City of Afton

CITY COUNCIL AGENDA
AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South
TUESDAY, February 18, 2020
7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

_____Mayor Palmquist
_____Council Member Nelson
_____Council Member Ross
_____Council Member Wroblewski
_____Council Member Perkins

4. APPROVAL OF AGENDA

A. Approval of the Agenda for the Regular City Council Meeting of February 18, 2020 -

5. APPROVAL OF MINUTES

A. Minutes of the January 21, 2020 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

9. CITY COUNCIL BUSINESS

A. Planning Commission Report – (PC Chair Report & Draft PC Minutes)

1. Lisa Buck Variance Application at 15740 Upper 34th Street - **Resolution 2020-12**
2. Five Oaks Family Farm Subdivision and Variance Application at 120 and 502 Stagecoach Trail – **Resolution 2020-13**
3. (The Planning Commission tabled the Brooks Variance Application at 14186 Valley Creek Trail to enable the applicant to address concerns raised by the Commission members)
4. Election of Officers
5. Short Term Rentals Ordinance

B. Engineering Report – (Engineer Staff Report)

1. River Road Sanitary Sewer Sub-Project Update
2. Award of Bid for the River Road Sanitary Sewer Project – **Resolution 2020-14**

C. Administration –

1. Afton Creek Developer Dispute Regarding Escrow Account Charges
2. Preservation/Conservation Plan for Valley Creek-Related Properties Along St. Croix Trail (2398 St. Croix Trail) **Resolution 2020-15**
3. Gehrke Property Exchange
4. 2019 General Fund Surplus – **Resolution 2020-16**
5. Interim Ordinance-Moratorium – **Ordinance 02-2020**
6. Solutions for Email Server With Outdated Operating System
7. Policy Regarding Direct Access to the City's Contracted Service Consultants by Residents
8. Additional Document Scanning Projects
9. Kim Myhers Application to Serve on the Natural Resources and Groundwater Committee
10. LED Lighting Project at Public Works Shop
11. City Hall LED Lighting Project Update

D. Committee Reports -

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

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

A. Ward 1 Council Member Perkins
B. Ward 2 Council Member Wroblewski
C. Ward 3 Council Member Ross
D. Ward 4 Council Member Nelson
E. Mayor Palmquist
F. City Attorney Knaak
G. City Administrator Moorse

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.

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

DRAFT City Council Regular Meeting Minutes
January 21, 2020
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 Bill Palmquist

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

3. **ROLL CALL:** Mayor Palmquist, Council Members Lucia Wroblewski, Stan Ross, Annie Perkins, Randy Nelson. **A Quorum was Present.**

   ALSO PRESENT: City Accountant Tom Niedzwiecki, City Administrator Ron Moorse, City Engineer Nick Guilliams.

4. **APPROVAL OF AGENDA** –
   Add item "non compliance fees"
   Motion/Second Ross/Perkins to approve the agenda for the January 21, 2020 Regular City Council meeting with addition. Passed 5-0.

5. **APPROVAL OF MINUTES**
   A. Minutes of the December 4, 2019 City Council Work Session
   Motion/Second Palmquist/Nelson to accept the minutes of the December 4, 2019 City Council work session meeting. Passed 5-0.
   B. Minutes of the December 17, 2019 Regular City council meeting.
   Motion/Second Ross/Perkins to approve the minutes of the December 17, 2019 City Council meeting. Passed 5-0.

6. **PUBLIC INPUT** –
   none

7. **REPORTS/PRESENTATIONS** –
   A. Sheriff's Monthly Report
   New Deputy Sam Mancini introduced herself.

   B. Fitzie Heimdahl – St Croix Utility Box Mural Project
   Provided a presentation on the mural project. Project proposals are reviewed prior to work beginning. Would like to do a cost-share with the city. Council will discuss further at a work session.

   B. Tom Niedzwiecki, Budget Report
   Provided an overview of the financial reports.

   C. Lower St. Croix Fire District Report
   Former mayor Bend reported on the year-end run summary. 189 runs or 45% of total were to Afton. (490 runs total). They are starting budget process for next year. The District would like to do inspections of non-owner occupied properties.

8. CONSENT AGENDA

A. Just and Correct Claims

Motion/Second Palmquist/Ross to approve the Just and Correct Claims. Passed 5-0.

B. 4M Fund Transfer – Resolution 2020-01

Motion/Second Wroblewski/Ross to approve Resolution 2020-01 4M Fund transfers for December. Roll Call: All aye, Passed 5-0.

C. Renew 4M Joint Powers Agreement – Resolution 2020-02

Motion/Second Ross/Wroblewski to approve Resolution 2020-02 renewing the 4M Joint Powers Agreement. Roll Call: All aye, Passed 5-0.

D. Designate Official Depository – Resolution 2020-03

Motion/Second Ross/Nelson to approve Resolution 2020-03 designating the Official Depository. Roll Call: All aye, Passed 5-0.

E. Designate Official Newspaper – Resolution 2020-04

Motion/Second Palmquist/Perkins to approve Resolution 2020-04 designating the Official Newspaper. Roll Call: All aye, Passed 5-0.

F. Designate the Official Signatories – Resolution 2020-05

Motion/Second Ross/Wroblewski to approve Resolution 2020-05 designating the official signatories for payroll and checks. Roll Call: All aye, Passed 5-0.

9. CITY COUNCIL BUISINESS

A. Planning Commission Report – (PC report & Draft PC minutes)

1. Sue Biagini Variance Application – Resolution 2020-06

Motion/Second Palmquist/Nelson to adopt Resolution 2020-06 approving the Biagini variance application at 15904 Afton Blvd.

Discussion

Council member Wroblewski stated she originally had concern about height of garage but the house is taller.

Roll Call: All aye, Passed 5-0.

2. PLCD Ordinance amendment – Ordinance 01-2020

Planning Commission chair Kopitzke stated that this is the best version of the ordinance. He also feels there are alternatives that are preferred that don't include HOAs. Only developers can figure out all the regulations.

Mayor Palmquist stated that this doesn't preclude the other options for development.

Motion/Second Wroblewski / Ross to recommend approval of Ordinance 01-2020. Roll Call: All aye, Passed 5-0.

3. Draft Short Term Residential Rental Ordinance

The Planning Commission will review again in February.

Mayor Palmquist stated he is concerned about classification, don't single out zone uses.

Council member Wroblewski stated there there needs to be a violation clause.

Council member Nelson asked how this will be enforced? He is in favor of not allowing.

Council member Wroblewski agreed there has to be a way to enforce.

Council member Nelson stated that we are adding rules that need policing with different levels of licensing. Anyone doing it today will not come in and get a license.

Mayor Palmquist stated the large issue is if property is bought for that purpose.

Discussion was held on the homestead vs non homestead requirement.

Mayor Palmquist asked why the Planning Commission wanted to wait another month?

Kopitzke replied that they would like to would like to discuss more.

Mayor Palmquist stated he would like language on consequences if found operating without a license.

A notice will be put in the newsletter regarding the draft ordinance.

4. Non-compliance fees and enforcement tools
Motion/Second Palmquist/Perkins to authorize the Planning Commission to develop a proposal concerning non-compliance fees and other enforcement tools. Passed 5-0.

B. Engineering Report – (Engineer Staff Report & Council Update)
No report

C. Administration –

1. Afton Creek Preserve Construction Update
Not much activity right now. Pond 7 was pumped a few weeks ago when level started to rise. A few utilities have been going in.

2. Request for reduction in Afton Creek Preserve Letter of Credit
Council member Wroblewski asked if the amount is enough in a worst case scenario?
Engineer Guilliams stated that WSB feels it is enough.
Motion/Second Nelson/Perkins to approve request for a reduction in the Afton Creek Preserve Letter of Credit to $602,477.03.
Mayor Palmquist stated that more screening is needed by the horse farm, wants to be sure it gets done.
Motion Vote: 4-1 (Wroblewski nay)

3. River Road Sanitary Sewer Project Update
Motion/Second Palmquist/Wroblewski to approve the proposal from Capra utilities in the amount of $80,000 to provide a gravity line from the lift station that would provide sewer stubs for both the 4202 and 4102 River Road properties.
Discussion
Mayor Palmquist stated that this puts the stub in the street for owners to connect to.
Council member Ross asked if there is a plan for road detour? (yes)
Council member Nelson asked about the neighbors who have threatened legal action?
Attorney Knaak stated that the city has an easement there.
Council member Wroblewski asked about the timeline? (end of February)
Motion Vote: 4-0 passed (Perkins abstain)

4. Replace city hall lights with LED
Motion/Second Palmquist/Nelson to authorize replacing the City Hall fluorescent lights with LED lights at cost of $2,950.
Discussion
Council member Ross stated that the ceiling will need painting also, quote is for $975.
Amend motion to include painting not to exceed $1000. (Palmquist/Nelson)
Passed 5-0.

5. Annual RFP process for contracted city services
The Council has agreed to conduct two RFP processes per year for contracted services. The schedule will be discussed at a workshop.

6. Designate City Engineer – Resolution 2020-07
Motion/Second Nelson/Palmquist to approve Resolution 2020-07 designating the City Engineer. Roll call: All Aye, passed 5-0.

7. Designate City Attorney – Resolution 2020-08

Motion/Second Nelson/Ross to approve Resolution 2020-08 designating the City Attorney. Roll call: All Aye, passed 5-0.

8. Annual Appointments - Resolution 2020-09
Motion/Second Nelson/Ross to approve Resolution 2020-09 establishing annual appointments and keeping the same positions as last year. Roll call: All aye, passed 5-0.

9. 2020 Regular meeting schedule Resolution 2020-10
Motion/Second Wroblewski /Nelson to approve Resolution 2020-10 establishing the regular meeting schedule for 2020. Roll Call: all aye, passed 5-0.

10. Appointment of Election Judges Resolution 2020-11
Motion/Second Ross/Nelson to approve Resolution 2020-11 appointing election judges. Roll call: all aye, passed 5-0.

11. Additional Signage on Regional Trail and City entrances
Mayor Palmquist requested the Council consider adding signage on the Afton portion of the regional trail that runs along St. Croix Trail and through the downtown area regarding the prohibition of motorized vehicles on the trail. He has requested the Council consider revising the signs at the roadway entrances to Afton to indicate "No Hunting or Trapping without written permission".
Motion/Second Ross/Palmquist to approve additional signage on the regional trail and at the City entrances. Passed 5-0.

12. Vimeo storage proposal from Afton Historical Museum
Motion/Second Ross/Wroblewski to approve proposal from Afton Historical Museum to archive meeting videos.
Discussion
Council member Wroblewski stated she agrees they should be saved. What does money cover?
Council member Ross replied it covers saving onto two kinds of memory media, staff time, and increased band width of phone line. Would do one year at a time going forward, fee is to archive back.
Funding would come from cable commission franchise fees.
Council member Perkins asked if the county co library would do anything similar to this? Could get to point of too much data. How long do we keep?
Council member Nelson agreed that video's capture the mood of the meeting better than minutes.
Council member Ross stated they would keep the technology relevant.
Motion vote: 3-2, Passed. (Perkins, Wroblewski nay)

13. Electronic payments and Laserfiche public portal
Motion/Second Nelson/Palmquist to table item. Passed 5-0.

14. Elected leaders training workshops
Motion/Second Ross/Perkins to approve training and cover costs of members who want to attend including mileage. Passed 4-0-1 (Wroblewski abstain)

15. Schedule work session
Date to be determined

16. Preparations for goal setting
To be discussed at work session

17. 3M settlement update
    Administrator Moorse provided an update on the process. An article will be published in the February Newsletter article.

