



## **CITY COUNCIL WORK SESSION AGENDA**

AFTON CITY COUNCIL CHAMBERS  
3033 St. Croix Trail South

**February 3, 2020**  
**At 5:00 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – February 3, 2020 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
  - A. Acquisition/Preservation of 2398 St. Croix Trail Property**
  - B. Gehrke Property Exchange**
  - C. RFP Processes for Contracted Services**
  - D. Utility Box Mural Project**
  - E. 2020 Goal Setting**
  - F. 3M Settlement**
- 5. Adjourn**

**A quorum of one or more City commissions or committees may be present to receive information at this meeting**

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

## **Meeting Date February 4, 2020**

### **Council Memo**

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: January 30, 2020

Re: Preservation of Property at 2398 St. Croix Trail

---

When the 31-acre property at 2398 St. Croix Trail was placed on the market, the property owner contacted Belwin regarding their possible interest in the property. The property is located directly north of a parcel owned by Belwin and directly south of Afton's wastewater treatment site. (see the attached map) The property contains one house, and the remainder is open space with hills, wetlands and a significant amount of Valley Creek shoreline.

Belwin had initially responded to the property owner that they did not have the resources to acquire the property. Since that time, Mayor Palmquist reached out to County Commissioner Kriesel regarding potential resources available from the County. Commissioner Kriesel provided a connection with the County's Land and Water Legacy Program, which has the purpose of preserving high priority natural areas through the purchase of conservation easements and/or assisting with obtaining grant funding for land purchases.

Staff has met with June Mathiowetz of the Land and Water Legacy Program and Katie Bloome of Belwin to discuss possible options for preserving the 2398 property. Because the property is located in Afton, the City has a role to play in this process. An essential element of the City's role is to confirm that the property is a high priority for preservation. This is key to Washington County, and the Land and Water Legacy Program in particular, becoming actively involved. Also, discussions regarding the Belwin property, the 2398 property and the City's property have included a suggested trail that would run from the Belwin property through the 2398 property and through the City's property to Putnam Boulevard, where it could connect with a larger area of Belwin property.



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

# Meeting Date February 4, 2020

## Council Memo

To: Mayor Palmquist and City Council Members  
From: Ron Moorse, City Administrator  
Date: January 30, 2020  
Re: Gehrke Property Exchange Update

---

Staff met with Jim Gehrke to provide an update regarding the property exchange involving the house on the wastewater treatment site. The meeting included an update regarding the interest in the property by Belwin and the related interest in preserving the property at 2398 St. Croix Trail. Staff advised that a possible element of plans for the property is a public trail that would run through the treatment site property to Putnam Boulevard to make a connection with additional Belwin property to the northwest.

The meeting also included a discussion regarding the value difference between the Gehrke property in the downtown village and a five acre parcel on the treatment site property. The value difference is about \$65,000. Jim would like to see if there is a way to reduce that difference. The meeting also included a discussion regarding the bike trail on the levee that is planned to continue through the Gehrke property to St. Croix Trail. Judith Gehrke remains opposed to the bike trail.

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

# Meeting Date February 4, 2020

## Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorese, City Administrator

Date: January 30, 2020

Re: RFP Processes for Contracted Services

---

The Council has agreed to conduct two RFP processes per year for contracted services. In recent years, a number of RFP processes have been completed or contracts for services have been extended. Looking forward, there are a number of contracted services that have not been reviewed in depth for five to ten years. These include engineering services, legal services and land use planning consultant services. In addition, there are contracts that will be expiring in the next two years that will require a decision to either extend the existing contract or conduct an RFP process. These include auditing services, building inspection services and solid waste and recycling services. In addition, the contract with Tom Niedzwiecki for accounting services expires on May 31, 2021 and is not renewable.

**Auditing services and Accounting services.** Annual Audit: A relatively recent RFP process resulted in a new auditing firm, Carlson SV, with a three year contract for the 2018, 2019 and 2020 audits. Carlson SV will complete its work on the 2020 audit by May of 2021.

Carlson SV has also indicated it is interested in providing accounting services to Afton, which would not allow them to continue to provide auditing services to Afton. If Carlson SV was to begin to provide accounting services on June 1 of 2021, they would not be able to provide auditing services for the 2021 audit, for which preliminary work would begin in the fall of 2021.

If the Council was to decide to hire Carlson SV to provide accounting services starting in June of 2021, the Council would need to conduct an RFP process for auditing services in August of 2021. If the Council decided not to hire Carlson SV for accounting services, an RFP process for accounting services would need to begin in late 2020 or early 2021.

**Building Inspection:** Contract was extended for a three year term expiring on December 31, 2021. In early 2021, the Council will need to determine whether to extend the current contract or conduct an RFP process.

**Solid Waste and Recycling:** The current five-year contract with Highland Sanitation runs through 2021. In early 2021, the Council will need to determine whether to extend the contract with Highland or conduct an RFP process.

### Additional Contracted Services

- Engineering Services
- IT Services

- Legal Services
- Planning Consultant Services

**Proposed Schedule of RFP processes**

2020 RFP Processes

Legal Services or Engineering Services  
Land Use Planning Consultant Services

2021 RFP Processes

Legal Services or Engineering Services  
Auditing Services

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

## Meeting Date February 3, 2020

### Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: January 30, 2020

Re: Utility Box Mural Project

---

At the January 21, 2020 Council meeting, Fizzie Heimdahl explained the St. Croix Utility Box Mural Project, which has provided murals in Stillwater and Marine on St. Croix., and could be expanded to include Afton. The theme of all artist submissions needs to revolve around the St. Croix River, and can be realist or abstract, photography or a painting. Each artist proposal is reviewed by a panel of artists and community members to make sure that their proposal follows guidelines and criteria. The Heritage Preservation Commission would be involved in reviewing mural proposals. From there, they would be forwarded to the City Council for final approval. The City would have its own application for artists, including specific box locations and guidelines.

