undeveloped parcel does not have access to a
291 public road, but does have access to the cartway. This parcel is under the same ownership as the parcel at 3750
292 Paradox End Avenue, which has frontage on Paradox End Avenue and contains a house near the Paradox End
293 Avenue cul-de-sac. There is a rental house located at 14925 Afton Boulevard South that currently uses the
294 cartway as its main access. This parcel has frontage on both Afton Boulevard South and Paradox End Avenue.
295 There is an existing field road that runs from the rental house to Paradox End Avenue. The field road could be
296 upgraded by the property owner to provide access to Paradox End Avenue, eliminating the need to use the
297 cartway. Moore continued, that the city’s zoning code requires that the undeveloped parcel, in order to be
298 considered a buildable lot, needs to have at least 60% of the required frontage on an improved public street. The
299 required frontage is 300 feet. This parcel does not have any frontage on an improved public street. Even if the
300 cartway was considered to be “an improved public street” the parcel does not have the required frontage on the
301 cartway. Because the parcel does not meet the frontage requirement and is adjacent to a parcel under the same
302 ownership, the zoning code requires that this parcel be combined with the adjacent parcel at 3750 Paradox End
303 Avenue. This would eliminate the need to keep the cartway open to serve this parcel. Moore indicated that in
304 the past several years, erosion has been an issue on the cartway. The two owners of the three parcels indicated
305 above have been cited with unauthorized grading of the cartway and the slope on the east side of the cartway
306 and charged with a fine and reparations. The reparations have not stopped the erosion from the undercutting of

307 the slope from past years. City staff had met at the cartway with the City Engineer to review erosion control and
308 restoration solution options. The repeated heavy rains this season have caused even more severe erosion,
309 particularly along the eastern edge of the cartway, against the steep slope up from the cartway. As part of the
310 discussion, the City Engineer advised that, if the cartway continues to be open and used as a roadway, a likely
311 long term result could be erosion on the steep slope down from the cartway, undercutting the roadway and
312 requiring major repairs. It was suggested that the erosion control and restoration solution would be easier if the
313 roadway was closed and vegetated.

314
315 Moore indicated that cost estimates have been obtained from Tri County for the erosion control and restoration
316 options. The estimated cost of erosion control repairs with the cartway continuing to be open for use is \$7,500.
317 With the cartway closed to traffic permanently, the estimated cost would be \$4,000. The cost of these repairs
318 can be assessed to the users of the cartway.

319
320 **Motion/Second: Bend/Palmquist. To move forward with the process to close the cartway. Motion carried**
321 **4-0-0.**

322 **Motion/Second: Bend/Palmquist. To analyze an erosion control and restoration solution for the cartway.**
323 **Motion carried 4-0-0.**

324
325 6. Cluster Mailboxes – Administrator Moore reviewed that at its July 19, 2016 meeting, the Council
326 reviewed information regarding residents in a number of rural neighborhoods working with the Post Office to
327 install metal cluster mailboxes with locking boxes to improve mail security. The residents and the Post Office
328 have contacted the City regarding whether the City has any requirements for the mailboxes. The Post Office has
329 installed one cluster mailbox, located in the Cedar Bluffs development. The Post Office proposes a metal
330 pedestal mailbox. The Council referred the issue to the Heritage Preservation Commission (HPC) for review and
331 recommendation. The HPC prefers the character of the Cedar Bluffs mailbox with the wood surrounding the
332 metal cluster of mailboxes vs. all metal. He reminded that Council also asked whether members of a
333 neighborhood would be required or pressured to eliminate their individual mailbox in favor of a cluster mailbox.
334 The Postmaster indicated they would not install a cluster mailbox unless a substantial percentage of the residents
335 would participate; but if some residents did not want to participate, they could keep their individual mailboxes.

336 **Motion/Second: Bend/Nelson. To table the discussion of the design of cluster mailboxes. Motion carried 4-**
337 **0-0.**

338
339 7. Man-Made Steep Slopes – Administrator Moore reviewed that at its June 13, 2016 meeting, Council
340 directed staff to work with the Planning Commission to develop an ordinance amending the protection of slopes
341 which were made 18% or greater by grading, i.e. for the construction of a roadway, and also are not
342 environmentally sensitive or fragile. Moore indicated that the Planning Commission, at its July 11 meeting,
343 recommended against a general exception for man-made steep slopes. The Commission pointed to the potential
344 difficulty of demonstrating a slope was man-made and to the possibility that a man-made steep slope may still be
345 environmentally fragile and/or in an environmentally sensitive area. Instead, the Commission recommended a
346 narrower exception, for example, specifically related to a driveway crossing a ditch area that has steep slopes.
347 The Commission also recommended that there should be a process, such as a variance process, related to making
348 this exception, through which the property owner would demonstrate that the slope was man-made, that it was not
349 environmentally fragile, that it would be protected from erosion, and that the inability to disturb the steep slope
350 was causing a practical difficulty. At its July 19 meeting, the Council discussed a narrower exception related to
351 man-made steep slopes, specifically related to steep slopes that were created by the construction of a road and/or
352 related drainage ditches or a driveway. The Council did not agree on specific language or on whether this
353 exception would require a variance. Staff requested that Council provide additional direction for an ordinance
354 amendment that can be brought to the September 12 Planning Commission meeting.