18. Signs for pollinator plantings at city hall
    Motion/Second Palmquist/Wroblewski to authorize signs as per parks committee recommendations. Passed 5-0.

D. Committee Reports

1. Public Works – working on spreadsheet
2. Personnel – no report
3. Parks – no report
4. Heritage Preservation Commission / Design Review – met last week
5. Natural Resources and Groundwater – April 30 wastewater treatment tour (newsletter)

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

A. Ward 1 Council Member Perkins – no report
B. Ward 2 Council Member Wroblewski – attended Water Consortium meeting
C. Ward 3 Council Member Ross – no report
D. Ward 4 Council Member Nelson – no report
E. Mayor Palmquist – no report
F. City Attorney Knaak – no report
G. City Administrator Moorse – no report

11. ADJOURN

Motion/Second Nelson/Perkins to adjourn. Passed 5-0 .

Meeting adjourned at 9:55 PM

Respectfully submitted by:

_____

Julie Yoho, City Clerk

Approved by Council February 18, 2020 as (check one): Presented: _____ Amended: _____

Mayor Bill Palmquist_____ Date_____

Citations for: Afton

1/1/2020 To 1/31/2020

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	1/3/2020	820014000301	WC155	B. Yetter	Written Warning	0	MANNING AVE N		10TH ST S		Afton	REG-Motor Vehicle Displaying Expired Registration	168.09.4
WCSO	1/5/2020	820012000501	WC1267	S. Mancini	Citation	0	NEAL AVE N		22ND ST S		Afton	MOV-Speed-Exceed Speed Limit Posted in Local Jurisdiction	169.14.5
WCSO	1/9/2020	820012000901	WC1280	T. VanSomeren	Citation	0	31ST ST S		PERROT AVE S		Afton	DL-Driving w/o Valid MN Drivers License/More than one DL/Wrong Class	171.02.1(a)
WCSO	1/10/2020	820012001001	WC1267	S. Mancini	Citation	0	RIVERCREST RD N				Afton	CRIM-ASSAULT-5TH DEGREE-INFLICT OR ATTEMPT BODILY HARM	609.224.1(2)
WCSO	1/12/2020	820012001201	WC1267	S. Mancini	Citation	0	50TH ST S		PHEASANT CT S		Afton	CRIM-Possess Small Amount of Marijuana in MV (1.4 grams or more) CRIM-Possession of Drug Paraphernalia	152.027.3
WCSO	1/12/2020	820012001201	WC1267	S. Mancini	Citation	0	50TH ST S		PHEASANT CT S		Afton	CRIM-Possess Small Amount of Marijuana in MV (1.4 grams or more) CRIM-Possession of Drug Paraphernalia	152.092(a)
WCSO	1/16/2020	820001001601	WC1282	M. Ramos	Citation	3100	SAINT CROIX TRL S				Afton	MOV-No Insurance-Owner Violation EQ-Traffic Regulation - Headlamps Required on All Motor Vehicles, Except Motorcycles	169.797.2
WCSO	1/16/2020	820001001601	WC1282	M. Ramos	Citation	3100	SAINT CROIX TRL S				Afton	MOV-No Insurance-Owner Violation EQ-Traffic Regulation - Headlamps Required on All Motor Vehicles, Except Motorcycles	169.49.(a)

Citations for: Afton

1/1/2020 To 1/31/2020

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	1/29/2020	820023002901	WC115	M. Tellez	Citation	0	MANNING AVE S		50TH ST S		Afton	MOV-Speed-Exceed 55 mph	169.14.2(a)(3)
WCSO	1/29/2020	820023002902	WC115	M. Tellez	Citation	0	HUDSON RD		STAGECOACH TRL S		Afton	MOV-Speed-Exceed Limit	169.14.2(a)
WCSO	1/31/2020	820032003101	WC144	M. Lombardi	Citation	6800	MANNING AVE S				Afton	DL-Drive After Revocation/DAR	171.24.2
WCSO	1/31/2020	820032003102	WC144	M. Lombardi	Citation	6800	MANNING AVE S				Afton	DL-Drive After Revocation/DAR	171.24.2
WCSO	1/31/2020	820001003101	WC128 2	M. Ramos	Citation	4700	SAINT CROIX TRL S				Afton	MOV-Passing-Prohibited by Signs-No Passing Zone	169.18.5(b)(3)

City of Afton – Financial Reports
Full Year 2019 (Unaudited – Still Preliminary)

Ref	Description	Pages
A.	Balance Sheet	A1 to A2
B.	Statement of Changes in Fund Balance: Year to Date	B1 to B3
C.	Statement of Revenue and Expenditures: General Fund Summary plus Detail for All Other Funds	C1 to C14
D.	Detail Statement of Revenue and Expenditures: General Fund Only	D1 to D6
E.	#550, 560 & 600 Summary of Special Activity & MN Investment Funds - YTD	E1

Comments:

- The General Fund ended the year with a favorable variance of $59,110. Major positive factors were $36,163 Building Permits (net of expenses), $8,342 interest income, $14,381 in Other Fees & Garage Rent, $19,372 Wages & Benefits, $7,188 Other Administrative Expenses and $19,784 Street Maintenance. These positive factors were offset in part by $7,481 shortfall in property taxes and $36,570 over budget for Professional Services (mostly Accounting, Auditing & Engineering),

- $88,555 or 58.3% of the $151,857 in Gross Building Permit Fees were from 9 SFDs.
- Retainage was recorded for Geislinger $117,487.
- Grants Receivable at 12/31/19 was $941,884. $250,000 from VBWD, $490,600 from MNDNR and $201,284 from MPCA Point Source Imp Grant.
- Special Assessments Receivable at 12/31/19 was recorded at $1,687,020 (still an estimate).
- Delinquent Taxes O/S at 12/31/19 is $24,787 with $13,501 coming from 2019 and $5,398 from 2018. On a relative basis this is slightly more than 12/31/18 delinquencies, primarily due to the amount from 2018 still outstanding.
- $27,917 was recorded as an Accrued Expense in the 6342 Audit & Legal Reserve Account for the City's share of litigation costs incurred by LMCIT. Other Accrued Expenses are for $5,053 Dec 2019 Wages and Benefits and $8,582 Sand & Salt.
- New this year is Prepaid Expenses for upfront purchase of salt for Snow & Ice Control. Only 4 out of 100 tons purchased were used as of 12/31/19.
- $190,000 was received in 2019 for Park Dedication Fees, putting the 200 Park Reserve Fund balance at $256,809.
- In 2019 the City paid Century Link $125,000 for it's share of the High Speed Internet Project.

Prepared by Thomas H. Niedzwiecki, Accountant

City of Afton
Balance Sheet
December 31, 2019

Account #	Account Description	#100 General Fund	#550 Spec Act Fd - General	#100 + #550 Total General Fund	#115 Bldg & Land Fund	#410 Sanitary Sewer Oper Fund	#120 Street Imp Capital Fund	#122 Bridge Replacement Fund	#700 2017 Road Projects	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund
	Assets											
100	4M Fund: General Fund	575,004		575,004								
100.8	Petty Cash	224		224								
115	4M Fund: Bldg & Land Capital Fund			0	9,427							
120	4M Fund: Street Imp Fd - Regular			0			809,440					
120	4M Fund: Street Imp Fd - Downtown			0								
122	4M Fund: Bridge Replacement			0				69,187				
700	4M Fund: 2017 Pavement Project			0								
200	4M Fund: Park Reserve Fund			0						256,809		
250	4M Fund: Special Reserve Fund			0							481,851	
400	4M Fund: 201 Project Fund			0								356
410	4M Fund: Sanitary Sewer Operations			0		45,066						
500	4M Fund: Fire Station Debt Serv Fund			0								
550	4M Fd: Spec Activities Fd - General		296,485	296,485								
560	4M Fd: Spec Activities Fd - Other			0								
600	4M Fund: MN Investment Fund			0								
700	4M Fund: Road Construction Fund			0								
725	4M Fund: 2014A Road Debt Serv Fd			0								
726	4M Fund: 2017B Road Debt Serv Fd			0								
805	4M Fund: City Infrastructure Fund			0								
806	4M Fund: PFA Loan Debt Serv Fd			0								
807	4M Fd: Dwntwn Tmp Imp Debt Serv Fd			0								
810	4M Fund: City Dock Fund			0								
	Total Cash and Investments	575,227	296,485	871,713	9,427	45,066	809,440	69,187	0	256,809	481,851	356
1170	Taxes Receivable from County	22,693		22,693								
11xx	Fees & Other Receivables	41,723		41,723								
1110	Grants Receivable			0								
1115	Special Assessments Receivable			0								
1800	Prepaid Expenses	11,890		11,890								
Various	Year End Transfers	0		0								
14xx/24xx	Due (Owed) between Funds	182,189	(27,917)	154,272		(1,497)	(7,168)	(2,976)				
	Total Assets and Other Debits	833,722	268,569	1,102,290	9,427	43,569	802,273	66,212	0	256,809	481,851	356
	Liabilities and Fund Balances											
2001	Permit Escrow & Fees (net payable)	27,647		27,647								
2005	Accounts Payable	251,161		251,161								
2010	Contracts Payable - Retainage	117,487		117,487								
2121	Bldg Surcharges Payable	425		425								
2022	Accrued Expenses	41,552		41,552								
	Total Accounts and Other Payables	438,272	0	438,272	0	0	0	0	0	0	0	0
2510	Deferred Revenue - Grants			0								
2115	Deferred Revenue - Special Assessments			0								
Various	Fund Balance - Beginning of Year	336,339.20	395,559	731,898	10,912	53,143	783,276	40,226	0	76,514	472,535	1,181
Various	Current Year Net Increase (Decrease)	59,110	(126,990)	(67,880)	(1,485)	(9,573)	18,997	25,986	0	180,295	9,316	(825)
Various	Fund Balance - End of Period	395,449.57	268,569	664,018	9,427	43,569	802,273	66,212	0	256,809	481,851	356
	Total Liabilities and Fund Balances	833,722	268,569	1,102,290	9,427	43,569	802,273	66,212	0	256,809	481,851	356

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports Full Year 2019 (Still Preliminary) 021820.xlsm Worksheet: Balance Sheet 2/12/2020 Page 1 of 2