There are several utility boxes in the Old Village downtown area, including the large boxes for the sanitary sewer lift station and the storm water lift station in the Steamboat Park parking lot area. There is also a utility box at the corner of St. Croix Trail 32<sup>nd</sup> Street, and well as two lift station boxes on River Road.

The City's participation in the mural project would involve payment for one or more of the murals. This could be \$500 to \$1,000. The \$1,000 prize the City received from the League of Minnesota Cities' City of Excellence Award was placed in the City Council Contingency Account, and is available to be used for the mural project.

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

# Meeting Date February 4, 2020

## Council Memo

To: Mayor Palmquist and City Council Members  
From: Ron Moorse, City Administrator  
Date: January 30, 2020  
Re: 2020 Goal Setting

---

The 2019 goal setting process included two elements – a longer range planning process and a shorter range goal setting process. The following is an outline of the two elements.

### Longer Range Planning Process

The longer range planning process involved Council members taking time, using their knowledge of the City and their perspective regarding its long-range future, to speculate about the major issues it will be important for the City to address in the next 5, 10, 15 or 20 years. These issues could include both potential threats to be avoided or prevented and potential opportunities to take advantage of. The Long Term Planning spreadsheet listing the results of the longer range planning process is attached. The Council may want to review and update the longer range planning results.

### Shorter Range Goal Setting Process

The shorter range goal setting process includes three elements as follows:

- Review the goals that were established for 2019 to identify those that were accomplished in 2019 and those that should be included in the 2020 goals. (Attached is the list of goals for 2019 with the completed goals shown in bold.)
- Once the longer range issues are identified/updated, the next step is to determine if there are any efforts the City should undertake in 2020 to begin to position itself to effectively address these longer range issues. These efforts can be added to the list of goals for 2020.
- Each Council member submits the top 3 goals they want to accomplish during the year. The lists of goals are then discussed to determine if there are common goals and to develop a consensus on the top priority goals.

Long Term Planning

Key Strengths/Positive Attributes  
(to be Protected/Preserved/Enhanced)

cute town  
location  
nature  
river  
open space  
large lots  
rural character  
hunting  
peace  
diversity of land use, rec. activities  
residential alt. energy systems  
engaged, educated, participative residents  
bee hobbyists  
natural prairie restoration  
unique, valuable

Areas of Weakness or Vulnerability  
(to be strengthened)

lack of diversity ethnic/economic/  
future of farming  
enforcement mechanisms  
low pop. Density  
generation shift (farming)  
high land prices

Opportunities  
(to be seized)

tourism  
outdoor recreation  
wildlife corridor and open space planning  
connections  
open space alignment  
Putnam ave. rec. trail  
funding sources-grants

Threats  
(to be prevented/avoided)

overdevelopment  
pressures from adj. cities  
vulnerable ecosystem  
Manning corridor  
water quality PFC's  
subject to other bodies re: development

Action Steps

(highlight action  
steps for 2019)

celebrate unique development pattern in messaging  
ID and quantify what we have  
resident survey  
current, updated maps  
clarify ordinances

2019 Goals

Completed Goals shown in Bold and Underlined

	<u>Categories</u>						
	Finance	Mgmt	Land Use	Parks/ Trails	Environ mental	Intergov	Econ. Dev.
1. <b><u>Get our fiscal house in order.</u></b>	X						
· <b><u>Get a handle on any short fall in our downtown project.</u></b>	X						
· <b><u>Create a plan for river road sewer line repairs</u></b>	X						
2. <b><u>PFC monitoring and push for Afton's share of financing towards our solution</u></b>	X				X	X	
3. <b><u>Adjust/amend our PLCD ordinance, so that it accomplishes our long term goals while being user friendly</u></b>			X				
4. Aggressively pursue businesses that are a good fit for our industrial zone to provide more tax base for our residents							X
5. Work on making the Lower St. Croix Valley Fire Dept. more fiscally responsible by seeking out partnership opportunities for ambulance service and controlling labor costs.	X						
6. Reopen the Putnam Blvd bridge for a bike/pedestrian trail				X			
7. Implement Laserfiche Work Flow Management - monthly updates on implementation		X					
8. Review Green Step Cities Program for Implementation					X		
9. <b><u>Complete social media rollout and adopt policy on how to use it to communicate</u></b>		X					
10. Proactively identify high quality natural resources, natural features and open space corridors for protection and future connections			X	X			
11. Assess, identify and quantify land uses in the City			X				
12. Build resiliency, i.e. in relation to climate change					X		

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

# Meeting Date February 4, 2020

## Council Memo

To: Mayor Palmquist and City Council Members  
From: Ron Moorse, City Administrator  
Date: January 30, 2020  
Re: 3M Settlement Drinking Water Supply Plan Update

---

In March, the MPCA/DNR (the co-trustees) will meet with each of the cities to discuss and obtain feedback regarding the long term drinking water supply options and good, better, best recommendations. Staff would like direction from the Council regarding whether the meeting with the co-trustees should include the full Council or staff and a subset of the Council.)

### Informational and listening sessions

The co-trustees are hosting several sessions to share the long-term drinking water supply options and associated costs with those living and working in the east metro area. Meeting times at each venue are: **2 – 4 p.m.** and **6 – 8 p.m.** The format for each meeting will be a 30-minute presentation followed by a Q & A and open house. Dates and locations are:

- February 25: Prestwick Golf Club 9555 Wedgewood Drive Woodbury
- February 26: Lake Elmo Inn Event Center 3712 Layton Ave North Lake Elmo
- February 27: Cottage Grove City Hall 12800 Ravine Pkwy S.