355
356 **Motion/Second: Bend/Nelson. To direct staff to draft an ordinance amendment related to parameters that**
357 **the disturbance of man-made steep slopes may be permitted and to ensure the language is included in the**

358 **numerous code sections which discuss 18% steep slopes: slopes 18% and greater must have been**
359 **constructed in relation to roadways or ditches adjacent to roadways and therefore, must be adjacent to**
360 **publicly improved roads; the 18% or greater slope must also extend perpendicular to the roadway and be**
361 **a distance of 30 feet or less. Motion carried 4-0-0.**
362

363 8. Schedule 2017 Budget Work Session – Administrator Moorse indicated that the preliminary 2017
364 budget and tax levy is required to be certified to the County by September 30, therefore staff suggested scheduling
365 a minimum of two work sessions prior to approving the preliminary budget and tax levy at the September 20
366 Council meeting.

367
368 **Two Budget Work Sessions were scheduled for August 29 at 3:30 p.m. and September 12 at 1:00 p.m.**
369

370 9. *[Moved to 10H]* Randy Morgan Driveway Permit on Sand Hill Road (Closed Session) –
371

372 10. *[Added]* Schedule a Joint City Council / Public Works Work Session – It was reported that the Paser
373 Study has been converted to an Excel spreadsheet. The spreadsheet will be turned over to the Public Works
374 Committee to rank roads. The spreadsheet is linked to a financial spreadsheet that automatically calculates; it
375 “normalizes” roads to 24 feet wide and one mile long, so if a road is 15 feet wide, it becomes .6 of a mile in
376 terms of cost to maintain. Accountant Niedzwiecki has reviewed the math in the spreadsheet and approved the
377 math and formulas. Administrator Moorse will work with Council and Public Works to schedule a meeting date.
378

379 11. *[Added]* Bike Rack and Garbage Can – Council Member Palmquist brought a request to the Council
380 to get approval for the purchase of a bike rack and garbage can for the Pedal & Paddle program.
381

382 **Motion/Second: Bend/Nelson. To accept picture number 1 for a bike rack, from materials handed out at**
383 **the meeting. Motion carried 4-0-0.**
384

385 12. *[Added]* Heritage Preservation Commission Design Review Fee – Council Member Palmquist
386 requested that Council place a moratorium on charging the Heritage Preservation Commission’s design review
387 fee until the Fee Schedule is revised in January 2017 and to request that staff remove the fee from the Fee
388 Schedule for adoption in January 2017.
389

390 **Motion/Second: Palmquist/Nelson. To approve refunding the latest Heritage Preservation Commission**
391 **design review fee paid. Motion carried 4-0-0.**
392

393 13. *[Added]* St. Croix Workshop-on-the-Water registration for attendance – Council Member Palmquist
394 added this item to the agenda for Council to take action on approving payment of registrations for those CC, PC
395 and NRG members wishing to attend the 2016 St. Croix Workshop-on-the-Water on September 14. Staff will
396 register those wishing to attend.
397

398 **Motion/Second: Palmquist/Nelson. To approve paying the registration fee of \$25 each for City Council,**
399 **Planning Commission and Natural Resources and Groundwater Committee members wishing to attend**
400 **the 2016 St. Croix Workshop-on-the-Water on September 14. Motion carried 4-0-0.**
401

402 **D. Committee Reports –**

- 403 1. Public Works – none.
- 404 2. Personnel – none.
- 405 3. Parks – none.
- 406 4. HPC/DR – none.
- 407 5. Natural Resources and Groundwater – none.

408 6. High Speed Internet – CenturyLink has about 10 more miles of fiber to install; they are targeting
409 October for completion.

410
411 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 412 **A.** Ward 1 Council Member Palmquist – all of Council should watch at least one video a year; it is helpful
413 to be aware of what bogs down meetings and observe strategies to move meetings forward.
414 **B.** Ward 2 Council Member Richter – absent.
415 **C.** Ward 3 Council Member Ross – none.
416 **D.** Ward 4 Council Member Nelson – He was the PAC and Gateway meetings on Thursday. The alignment
417 of the bus route has changed dramatically. It is now being proposed to end at the old Woodbury Theatre
418 parking lot (to be a Park and Ride lot) north of Valley Creek Road. The Gateway route was supposed to
419 alleviate traffic from Wisconsin to the I-694/I-494 loop; he believes this will not get people exiting off
420 the freeway into neighborhood traffic to get on the bus to the downtowns.
421 **E.** Mayor Bend – none.
422 **F.** City Attorney Knaak – Prosecution Report is on file.
423 **G.** City Administrator Moorse – none.
424
425 **H.** *[Moved from 9C9]* Randy Morgan Driveway Permit on Sand Hill Road –

426
427 **Motion/Second: Bend/Nelson. To go into Closed Session at 9:54 p.m. Motion carried 4-0-0.**

428
429 **Motion/Second: Nelson/Palmquist. To come out of Closed Session at 10:15 p.m. Motion carried 4-0-0.**

430
431 **11. ADJOURN –**

432
433 **Motion/Second: Palmquist/Nelson. To adjourn the meeting at 10:17 p.m. Motion carried 4-0-0.**

434
435 Respectfully submitted by:

436
437
438 _____
439 Kim Swanson Linner, City Clerk

440
441 **Approved by Council (on September 20, 2016) as (check one): Presented: X Amended: _____**

442
443
444 **Signed by Mayor Richard Bend _____ Date _____**