A1

City of Afton
Balance Sheet
December 31, 2019

Account #	Account Description	#500 Fire Station: Debt Serv Fund	#560 Spec Act Fd - Other	#805 City Infrastructure Imp Fund	#806 PFA Loan Debt Serv Fund	#807 Dwntwn Tmp Imp Debt Serv Fund	#725 2014A Road Debt Serv Fd	#726 2017B Road Debt Serv Fd	#810 City Dock Fund	**Total All Governmental Funds**	#600 MN Investment Fd (Fiduciary)
	Assets										
100	4M Fund: General Fund									**575,004**	
100.8	Petty Cash									**224**	
115	4M Fund: Bldg & Land Capital Fund									**9,427**	
120	4M Fund: Street Imp Fd - Regular									**809,440**	
120	4M Fund: Street Imp Fd - Downtown									**0**	
122	4M Fund: Bridge Replacement									**69,187**	
700	4M Fund: 2017 Pavement Project									**0**	
200	4M Fund: Park Reserve Fund									**256,809**	
250	4M Fund: Special Reserve Fund									**481,851**	
400	4M Fund: 201 Project Fund									**356**	
410	4M Fund: Sanitary Sewer Operations									**45,066**	
500	4M Fund: Fire Station Debt Serv Fund	2,725								**2,725**	
550	4M Fd: Spec Activities Fd - General									**296,485**	
560	4M Fd: Spec Activities Fd - Other		310							**310**	
600	4M Fund: MN Investment Fund									**0**	109,325.35
700	4M Fund: Road Construction Fund									**0**	
725	4M Fund: 2014A Road Debt Serv Fd						337,469			**337,469**	
726	4M Fund: 2017B Road Debt Serv Fd							389,941		**389,941**	
805	4M Fund: City Infrastructure Fund			871,571						**871,571**	
806	4M Fund: PFA Loan Debt Serv Fd				317,722					**317,722**	
807	4M Fd: Dwntwn Tmp Imp Debt Serv Fd					43,956				**43,956**	
810	4M Fund: City Dock Fund								53,359	**53,359**	
	Total Cash and Investments	2,725	310	871,571	317,722	43,956	337,469	389,941	53,359	**4,560,901**	109,325.35
1170	Taxes Receivable from County									**22,693**	
11xx	Fees & Other Receivables									**41,723**	
1110	Grants Receivable			941,884						**941,884**	
1115	Special Assessments Receivable				1,687,020					**1,687,020**	
1800	Prepaid Expenses									**11,890**	
Various	Year End Transfers									**0**	0.00
14xx/24xx	Due (Owed) between Funds			(122,300)			(3,100)		(17,233)	**(0)**	0.00
	Total Assets and Other Debits	2,725	310	1,691,155	2,004,742	43,956	334,369	389,941	36,126	7,266,111	109,325.35
	Liabilities and Fund Balances										
2001	Permit Escrow & Fees (net payable)									**27,647**	
2005	Accounts Payable									**251,161**	
2010	Contracts Payable - Retainage									**117,487**	
2121	Bldg Surcharges Payable									**425**	
2022	Accrued Expenses									**41,552**	
	Total Accounts and Other Payables	0	0	0	0	0	0	0	0	**438,272**	0.00
2510	Deferred Revenue - Grants			941,884						**941,884**	
2115	Deferred Revenue - Special Assessments				1,687,020					**1,687,020**	
Various	Fund Balance - Beginning of Year	2,512	2	(815,949)	324,615	39,801	339,215	389,387	65,581	**2,514,849**	107,167.55
Various	Current Year Net Increase (Decrease)	213	307	1,565,221	(6,893)	4,155	(4,846)	554	(29,455)	**1,684,085**	2,157.80
Various	Fund Balance - End of Period	2,725	310	749,271	317,722	43,956	334,369	389,941	36,126	**4,198,935**	109,325.35
	Total Liabilities and Fund Balances	2,725	310	1,691,155	2,004,742	43,956	334,369	389,941	36,126	7,266,111	109,325.35

Prepared by Thomas H. Niedzwiecki, Accountant

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City of Afton - Statement of Changes in Fund Balances
for Year to Date December 31, 2019

Description	#100 General Fund	#550 Spec Act Fd - General	#100 + #550 Total General Fund	#115 Bldg & Land Fund	#410 Sanitary Sewer Oper Fund	#120 Street Imp Capital Fund	#122 Bridge Replacement Fund
Beginning Fund Balances	**$336,339**	**395,559**	**731,898**	**10,912**	**53,143**	**783,276**	**40,226**
Section I. Revenues							
Property Taxes	2,237,168	0	2,237,168	0	0	120,500	0
Intergovernmental Revenues	9,376	0	9,376	0	0	0	0
Charges for Services	2,560	0	2,560	0	40,700	0	0
Fines and Forfeitures	13,706	0	13,706	0	0	0	0
Licenses, Fees and Permits	231,138	0	231,138	0	0	0	0
Special Assessments	0	0	0	0	0	0	0
Misc Revenue/Gaming Tax	2,096	167	2,262	0	0	0	0
DNR Flood Improvement Project	0	0	0	0	0	0	0
Other Grants/State Fire Aid	7,876	10,000	17,876	0	0	0	0
Interest Income	9,342	7,585	16,928	225	953	13,572	926
TIF District/MN Invest Fund Proceeds	0	0	0	0	0	0	0
Park Fees	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Total Revenue	**2,513,261**	**17,752**	**2,531,013**	**225**	**41,653**	**134,072**	**926**
Other Financing Sources/Transfers	**0**	**(92,340)**	**(92,340)**	**6,000**	**15,000**	**0**	**50,000**
Section II. Expenditures							
General and Administrative							
Wages and Benefits	284,577	0	284,577	0	0	0	0
Professional Services	241,133	29,383	270,515	0	0	0	0
Other Expenditures	56,312	9,697	66,009	0	0	0	0
Total General and Administrative	582,021	39,080	621,101	0	0	0	0
Public Safety/State Fire Aid	455,398	0	455,398	0	0	0	0
Public Health/Cons of Natural Resources	441	0	441	0	66,226	0	0
Streets	245,216	0	245,216	0	0	0	0
Downtown Improvement Projects	0	0	0	0	0	0	0
Other Street Imp/Road Paving Project	4,784	13,322	18,106	0	0	115,075	24,941
Buildings and Land/City Dock	10,371	0	10,371	7,710	0	0	0
TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0
Parks and Recreation	19,095	0	19,095	0	0	0	0
Debt Service - Int Exp, Issue, Admin	0	0	0	0	0	0	0
Debt Service - Principal Retirement	0	0	0	0	0	0	0
Total Expenditures	**1,317,326**	**52,402**	**1,369,728**	**7,710**	**66,226**	**115,075**	**24,941**
Other Financing Uses/Transfers	**1,136,824**	**0**	**1,136,824**	**0**	**0**		**0**
Revenues Over (Under) Expenditures	**59,110**	**(126,990)**	**(67,880)**	**(1,485)**	**(9,573)**	**18,997**	**25,986**
Ending Fund Balances	**395,450**	**268,569**	**664,018**	**9,427**	**43,569**	**802,273**	**66,212**

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports Full Year 2019 (Still Preliminary) 021820.xlsm Sheet: Funds YTD
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City of Afton - Statement of Changes in Fund Balances
for Year to Date December 31, 2019

Description	#700 2017 Road Project Fd	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Service Fund	#560 Spec Act Fd - Other	#805 City Infrastructure Imp Fund
Beginning Fund Balances	**0.00**	**76,514**	**472,535**	**1,181**	**2,512**	**2**	**(815,949)**
Section I. Revenues							
Property Taxes	0	0	0	0	0	0	0
Intergovernmental Revenues	0	0	0	0	0	11,561	0
Charges for Services	0	0	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0	0	0
Licenses, Fees and Permits	0	0	0	0	0	0	0
Special Assessments	0	0	0	0	0	0	0
Misc Revenue/Gaming Tax	0	0	0	0	0	0	0
DNR Flood Improvement Project	0	0	0	0	0	0	1,381,382
Other Grants/State Fire Aid	0	0	0	0	0	50,819	145,000
Interest Income	0	3,572	9,216	17	213	56	15,458
TIF District/MN Invest Fund Proceeds	0	0	0	0	0	0	0
Park Fees	0	190,000	0	0	0	0	0
	0	0	0	0	0	0	0
Total Revenue	**0**	**193,572**	**9,216**	**17**	**213**	**62,436**	**1,541,840**
Other Financing Sources/Transfers	**0**	**0**	**100**	**0**	**49,624**	**0**	**275,023**
Section II. Expenditures							
General and Administrative							
Wages and Benefits	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0
Other Expenditures	0	0	0	0	0	11,310	0
Total General and Administrative	0	0	0	0	0	11,310	0
Public Safety/State Fire Aid	0	0	0	0	0	50,819	0
Public Health/Cons of Natural Resources	0	0	0	0	0	0	0
Streets	0	0	0	0	0	0	0
Downtown Improvement Projects	0	0	0	0	0	0	251,642
Other Street Imp/Road Paving Project	0	0	0	842	0	0	0
Buildings and Land/City Dock	0	0	0	0	0	0	0
TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0
Parks and Recreation	0	13,277	0	0	0	0	0
Debt Service - Int Exp, Issue, Admin	0	0	0	0	49,624	0	0
Debt Service - Principal Retirement	0	0	0	0	0	0	0
Total Expenditures	**0**	**13,277**	**0**	**842**	**49,624**	**62,128**	**251,642**
Other Financing Uses/Transfers	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Revenues Over (Under) Expenditures	**0**	**180,295**	**9,316**	**(825)**	**213**	**307**	**1,565,221**
Ending Fund Balances	**0**	**256,809**	**481,851**	**356**	**2,725**	**310**	**749,271**

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports Full Year 2019 (Still Preliminary) 021820.xlsm Sheet: Funds YTD
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City of Afton - Statement of Changes in Fund Balances
for Year to Date December 31, 2019

Description	#806 PFA Loan Debt Serv Fund	#807 Dwntwn Tmp Imp Debt Serv Fund	#725 2014A Road Debt Serv Fd	#726 2017B Road Debt Serv Fd	#810 City Dock Fund	Total Governmental Funds	#600 MN Investment Fd (Fiduciary)
Beginning Fund Balances	**324,615**	**39,801**	**339,215**	**389,387**	**65,581**	**2,514,849.12**	**107,168**
Section I. Revenues							
Property Taxes	0	0	0	0	0	**2,357,668**	0
Intergovernmental Revenues	0	0	0	0	0	**20,937**	0
Charges for Services	0	0	0	0	3,850	**47,110**	0
Fines and Forfeitures	0	0	0	0	0	**13,706**	0
Licenses, Fees and Permits	0	0	0	0	0	**231,138**	0
Special Assessments	157,862	0	0	0	0	**157,862**	0
Misc Revenue/Gaming Tax	0	0	0	0	0	**2,262**	0
DNR Flood Improvement Project	0	0	0	0	0	**1,381,382**	0
Other Grants/State Fire Aid	0	0	0	0	0	**213,694**	0
Interest Income	5,818	751	3,095	2,347	1,336	**74,482**	2,158
TIF District/MN Invest Fund Proceeds	0	0	0	0	0	**0**	0
Park Fees	0	0	0	0	0	**190,000**	0
	0	0	0	0	0	**0**	0
Total Revenue	**163,680**	**751**	**3,095**	**2,347**	**5,186**	**4,690,241**	**2,158**
Other Financing Sources/Transfers	**70,000**	**37,000**	**275,000**	**390,000**	**0**	**983,066**	**0**
Section II. Expenditures							
General and Administrative							
Wages and Benefits	0	0	0	0	0	**284,577**	0
Professional Services	0	0	0	0	0	**270,515**	0
Other Expenditures	107,298	0	0	0	0	**184,617**	0
Total General and Administrative	107,298	0	0	0	0	**739,709**	0
Public Safety/State Fire Aid	0	0	0	0	0	**506,217**	0
Public Health/Cons of Natural Resources	0	0	0	0	0	**66,667**	0
Streets	0	0	0	0	0	**245,216**	0
Downtown Improvement Projects	0	0	0	0	0	**251,642**	0
Other Street Imp/Road Paving Project	0	0	0	0	0	**158,964**	0
Buildings and Land/City Dock	0	0	0	0	34,641	**52,722**	0
TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	**0**	0
Parks and Recreation	0	0	0	0	0	**32,372**	0
Debt Service - Int Exp, Issue, Admin	22,275	33,596	87,941	71,793	0	**265,229**	0
Debt Service - Principal Retirement	111,000	0	195,000	320,000	0	**626,000**	0
Total Expenditures	**240,574**	**33,596**	**282,941**	**391,793**	**34,641**	**2,944,738**	**0**
Other Financing Uses/Transfers	**0**	**0**	**0**	**0**	**0**	**1,136,824**	**0**
Revenues Over (Under) Expenditures	**(6,893)**	**4,155**	**(4,846)**	**554**	**(29,455)**	**1,684,085**	**2,158**
Ending Fund Balances	**317,722**	**43,956**	**334,369**	**389,941**	**36,126**	**4,198,935**	**109,325**

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports Full Year 2019 (Still Preliminary) 021820.xlsm Sheet: Funds YTD
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City of Afton

Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/19

#100 GENERAL FUND	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
A: REVENUES									
1-PROPERTY TAXES	1,676,572	1,861,437	2,020,162	2,127,129	21,957	2,237,168	2,251,291	14,123	99.4%
2-INTERGOVERNMENTAL REVENUES	8,998	9,076	9,854	9,327	6,311	9,376	2,734	(6,642)	342.9%
3-CHARGES FOR SERVICES	137	114	68	653	0	2,560	135	(2,425)	1896.3%
4-FINES AND FORFEITURES	15,861	15,086	11,061	8,700	1,939	13,706	12,250	(1,456)	111.9%
5-LICENSES, FEES, PERMITS	190,172	281,870	279,359	175,415	30,454	231,138	153,400	(77,738)	150.7%
7-MISCELLANEOUS REVENUE	4,700	4,357	1,832	1,462	300	2,096	2,500	405	83.8%
9-OTHER GRANTS	8,410	8,410	8,710	8,410	0	7,876	8,290	415	95.0%
10-INTEREST INCOME	144	955	12,772	10,330	997	9,342	1,000	(8,342)	934.2%
11-TIF DISTRICT	0	0	0	0	0	0	0	0	
TOTAL REVENUES	1,904,993	2,181,305	2,343,817	2,341,426	61,957	2,513,261	2,431,600	(81,661)	103.4%
B: EXPENDITURES									
GENERAL AND ADMINISTRATIVE									
1-WAGES & BENEFITS	234,446	241,650	242,814	258,043	28,037	284,577	303,949	19,372	93.6%
2-PROFESSIONAL SERVICES	153,655	193,329	210,229	193,126	9,527	241,133	174,870	(66,263)	137.9%
4-OTHER EXPENDITURES	58,017	47,538	46,974	64,660	2,665	56,312	63,500	7,188	88.7%
TOTAL GENERAL & ADMINISTRATIVE	446,119	482,517	500,017	515,829	40,229	582,021	542,319	(39,702)	107.3%
5-PUBLIC SAFETY	392,065	413,237	420,994	440,440	94,506	455,398	455,307	(91)	100.0%
6-PUBLIC HEALTH	1,087	1,784	1,270	641	0	441	1,500	1,059	29.4%
7-STREETS	218,410	162,992	241,863	248,711	31,125	245,216	265,000	19,784	92.5%
9-OTHER PUBLIC WORKS	1,914	1,910	1,864	3,217	886	4,784	5,050	266	94.7%
10-BUILDINGS & LAND	10,334	8,296	8,823	11,882	(547)	10,371	11,500	1,129	90.2%
11-TIF DISTRICT	0	0	0	0	0	0	0	0	
12-PARKS & RECREATION	3,921	13,181	15,459	16,118	195	19,095	14,100	(4,995)	135.4%
TOTAL EXPENDITURES	1,073,850	1,083,917	1,190,291	1,236,837	166,393	1,317,326	1,294,776	(22,550)	101.7%
C: OTHER FINANCING SOURCES (USES)	(805,133)	(1,096,493)	(1,148,933)	(1,101,055)	0	(1,136,824)	(1,136,824)	0	
Net GENERAL FUND	26,010	895	4,594	3,534	(104,436)	59,110	0	(59,110)	

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/19

		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#115 BUILDINGS AND LAND CAPITAL FUND										
A: Revenues										
4012	Current Tax Levy - Bldg & Land	6,000	6,000	6,000	6,000	0	6,000	6,000	0	100.0%
4022	Levy: Afton Septic System - City Bldgs	15,000	15,000	0	0	0	0	0	0	
4216	Rent of City Garage - Stagecoach	0	0	0	600	0	0	0	0	
4600	Grant/Insurance: City Hall	0	750	0	0	0	0	0	0	
4831	Trf in re. Park Structures	0	0	0	0	0	0	0	0	
4832	Wash Cty Sheriff Deputy Office Facility	0	0	0	104,250	0	0	0	0	
6910	Trf in fr General Fund (Non Budgeted)	20,000	25,000	25,000	0	0	0	0	0	
4906	Interest - Bldg & Land Fund	17	158	696	561	15	225	0	0	
	TOTAL REVENUE	41,017	46,908	31,696	111,411	15	6,225	6,000	(225)	103.8%
B: Expenditures										
6003	City Hall Improvements	2,563	17,091	1,200	0	4,870	6,368	0	(6,368)	
6004	Bldg Repair & Maintenance	0	0	221	9,971	0	1,342	0	0	
6005	City Garage Improvements	0	0	0	0	0	0	0	0	
6007	Wash Cty Sheriff Deputy Office Facility	0	0	113,980	73,367	0	0	0	0	
	TOTAL EXPENDITURES	2,563	17,091	115,402	83,338	4,870	7,710	0	(7,710)	
Net BLDG & LAND CAPITAL FUND		38,454	29,817	(83,706)	28,073	(4,855)	(1,485)	6,000	7,485	-24.8%

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/19

		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#120 STREET IMP CAPITAL FUND										
A: Revenues										
4013	Current Tax Levy - Street Improvements	200,000	200,000	275,000	70,000	0	120,500	120,500	0	100.0%
4018	Tax Levy - Downtown Projects	0	0	100,000	0	0	0	0	0	
4907	Interest - Street Imp Fund	130	1,078	4,437	10,416	968	13,572	0	(13,572)	
4016	MN Small City Assistance for Streets	60,510	0	38,913	39,716	0	0	0	0	
	TOTAL REVENUE	260,640	201,078	418,350	120,132	968	134,072	120,500	(13,572)	111.3%
B: Expenditures										
7937	Bridge Repair & Replacement	1,806	2,902	1,910	0	0	0	0	0	
7938	Culvert Repair & Replacement	0	0	0	22,723	0	33,281	0	(33,281)	
7936	General Street Projects (Various)	73	31,886	0	0	0	0	0	0	
7943	2017 Street Projects	0	0	3,211,458	179,892	0	0	0	0	
7944	2018 Street Projects	0	0	0	27,135	0	0	0	0	
7945	2019 Street Projects	0	0	0	0	0	2,733	0	(2,733)	
7946	2020 Street Projects	0	0	0	0	8,642	42,837	0	(42,837)	
7981	Village Local Road Improvements	250,099	86,205	29,240	0	0	0	0	0	
7982	CR21 Improvement Project	23,383	3,527	1,191	(325)	0	0	0	0	
7984	River Road Sanitary Options	0	0	0	3,419	3,554	36,224	0	(36,224)	
	TOTAL EXPENDITURES	275,360	124,520	3,243,799	232,844	12,196	115,075	0	(115,075)	
C: Oth Fin Sources (Uses)/Transfers										
6910	Oper Trf fr General Fd (Non Budgeted)	43,500	230,000	100,000	0	0	0	0	0	
6926	Trf to 805 City Infrastructure Fund	0	0	0	120,745	0	0	0	0	
6920	Trf fr 700 Road Const Fd	0	0	3,211,458	0	0	0	0	0	
6848	Oper Trf from Road Construction Fund	0	0	(805,497)	284,513	0	0	0	0	
	TOTAL OTH FIN SOURCES (USES)	43,500	230,000	2,505,960	405,259	0	0	0	0	
Net 120 STREET IMP CAPITAL FUND		28,780	306,558	(319,488)	292,546	(11,227)	18,997	120,500	101,503	15.8%
#122 BRIDGE REPLACEMENT FUND										
A: Revenues										
4017	Levy - Bridge Replacement	0	0	0	49,671	0	50,000	50,000	0	100.0%
xxxx	Interest Income - 4M Fund	0	0	0	2	70	926	0	(926)	
	TOTAL REVENUE	0	0	0	49,673	70	50,926	50,000	(926)	101.9%
B: Expenditures/Transfers										
7771	Engineering - Bridge Replacement	0	0	0	9,447	6,782	21,688	0	(21,688)	
7772	Construction - Bridge Replacement	0	0	0	0	0	0	0	0	
7773	Bridge Repairs & Maintenance	0	0	0	0	0	3,253	0	(3,253)	
	TOTAL EXPENDITURES	0	0	0	9,447	6,782	24,941	0	(24,941)	
Net 122 BRIDGE REPLACEMENT FUND		0	0	0	40,226	(6,711)	25,986	50,000	24,014	52.0%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/19

		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#200 PARK RESERVE FUND										
A: Revenues										
4425	Park Dedication Fees	54,743	56,360	10,000	30,000	0	190,000	0	(190,000)	
4426	Afton Donation Program - Parks	0	0	2,400	2,400	0	0	0	0	
4903	Interest Income - 4M Fund	26	229	878	1,160	317	3,572	0	(3,572)	
		0	0	0	0	0	0	0	0	
	TOTAL REVENUE	54,769	56,589	13,278	33,560	317	193,572	0	(193,572)	
B: Expenditures										
6115	Park & Open Space Public Works	0	0	2,474	12,418	0	12,556	0	(12,556)	
6116	Town Square Park Restroom	280	1,450	115,854	448	0	0	0	0	
6117	Grant - Lucy Winton Bell Athletic Fields	0	0	0	0	0	0	0	0	
6125	Bike Trail Improvements	0	0	0	0	0	721	0	(721)	
	TOTAL EXPENDITURES	280	1,450	118,328	12,866	0	13,277	0	(13,277)	
C: Oth Fin Sources (Uses)/Transfers										
	Transfer to City Infrastructure Imp Fund	0	0	0	0	0	0	0	0	
	TOTAL OTH FIN SOURCES (USES)	0	0	0	0	0	0	0	0	
Net PARK RESERVE FUND		54,489	55,139	(105,050)	20,694	317	180,295	0	(180,295)	
#250 SPECIAL RESERVE FUND										
A: Revenues										
6936	Levy/Trf from Genl Fd - Special Reserve	5,000	88,000	9,500	5,000	0	100	100	0	100.0%
4912	Interest - Spec Reserve 4M Fund	102	955	2,862	7,249	595	9,216	0	(9,216)	
	TOTAL REVENUE	5,102	88,955	12,362	12,249	595	9,316	100	(9,216)	9316.4%
B: Expenditures										
6918	Trf to General/Special Act Funds	0	0	75,000	0	0	0	0	0	
	TOTAL EXPENDITURES	0	0	75,000	0	0	0	0	0	
Net SPECIAL RESERVE FUND		5,102	88,955	(62,638)	12,249	595	9,316	100	(9,216)	9316.4%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/19

		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#400 201 PROJECT FUND										
A: Revenues										
4625	201 Project Revenue	3,787	6,450	5,891	470	0	0	0	0	
4904	Interest - 201 Project	0	1	10	28	1	17	0	(17)	
	TOTAL REVENUE	3,787	6,451	5,901	498	1	17	0	(17)	
B: Expenditures										
5915	201 Project maintenance	9,160	5,718	2,884	1,068	70	842	0	(842)	
5918	201 Project Mgmt	0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	9,160	5,718	2,884	1,068	70	842	0	(842)	
Net 201 PROJECT FUND		(5,373)	734	3,018	(571)	(69)	(825)	0	825	
#410 SANITARY SEWER UTILITY FD										
A: Revenues										
4022	Levy - Sanitary Sewer Operations	0	0	15,000	15,000	0	15,000	15,000	0	100.0%
4023	Fees - Sanitary Sewer Operations	0	0	0	29,850	425	40,700	0	(40,700)	
xxxx	Interest Income - 4M Fund	0	0	0	13	60	953	0	(953)	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL REVENUE	0	0	15,000	44,863	485	56,653	15,000	(41,653)	377.7%
B: Expenditures										
6062	Contract Services - Other	0	0	745	782	1,977	7,895	0	(7,895)	
6065	Oper & Mgmt Fees/Permits	0	0	1,508	20,509	1,508	19,136	0	(19,136)	
6066	Chemical & Lab Fees	0	0	0	10,582	2,521	12,739	0	(12,739)	
6068	Electricity - Lift Stations	0	0	0	15,004	1,332	19,009	0	(19,009)	
6069	Insurance	0	0	0	0	0	5,291	0	(5,291)	
6083	Sanitary Sewer Spec Assessments	0	0	0	2,590	0	2,156	0	(2,156)	
	TOTAL EXPENDITURES	0	0	2,254	49,467	7,339	66,226	0	(66,226)	
Net 410 SANITARY SEWER UTILITY FD		0	0	12,746	(4,604)	(6,853)	(9,573)	15,000	24,573	-63.8%

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City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
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		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#500 FIRE STATION DEBT SERV FUND										
A: Revenues										
4050	Fire Station Curr Tax Levy	57,933	49,893	49,833	49,784	0	49,624	49,625	1	100.0%
4904	Interest - Fire Station 4M Fund	1	30	91	236	18	213	0	(213)	
	TOTAL REVENUE	57,934	49,923	49,924	50,020	18	49,837	49,625	(212)	100.4%
B: Expenditures										
6850	Fire Station Debt Service Expense	57,933	49,898	49,833	49,784	0	49,624	49,625	1	100.0%
		0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	57,933	49,898	49,833	49,784	0	49,624	49,625	1	100.0%
Net FIRE STATION DEBT SERV FUND		1	25	91	236	18	213	0	(213)	

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City of Afton
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		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#550 SPECIAL ACTIVITIES FD - GENERAL										
A. 4914	Interest - Spec Activity Fd (Unallocated)	59	464	1,706	6,272	356	7,585	0	(7,585)	
B. Cable Comm/4th of July Reserve/CC Contingency/Comm Garden										
4816	Community Garden	88	0	0	0	0	0	0	0	
4817	MN Historic Preservation Design Guidelines	8,000	(8,225)	0	0	0	10,000	0	(10,000)	
4818	City Share High Speed Internet	0	0	124,850	0	0	(124,850)	0	124,850	
4819	Afton Residents for Preservation & Conservation	0	0	1,500	0	0	0	0	0	
6910	Oper Trf fr Gen'l Fd/City Council Contingency	(1,200)	0	0	4,000	0	0	0	0	
6366	City Council Contingency Reserve	0	(5,006)	5,461	(13,377)	0	1,770	0	(1,770)	
Total B. Cable Comm/4th of July Reserve		6,888	(13,231)	131,811	(9,377)	0	(113,080)	0	113,080	
C. Codification/Comp Plan/Moratoria										
6934	Oper Trf fr Gen'l Fd - Codification + Oth Rev	100	100	100	100	0	500	500	0	100.0%
6935	Oper Trf fr Gen'l Fund - Comprehensive Plan	2,000	3,000	14,000	4,000	0	4,000	4,000	0	
6958	Comm Growth Options (1000 Friends Grant)	0	0	0	0	0	0	0	0	
6356	Comprehensive Plan Expenses	(8,208)	0	0	(5,049)	0	(1,466)	0	1,466	
6358	Community Growth Options: Expense	0	0	0	0	0	0	0	0	
Total C. Codification of Ordinances		(6,108)	3,100	14,100	(949)	0	3,034	4,500	1,466	67.4%
D. Flood & Storm Water Control and Mitigation										
6931	Oper Trf fr Gen'l Fund (Flood Control)	5,500	3,500	5,500	5,500	0	5,500	5,500	0	100.0%
6932	Oper Trf fr Gen'l Fund (Storm Water Run-off)	3,500	5,500	3,500	5,500	0	3,500	3,500	0	100.0%
6942	LSCV Water Mgmt Org Revenue	0	0	0	0	0	0	0	0	
7833	TAG re. Wastewater Community Assessment	15,982	0	0	0	0	0	0	0	
7836	Flood & Storm Water Exp - General	6,440	(200)	0	0	0	(13,322)	0	13,322	
7842	Engineering Exp re. Old Village Public Process	0	0	0	0	0	0	0	0	
7843	Snow & Ice Reserve	15,000	0	15,000	0	0	0	0	0	
Total D. Flood Control & Mitigation		46,423	8,800	24,000	11,000	0	(4,322)	9,000	13,322	-48.0%
E. Charitable Gaming Fund										
4950	10% Charitable Gaming Tax	0	84	411	250	0	167	0	(167)	
5450	Charitable Gaming Expenditures	0	0	0	0	0	0	0	0	
Total E. Charitable Gaming Fund		0	84	411	250	0	167	0	(167)	
G. TIF District No. 1 (Afton Market Square)										
4924	TIF District #1 Taxes	0	0	0	0	0	0	0	0	
5424	TIF District #1 Distributions/Expenses	(849)	0	0	0	0	0	0	0	
Total G. TIF District No. 1 (Afton Market Square)		(849)	0	0	0	0	0	0	0	

City of Afton
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		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
I. City Vehicles/Equipment										
6933	Oper Trf fr Gen'l - City Vehicles	2,500	2,500	2,500	2,500	0	6,410	2,500	(3,910)	256.4%
5508	City Equipment	0	0	(2,435)	(1,319)	0	0	0	0	
5977	John Deere X749 Tractor	0	0	0	0	0	0	0	0	
5978	John Deere Z950M Ztrak	0	0	0	0	0	(9,900)	0	9,900	
Total I. City Vehicles		2,500	2,500	65	1,181	0	(3,490)	2,500	5,990	-139.6%
K. Audit/Legal Reserve										
4842	Oper Trf fr Gen'l - Audit/Legal	100	1,000	1,000	1,000	0	100	100	0	100.0%
6342	Legal Exp - Deductible/CoPays	0	0	0	(5,817)	(27,917)	(27,917)	0	27,917	
Total K. Audit/Legal Reserve		100	1,000	1,000	(4,817)	(27,917)	(27,817)	100	27,917	-27816.8%
L. MN Unemployment Claims										
4843	Oper Trf fr Gen'l - MN Unemployment	3,000	1,000	1,000	1,000	0	1,000	1,000	0	100.0%
4844	Oper Trf fr Gen'l - Severance & Oth PTO	0	0	0	0	0	0	0	0	
6343	MN Unemployment Claim Expense	0	0	0	0	0	0	0	0	
6344	Severance Pay	0	0	0	0	0	0	0	0	
6345	Vacation, Sick & Other PTO	0	0	0	0	0	0	0	0	
Total L. MN Unemployment Claims		3,000	1,000	1,000	1,000	0	1,000	1,000	0	100.0%
M. Parks Capital Repairs/Trail & Ped Bridge & Sidewalk										
4844	Oper Trf fr Gen'l - Parks Capital Repairs/Trail & Ped Brid	5,500	5,500	5,500	5,500	0	5,500	5,500	0	100.0%
4846	Oper Trf fr Gen'l - Sidewalk	2,000	2,000	2,000	2,000	0	500	500	0	100.0%
6348	Parks Capital Repairs/Trail & Ped Bridge Expense	0	0	(5,000)	0	0	0	0	0	
Total M. Parks Capital Repairs/Trail & Ped Bridge & Sidewalk		7,500	7,500	2,500	7,500	0	6,000	6,000	0	100.0%
N. Election Expense Reserve										
4847	Oper Trf fr Gen'l - Election Levy	5,500	5,500	5,500	16,500	0	5,500	5,500	0	100.0%
6347	Election Expenses	(121)	(7,207)	(1,550)	(24,591)	0	(1,567)	0	1,567	
Total N. Election Expense Reserve		5,379	(1,707)	3,950	(8,091)	0	3,933	5,500	1,567	71.5%
Net 550 SPECIAL ACTIVITIES FD - GENERAL		64,892	9,510	180,544	3,970	(27,561)	(126,990)	28,600	155,590	-444.0%

City of Afton
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		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#560 SPEC ACTIVITIES FUND - OTHER										
A: Revenues										
4940	State Fire Aid Received	47,348	49,011	43,475	50,414	0	50,819	45,000	(5,819)	112.9%
4815	Cable Distributions Received	9,115	6,253	10,881	12,391	0	11,561	0	(11,561)	
xxxx	Interest Income - 4M Fund	0	0	0	2	0	56	0	(56)	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL REVENUE	56,463	55,264	54,356	62,807	0	62,436	45,000	(17,436)	138.7%
B: Expenditures										
5440	State Fire Aid Distributed	(47,348)	(49,011)	43,475	50,414	0	50,819	45,000	(5,819)	112.9%
5561	Communications Expenses	(2,605)	(17,594)	12,346	24,475	0	11,310	0	(11,310)	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	(49,952)	(66,605)	55,821	74,888	0	62,128	45,000	(17,128)	138.1%
Net 560 SPEC ACTIVITIES FUND - OTHER		106,415	121,869	(1,465)	(12,082)	0	307	0	(307)	
#600 MN INVESTMENT FUND										
A: Revenues										
4886	Chandler Exhibits Loan Repayment	0	0	0	0	0	0	0	0	
4904	Interest - MN Invest 4M Fund	48	226	743	1,790	135	2,158	0	(2,158)	
	TOTAL REVENUE	48	226	743	1,790	135	2,158	0	(2,158)	
B: Expenditures										
8986	Chandler Exhibits Repay MN Invest Fd	0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	
Net MN INVESTMENT FUND		48	226	743	1,790	135	2,158	0	(2,158)	

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		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#700 2017 ROAD PAVING CONSTRUCTION FD										
A: Revenues										
4716	2017B Road Bond Proceeds	0	0	3,500,000	0	0	0	0	0	
xxxx	Interest Income - 4M Fund	0	0	0	0	0	0	0	0	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL REVENUE	0	0	3,500,000	0	0	0	0	0	
B: Expenditures/Transfers										
7741	2017B Road Bond Issue Exp	0	0	4,029	0	0	0	0	0	
6948	Trf to Street Imp Fund for Construction Costs	0	0	3,211,458	284,513	0	0	0	0	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	0	0	3,215,487	284,513	0	0	0	0	
Net 700 2017 ROAD PAVING CONSTRUCTION FD		0	0	284,513	(284,513)	0	0	0	0	
#725 2014A ROAD DEBT SERVICE FUND										
A: Revenues										
4725	Road Paving Debt Levy Proceeds	310,000	260,000	260,000	170,000	0	275,000	275,000	0	100.0%
4716	2017B Road Bond Proceeds	0	0	0	0	0	0	0	0	
4916	Interest - Road Debt Service 4M Fund	99	513	2,489	7,169	320	3,095	0	(3,095)	
	TOTAL REVENUE	310,099	260,513	262,489	177,169	320	278,095	275,000	(3,095)	101.1%
B: Expenditures										
6948	Oper Trf to Street Imp Fd re. 2017 Pavement Project	10,853	0	0	0	0	0	0	0	
7715	2014A Road Bond Principal	0	0	165,000	180,000	0	195,000	0	(195,000)	
7735	Interest Expense - 2014A Refunding Bonds	104,751	97,250	94,425	89,250	0	83,625	0	(83,625)	
7736	2014A Refunding Bonds Admin Expense	(234,040)	1,900	0	0	3,816	4,316	0	(4,316)	
7741	2017B Road Tax Abate Bds Issue/Admin Expense	0	0	0	1,882	0	0	0	0	
7742	Interest Expense - 2017B Road Tax Abate Bds	0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	(118,437)	99,150	259,425	271,132	3,816	282,941	0	(282,941)	
Net 725 2014A ROAD PAVING DEBT SERV FD		428,536	161,363	3,064	(93,963)	(3,496)	(4,846)	275,000	279,846	-1.8%

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		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#726 2017B ROAD DEBT SERV FD										
A: Revenues										
4726	Levy 2017B Road Bond	0	0	0	480,000	0	390,000	390,000	0	100.0%
xxxx	Interest Income - 4M Fund	0	0	0	58	341	2,347	0	(2,347)	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL REVENUE	0	0	0	480,058	341	392,347	390,000	(2,347)	100.6%
B: Expenditures										
7742	2017B Road Bond Int Exp	0	0	0	88,735	0	70,575	0	(70,575)	
7747	2017B Road Bond Admin Exp	0	0	0	1,936	718	1,218	0	(1,218)	
7716	2017B Road Bond Principal	0	0	0	0	0	320,000	0	(320,000)	
	TOTAL EXPENDITURES	0	0	0	90,671	718	391,793	0	(391,793)	
Net 726 2017B ROAD DEBT SERV FD		0	0	0	389,387	(377)	554	390,000	389,446	0.1%

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		Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	YTD Actual 12/31/19	Annual Budget 2019	Remaining Budget $	YTD Act as % of Annual Budget
#805 CITY INFRASTRUCTURE IMP FD										
A: Revenues										
4917	Interest Income	395	4,602	3,306	1,821	1,002	15,458	0	(15,458)	
4829	2017A Dwntwn Tmp Bond Proceeds	0	0	1,980,000	0	0	0	0	0	
4849	DNR BWSR Grant	0	0	0	84,710	0	0	0	0	
4852	VBWD Grant $50M/Yr for 10 Yrs	0	50,000	50,000	100,000	0	50,000	50,000	0	100.0%
4853	Wash Cty Share Downtown/Village Road Project	0	0	4,092,589	33,610	80,000	101,366	0	(101,366)	
486x	CWRF and PSIG Grant & Loan Proceeds	0	0	6,788,796	1,191,225	0	275,023	0	(275,023)	
4894	DNR Flood Imp Grant	0	0	1,611,106	500	0	1,280,016	0	(1,280,016)	
4895	PFA/Imp Bd Levy	48,937	98,000	0	0	0	0	0	0	
4896	DNR Flood Imp Grant Match - Tax Levy	95,000	95,000	95,000	95,000	0	95,000	95,000	0	100.0%
	TOTAL REVENUE	144,332	247,602	14,620,797	1,506,866	81,002	1,816,862	145,000	(1,671,862)	1253.0%
B: Expenditures										
8871	Wetland Credits	0	0	51,748	0	0	0	0	0	
8891	Downtown Property Purchase/Expense	0	1,727	541	368	16	335	0	(335)	
8892	Dwntown Imp - Easements & Damages	0	9,200	33,121	0	0	11,584	0	(11,584)	
8893	Single Audit Expense				2,000	0	1,600	0	(1,600)	
8894	Septic Permits, Fees, Admin	0	85,087	116,239	4,177	0	6,963	0	(6,963)	
8895	DNR Flood Imp Proj - Engineering	0	67,891	14,066	0	0	0	0	0	
8896	Sanitary Sewer Improvements	0	152,851	73,817	14,580	0	3,595	0	(3,595)	
8897	Septic Construction Engineering	0	8,545	151,858	39,660	0	3,958	0	(3,958)	
8898	Flood Mitigation/ROW Services	1,240,442	18,935	14,086	0	0	0	0	0	
8899	Village Improvements	0	22,670	1,305,268	431,585	29,608	128,644	0	(8,545)	
8901	Septic Construction	0	0	12,047,009	1,596,291	117,487	94,963	0	(8,545)	
	TOTAL EXPENDITURES	1,240,442	366,905	13,807,751	2,088,660	147,111	251,642	0	(45,126)	
C: Oth Fin Sources (Uses)/Trfs incl Debt Service										
4848	Trf from Park Reserve Fd	0	0	805,497	0	0	0	0	0	
xxxx	2015A & 2017B Bonds	0	(1,608)	(3,786,795)	(120,745)	0	0	0	0	
	TOTAL OTH FIN SOURCES (USES)	0	(1,608)	(2,981,297)	(120,745)	0	0	0	0	
Net 800 CITY INFRASTRUCTURE IMP FD		(1,096,109)	(120,911)	(2,168,252)	(702,539)	(66,108)	1,565,221	145,000	(1,626,736)	1079.5%

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#806 PFA LOAN DEBT SERV FUND										
A: Revenues										
4879	Sanitary Sewer Spec Assessments	0	0	102,054	295,941	0	157,862	0	(157,862)	
4899	Levy PFA Loan Debt Serv	0	0	70,000	27,000	0	70,000	70,000	0	100.0%
xxxx	Interest Income - 4M Fund	0	0	0	19	346	5,818	0	(5,818)	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL REVENUE	0	0	172,054	322,960	346	233,680	70,000	(163,680)	333.8%
B: Expenditures										
7744	2017 L054 Storm Wtr PFA Int Exp	0	0	0	7,052	0	9,454	0	(9,454)	
7745	2017 L055 Sanitary Sewer PFA Int Exp	0	0	0	11,739	0	11,971	0	(11,971)	
7743 7746	2017 Sanitary Sewer PFA Issue/Admin Exp	0	0	16,061	0	0	850	0	(850)	
7749	Dwntwn Imp - Special Assessmt Exp	0	0	105,179	54,595	17,110	107,298	0	(107,298)	
7754	2017 L054 Storm Wtr PFA Principal	0	0	0	24,815	0	52,000	0	(52,000)	
7755	2017 L055 Sanitary Sewer PFA Principal	0	0	0	28,959	0	59,000	0	(59,000)	
7743		0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	0	0	121,240	127,159	17,110	240,574	0	(240,574)	
Net 806 PFA LOAN DEBT SERV FUND		0	0	50,814	195,801	(16,764)	(6,893)	70,000	76,893	-9.8%
#807 DOWNTWN TMP IMP DEBT SERV FD										
A: Revenues										
4898	Levy Dwntwn Tmp Imp Bond	0	0	28,000	73,000	0	37,000	37,000	0	100.0%
4926	Interest Income - 4M Fund	0	0	0	2	42	751	0	(751)	
6854	Trf fr General Fund	0	0	0	15,000	0	0	0	0	
	TOTAL REVENUE	0	0	28,000	88,002	42	37,751	37,000	(751)	102.0%
B: Expenditures										
7724	2017A Dwntwn Imp Bond Admin Exp	0	0	0	0	1,106	2,906	0	(2,906)	
7737	2017A Dwntwn Imp Bond Int Exp	0	0	7,041	2,332	0	0	0	0	
7739	2017A Dwntwn Imp Bond Int Exp	0	0	16,027	30,690	0	30,690	0	(30,690)	
xxxx		0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	0	0	23,068	33,022	1,106	33,596	0	(33,596)	
Net 807 DOWNTOWN TMP IMP DEBT SERV FUN		0	0	4,932	54,980	(1,064)	4,155	37,000	32,845	11.2%

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#810 CITY DOCK FUND										
A: Revenues										
4812	Lease of City Docks	3,850	3,850	3,850	3,850	0	3,850	3,850	0	100.0%
4909	Interest Income - 4M Fund	25	125	435	1,133	76	1,336	0	(1,336)	
	TOTAL REVENUE	3,875	3,975	4,285	4,983	76	5,186	3,850	(1,336)	134.7%
B: Expenditures										
8930	Dock Improvements	0	0	0	3,920	17,233	34,641	0	(34,641)	
	TOTAL EXPENDITURES	0	0	0	3,920	17,233	34,641	0	(34,641)	
Net 810 CITY DOCK FUND		3,875	3,975	4,285	1,063	(17,157)	(29,455)	3,850	33,305	-765.1%

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/19

		Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	UnAudited 12/31/19	Annual Budget 2019	Full Year 2019 Favorable (Unfavorable) to Budget $	Full Year 2019 Favorable (Unfavorable) to Budget %	Annual Budget 2020
#100 GENERAL FUND												
1-PROPERTY TAXES:												
4000	Current Tax Levy	860,094	899,578	961,378	974,335	984,222	21,945	1,024,956	1,051,047	(26,091)	-2.5%	1,077,682
4005	Fiscal Disparity	47,649	44,904	44,674	46,265	54,350	0	63,842	63,420	422	0.7%	75,075
4015	Delinq Taxes, Penalties, Int & Adj	17,950	5,456	23,892	10,629	17,503	12	11,546	0	11,546		0
4013	Street Improvement Capital Fund	200,000	200,000	200,000	375,000	70,000	0	120,500	120,500	0	0.0%	170,500
6928	Special Reserve Fund	294	5,000	3,000	9,500	5,000	0	100	100	0	0.0%	100
6932	Stormwater Fund	3,500	3,500	3,500	3,500	3,500	0	3,500	3,500	0	0.0%	3,500
6933	Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	2,500	2,500	0	2,500	2,500	0	0.0%	2,500
6935	Comprehensive Plan	2,000	2,000	3,000	4,000	4,000	0	4,000	4,000	0	0.0%	3,500
6936	Flood Fund	5,500	5,500	5,500	5,500	5,500	0	5,500	5,500	0	0.0%	5,500
6937	DNR Grant Match	95,000	95,000	95,000	95,000	95,000	0	95,000	95,000	0	0.0%	95,000
6934	Codification	100	100	100	100	100	0	500	500	0	0.0%	500
4843	MN Unemployment Claims	3,000	3,000	1,000	1,000	1,000	0	1,000	1,000	0	0.0%	1,000
4847	Election Fund	5,500	5,500	5,500	5,500	5,500	0	5,500	5,500	0	0.0%	7,000
6910	City Council Contingency Fund	0	0	0	0	0	0	0	0	0		0
4842	Audit and Legal Reserve	100	100	1,000	1,000	1,000	0	100	100	0	0.0%	100
4844	Parks Capital Repairs/Trail & Ped Bridge	5,500	5,500	5,500	5,500	5,500	0	5,500	5,500	0	0.0%	5,500
4022	Afton Septic System - City Bldgs	15,000	15,000	15,000	15,000	15,000	0	15,000	15,000	0	0.0%	15,000
4017	Bridge Replacement Fund	0	0	0	0	49,671	0	50,000	50,000	0	0.0%	51,000
4846	Sidewalk	2,000	2,000	2,000	2,000	2,000	0	500	500	0	0.0%	500
4012	Bldg & Land Capital Fund	6,000	6,000	6,000	6,000	6,000	0	6,000	6,000	0	0.0%	6,000
4818	City Share High Speed Internet	0	0	75,000	50,000	0	0	0	0	0		0
4050	Debt Service Levy, Fire Hall Remodeling	57,356	57,933	49,893	49,833	49,784	0	49,624	49,624	0	0.0%	49,064
4898	Debt Serv Levy - Downtown Imp Tmp Bond	0	0	28,000	28,000	30,000	0	37,000	37,000	0	0.0%	42,000
4899	Debt Serv Levy - Downtown Imp PFA Loans	0	8,000	70,000	70,000	70,000	0	70,000	70,000	0	0.0%	72,000
4726	Debt Serv Levy - 2017B Road Bond	0	0	0	0	390,000	0	390,000	390,000	0	0.0%	390,000
4725	Debt Serv Levy - 2014A Road Bond	305,000	310,000	260,000	260,000	260,000	0	275,000	275,000	0	0.0%	290,000
	TOTAL PROPERTY TAXES	1,634,042	1,676,572	1,861,437	2,020,162	2,127,129	21,957	2,237,168	2,251,291	(14,123)	-0.6%	2,363,021
2-INTERGOVERNMENTAL REVENUE:												
4100	Gravel Tax/West Lakeland Cent College	(2,374)	(2,333)	(2,160)	(2,267)	(2,510)	0	(2,545)	(2,400)	(145)	6.0%	(2,500)
4108	Market Value Credit - Ag	5,797	10,033	9,596	10,423	10,635	0	5,292	4,000	1,292	32.3%	4,000
4112	PERA Rate Increase Aid	634	634	634	634	634	317	634	634	0	0.0%	634
4175	Agricultural perserve credit	659	663	1,005	1,064	568	5,994	5,994	500	5,494	1098.8%	500
	TOTAL INTERGOVT REVENUES	4,715	8,998	9,076	9,854	9,327	6,311	9,376	2,734	6,642	242.9%	2,634
3-CHARGES FOR SERVICES:												
4205	Assessment Search	50	20	80	60	80	0	60	35	25	71.4%	35
4210	Sale of City Data (Various Media)	20	117	34	8	73	0	0	100	(100)	-100.0%	100
4215	Rent of City Garage	0	0	0	0	500	0	2,500	0	2,500		500
	TOTAL CHARGES FOR SERVICES	70	137	114	68	653	0	2,560	135	2,425	1796.3%	635

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City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/19

		Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	UnAudited 12/31/19	Annual Budget 2019	Full Year 2019 Favorable (Unfavorable) to Budget $	Full Year 2019 Favorable (Unfavorable) to Budget %	Annual Budget 2020
4-FINES & FORFEITURES:												
4300	County Fines & Fees	10,359	15,861	14,422	11,061	8,700	1,939	13,706	12,000	1,706	14.2%	10,000
4305	Other Fines & Forfeitures	0	0	664	0	0	0	0	250	(250)	-100.0%	250
	TOTAL FINES & FORFEITURES	10,359	15,861	15,086	11,061	8,700	1,939	13,706	12,250	1,456	11.9%	10,250
5-LICENSES, FEES, PERMITS:												
4400	Building Permit Fees - Afton	86,885	117,818	206,416	193,823	105,130	15,379	151,857	86,000	65,857	76.6%	91,000
4401	Building & Eng'g Inspection Fees	800	1,050	1,550	2,390	1,445	0	5,005	1,000	4,005	400.5%	1,000
4404	4th of July permits	250	0	0	0	0	0	0	0	0		0
4405	Pet License & Impound Fees	335	1,025	325	1,055	230	0	680	300	380	126.7%	300
4410	Liquor Licenses	3,000	3,000	5,023	3,500	1,750	0	3,350	3,000	350	11.7%	3,000
4415	Other Licenses	413	260	589	1,119	1,496	25	859	350	509	145.5%	350
4435	Street Opening & Utility Permit Fees	750	500	2,250	3,500	500	0	2,000	1,750	250	14.3%	1,750
4437	Utility Franchise Fees	59,438	59,554	57,833	62,497	59,174	14,800	62,196	58,000	4,196	7.2%	59,000
4440	Zoning Fees & Permits	10,248	6,965	7,886	11,475	5,690	250	5,190	3,000	2,190	73.0%	4,000
	TOTAL LICENSES, FEES, PERMITS	162,119	190,172	281,870	279,359	175,415	30,454	231,138	153,400	77,738	50.7%	160,400
7-MISCELLANEOUS REVENUE:												
4601	Insurance dividend	3,208	3,271	3,972	998	471	0	1,195	2,000	(805)	-40.3%	500
4604	Park rental & cleaning fees	825	560	225	225	275	300	675	500	175	35.0%	250
4615	Settlements/Other Income/Transfer	10	869	160	609	716	0	226	0	226		0
	TOTAL MISCELLANEOUS REVENUE	4,043	4,700	4,357	1,832	1,462	300	2,096	2,500	(405)	-16.2%	750
9-OTHER GRANTS:												
4810	County Grant-recycling grant	7,178	7,210	7,210	7,210	7,210	0	6,676	7,090	(415)	-5.8%	7,090
4814	Cable Commission Grant	1,200	1,200	1,200	1,500	1,200	0	1,200	1,200	0	0.0%	1,200
	TOTAL OTHER GRANTS	8,378	8,410	8,410	8,710	8,410	0	7,876	8,290	(415)	-5.0%	8,290
10-INTEREST REVENUES:												
4901	Interest - 4M Fund General	54	144	955	12,772	10,330	997	9,342	1,000	8,342	834.2%	4,000
	TOTAL INTEREST REVENUES	54	144	955	12,772	10,330	997	9,342	1,000	8,342	834.2%	4,000
	TOTAL REVENUES	1,823,780	1,904,993	2,181,305	2,343,817	2,341,426	61,957	2,513,261	2,431,600	81,661	3.4%	2,549,980

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City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/19

		Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	UnAudited 12/31/19	Annual Budget 2019	Full Year 2019 Favorable (Unfavorable) to Budget $	Full Year 2019 Favorable (Unfavorable) to Budget %	Annual Budget 2020
B: EXPENDITURES												
1-WAGES & BENEFITS:												
5002	Mayor & Council	13,200	13,400	13,200	13,200	13,200	1,100	13,200	13,200	0	0.0%	13,200
5004	Administrator	81,575	88,150	91,483	92,150	92,150	8,258	97,330	102,100	4,770	4.7%	105,000
5005	Intern (s)	0	0	0	0	0	0	0	500	500	100.0%	500
5007	Office Assistant	17,717	16,059	18,272	21,793	23,705	3,180	24,866	26,800	1,934	7.2%	27,550
5008	Office Manager/Clerk	38,593	38,922	38,798	28,930	39,171	6,516	50,450	54,600	4,150	7.6%	56,130
5115	Contract Office - Administration	0	0	0	5,221	300	0	0				
5020	Maintenance Personnel incl Vehicle Allowance	17,849	17,300	18,816	24,076	27,916	3,235	31,848	40,000	8,152	20.4%	37,000
5014	FICA & Medicare	13,425	17,702	17,854	18,047	18,133	1,779	17,793	18,146	353	1.9%	18,313
5018	Insurance Benefits (Disability)	642	646	648	227	463	47	565	720	155	21.5%	720
5037	Other Financial Benefits	16,200	26,400	26,400	26,400	26,400	2,311	27,396	26,400	(996)	-3.8%	26,400
5053	PERA	11,416	12,178	13,008	12,771	13,913	1,610	16,490	18,383	1,893	10.3%	18,552
5024	Workers Comp Insurance	2,530	3,689	3,171	0	2,691	0	4,638	3,100	(1,538)	-49.6%	3,100
	TOTAL WAGES & BENEFITS	213,147	234,446	241,650	242,814	258,043	28,037	284,577	303,949	19,372	6.4%	306,465
2-PROFESSIONAL SERVICES:												
5120	Contract - Videographer	606	710	1,807	2,475	3,691	195	3,804	4,000	196	4.9%	4,000
5302	Assessor Fees	20,191	20,716	21,269	22,215	23,592	0	26,015	24,000	(2,015)	-8.4%	26,500
5304	Accounting fees	13,365	14,375	15,247	17,130	17,637	2,400	26,527	17,350	(9,177)	-52.9%	29,000
5305	Auditing fees	5,350	5,450	5,350	6,600	10,875	0	19,295	15,000	(4,295)	-28.6%	15,000
5310	Engineering Fees	12,722	17,707	23,561	24,410	34,079	(3,876)	44,580	20,600	(23,980)	-116.4%	25,000
5315	Recording fees	151	46	0	0	552	368	644	300	(344)	-114.7%	300
5320	Legal fees - Prosecution	29,698	25,140	23,160	27,943	26,374	2,700	32,020	29,800	(2,220)	-7.5%	30,000
5321	Legal fees - General/Civil	13,772	20,447	21,951	19,082	21,652	1,800	20,581	22,000	1,419	6.4%	24,000
5330	Planning Fees	0	0	0	6,200	5,368	161	593	4,120	3,527	85.6%	4,200
5335	Other Fees for Service	0	0	(433)	1,150	0	0	202	1,500	1,298	86.5%	1,500
5350	Building Inspection Fees - Stensland	36,910	48,921	80,054	82,429	47,634	5,779	64,093	34,400	(29,693)	-86.3%	38,500
5360	Misc Dev Fees	(200)	(345)	0	0	0	0	0	0	0		0
5370	Well Monitoring Program	144	0	768	0	1,075	0	2,182	1,200	(982)	-81.9%	2,000
5380	Watershed Management	488	488	595	596	596	0	596	600	4	0.6%	600
	TOTAL PROFESSIONAL SERVICES	133,198	153,655	193,329	210,229	193,126	9,527	241,133	174,870	(66,263)	-37.9%	200,600

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/19

		Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	UnAudited 12/31/19	Annual Budget 2019	Full Year 2019 Favorable (Unfavorable) to Budget $	Full Year 2019 Favorable (Unfavorable) to Budget %	Annual Budget 2020
4-OTHER EXPENDITURES:			-									
5500	Office Equipment	176	1,612	576	0	0	0	0	700	700	100.0%	700
5505	Bank/IRS Fees/Penalties/Sales Tax	135	347	262	314	873	53	452	400	(52)	-13.0%	400
5510	Comp Svc (All Hard/Software, GIS, Web, Email)	4,825	5,396	5,610	6,900	16,830	1,139	9,344	9,500	156	1.6%	11,000
5516	Copier Lease	6,424	6,796	3,243	2,760	2,521	230	2,760	3,500	740	21.1%	3,500
5520	Equipment Maintenance	62	0	0	0	0	0	0	500	500	100.0%	500
5525	Insurance-General Property & Liability	18,377	17,886	17,250	15,962	21,705	0	21,722	21,600	(122)	-0.6%	22,500
5535	Misc. Expense	230	956	21	574	111	176	509	1,500	991	66.1%	1,500
5540	Office Supplies	2,673	2,953	2,631	3,563	3,230	70	2,978	4,000	1,022	25.5%	4,000
5545	Other Administration	475	713	400	320	120	0	41	500	459	91.8%	500
5550	Postage	4,816	3,439	3,281	3,847	4,266	0	2,315	3,500	1,185	33.9%	3,800
5555	Publishing & Printing	2,336	3,656	2,201	407	1,143	74	846	2,000	1,154	57.7%	2,000
5560	Newsletter	5,281	6,058	5,339	4,804	4,144	584	6,326	6,000	(326)	-5.4%	5,000
5565	Telephone	2,759	2,682	2,703	3,051	3,595	300	3,595	3,500	(95)	-2.7%	3,500
5575	Travel & Mileage	180	0	132	186	162	39	416	500	84	16.8%	500
5580	Membership & Dues	2,987	3,158	3,207	3,229	3,384	0	3,474	3,200	(274)	-8.6%	3,300
5585	Seminars & Education	1,932	2,364	682	1,059	2,576	0	1,535	2,600	1,065	40.9%	2,600
	TOTAL OTHER EXPENDITURES	53,668	58,017	47,538	46,974	64,660	2,665	56,312	63,500	7,188	11.3%	65,300
SUBTOTAL GENERAL & ADMINISTRATIVE		400,012	446,119	482,517	500,017	515,829	40,229	582,021	542,319	(39,702)	-7.3%	572,365
5-PUBLIC SAFETY:												
5605	Animal Control	1,899	2,823	1,959	1,280	2,884	0	3,416	4,000	584	14.6%	3,500
5625	Fire & Ambulance Service	213,705	219,953	232,893	243,296	249,166	0	260,296	260,296	0	0.0%	263,651
5626	Fire Relief Association	0	0	0	0	0	0	0	0	0		0
5636	Police Service - Additional Patrols	0	0	0	0	2,044	0	2,448	2,000	448	22.4%	5,000
5635	Police Service - County	168,494	169,289	178,385	176,419	186,346	94,506	189,238	189,011	(227)	-0.1%	199,300
	TOTAL PUBLIC SAFETY	384,098	392,065	413,237	420,994	440,440	94,506	455,398	455,307	805	0.2%	471,451
6-PUBLIC HEALTH:												
5705	Recycling - Afton	150	268	1,076	525	(304)	0	(28)	500	528	105.6%	500
5720	Refuse Hauling - City Hall	1,630	819	708	745	945	0	469	1,000	531	53.1%	1,000
	TOTAL PUBLIC HEALTH	1,780	1,087	1,784	1,270	641	0	441	1,500	1,059	70.6%	1,500

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City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/19

		Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	UnAudited 12/31/19	Annual Budget 2019	Full Year 2019 Favorable (Unfavorable) to Budget $	Full Year 2019 Favorable (Unfavorable) to Budget %	Annual Budget 2020
7-STREETS:												
5820	Gravel Road Maintenance	1,755	3,530	7,944	13,721	10,348	808	6,567	4,000	(2,567)	-64.2%	0
5825	Crackseal/Seal Coat/Gravel Shouldering	90,685	51,829	11,701	33,098	50,469	0	13,543	75,000	61,457	81.9%	70,000
5830	Snow & Ice Control	115,692	62,431	78,910	76,152	132,082	30,171	138,959	113,000	(25,959)	-23.0%	115,000
5835	Surf maint/Sweeping/Pothole Repair	29,844	49,873	33,139	28,672	2,262	0	15,379	10,000	(5,379)	-53.8%	10,000
5845	Brush,Tree,Mow,Bridge,Culvert,Guardrail	25,502	40,117	21,136	80,978	45,273	0	57,858	52,000	(5,858)	-11.3%	52,000
5850	Street Lighting	3,982	4,286	3,164	4,494	3,397	140	1,810	5,500	3,690	67.1%	5,000
5855	Gas Lamps - Operating Costs	2,851	2,491	1,889	1,236	1,393	0	0	0	0		0
5856	Gas Lamps - Capital	0	0	0	0	0	0	0	0	0		0
5860	Signs & Signals	2,977	3,247	3,413	2,624	1,879	0	9,100	3,500	(5,600)	-160.0%	3,500
5870	Other - Road Maint.	758	605	1,696	888	1,608	7	2,000	2,000	0	0.0%	2,000
	TOTAL STREETS	274,047	218,410	162,992	241,863	248,711	31,125	245,216	265,000	19,784	7.5%	257,500
9-OTHER PUBLIC WORKS EXPENDITURES:												
5910	Flood Control (Operate Pump/Dike)	803	0	0	0	0	0	0	1,600	1,600	100.0%	1,600
5920	Repair & Maint - Equipment	1,312	1,080	1,324	1,506	2,481	886	4,278	1,500	(2,778)	-185.2%	3,000
5925	Fuel & Lubricants	478	558	311	263	361	0	506	1,000	494	49.4%	1,000
5930	Tools & Minor Equipment	243	277	275	95	375	0	0	950	950	100.0%	950
	TOTAL OTHER PUBLIC WORKS	2,836	1,914	1,910	1,864	3,217	886	4,784	5,050	266	5.3%	6,550
SUBTOTAL STREETS, REHAB & PUBLIC WORKS		276,883	220,324	164,902	243,727	251,928	32,010	250,000	270,050	20,050	7.4%	264,050
9-BUILDINGS & LAND:												
6010	Gas Heat - 3033 City Hall	2,060	1,937	1,071	533	0	124	1,167	2,200	1,033	46.9%	2,200
6020	Electricity	1,822	1,731	1,635	2,039	2,750	131	2,482	2,000	(482)	-24.1%	2,000
6030	Miscellaneous Expense	777	1,036	944	910	229	27	1,529	800	(729)	-91.1%	800
6035	Cleaning	1,031	874	273	13	7	0	0	500	500	100.0%	500
6040	Repair & Maintenance	898	1,910	902	2,644	2,789	252	902	2,000	1,098	54.9%	2,500
6045	City Garage Exp - 1675 Stagecoach	3,264	2,557	3,182	2,147	4,588	295	2,864	2,500	(364)	-14.5%	2,500
6046	Garage Expense - Sheriff, Public Works	0	0	0	0	0	(1,417)	488	1,000	(512)	-51.2%	1,000
6050	Supplies	594	288	289	536	1,519	40	940	500	(440)	-88.0%	550
	TOTAL BUILDINGS & LAND	10,446	10,334	8,296	8,823	11,882	(547)	10,371	11,500	105	0.9%	12,050

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City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/19

		Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Month(s) of Dec-19	UnAudited 12/31/19	Annual Budget 2019	Full Year 2019 Favorable (Unfavorable) to Budget $	Full Year 2019 Favorable (Unfavorable) to Budget %	Annual Budget 2020
12-PARKS & RECREATION:												
6105	4th of July Celebration	3,691	3,500	3,500	3,500	3,500	0	3,500	3,500	0	0.0%	3,500
6135	Park Maintenance	1,275	359	569	2,587	3,380	0	3,069	1,300	(1,769)	-136.1%	2,500
6136	Park Utilities	0	0	0	0	0	195	3,288	0	3,288		3,000
6140	Miscellaneous expense	52	62	112	18	238	0	238	300	63	20.8%	300
6205	Cemetery maintenance	0	0	9,000	9,354	9,000	0	9,000	9,000	0	0.0%	9,000
	TOTAL PARKS & RECREATION	5,018	3,921	13,181	15,459	16,118	195	19,095	14,100	1,582	11.2%	18,300
OVERALL TOTAL EXPENDITURES		1,078,237	1,073,850	1,083,917	1,190,291	1,236,837	166,393	1,317,326	1,294,776	(16,102)	-1.2%	1,339,716
C: OTHER FINANCING SOURCES (USES)												
4725	Tax Levy to 2014A Road Bond	(305,000)	(310,000)	(260,000)	(260,000)	(260,000)	0	(275,000)	(275,000)	0	0.0%	(290,000)
4726	Tax Levy to 2017B Road Bond	0	0	0	0	(390,000)	0	(390,000)	(390,000)	0	0.0%	(390,000)
4898	Tax Levy to Dwntwn Imp Tmp Bonds	0	0	(28,000)	(28,000)	(30,000)	0	(37,000)	(37,000)	0	0.0%	(42,000)
4899	Tax Levy to Dwntwn Imp PFA Loans	0	0	(70,000)	(70,000)	(70,000)	0	(70,000)	(70,000)	0	0.0%	(72,000)
4050	Tax Levy to Fire Hall Debt Service Fund	(57,356)	(57,933)	(49,893)	(49,833)	(49,784)	0	(49,624)	(49,624)	0	0.0%	(49,064)
6920	Oper trf to Bldg & Land Fund - Budgeted	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	0	(6,000)	(6,000)	0	0.0%	(6,000)
6920	Oper trf to Bldg & Land Fund - UnBudgeted	0	(20,000)	(25,000)	(25,000)	0	0	0	0	0		0
6921	Oper trf to Street Imp -UnBudgeted	0	(43,500)	(230,000)	(100,000)	0	0	0	0	0		0
6925	Oper trf to Street Imp -Budgeted	(200,000)	(200,000)	(200,000)	(375,000)	(70,000)	0	(120,500)	(120,500)	0	0.0%	(170,500)
6928	Oper Trf from(to) Special Reserve Fund	(294)	(5,000)	(3,000)	(9,500)	(5,000)	0	(100)	(100)	0	0.0%	(100)
6932	Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	0	(3,500)	(3,500)	0	0.0%	(3,500)
6933	Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	0	(2,500)	(2,500)	0	0.0%	(2,500)
6935	Oper Trf to Comprehensive Plan	(2,000)	(2,000)	(3,000)	(4,000)	(4,000)	0	(4,000)	(4,000)	0	0.0%	(3,500)
6936	Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%	(5,500)
6937	Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)	0	(95,000)	(95,000)	0	0.0%	(95,000)
6934	Oper trf to Codification (Spec Act Fd)	(100)	(100)	(100)	(100)	(100)	0	(500)	(500)	0	0.0%	(500)
4843	Oper Trf to MN Unemployment Claims	(3,000)	(3,000)	(1,000)	(1,000)	(1,000)	0	(1,000)	(1,000)	0	0.0%	(1,000)
4847	Oper Trf to Election Expense Fund	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%	(7,000)
6910	City Council Contingency Fund	0	0	0	(10,000)	0	0	0	0	0		0
4842	Oper Trf to Audit and Legal Reserve	(100)	(100)	(1,000)	(1,000)	(1,000)	0	(100)	(100)	0	0.0%	(100)
4844	Oper Trf to Parks Capital Repairs/Trail & Ped Bridge	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%	(5,500)
4022	Oper Trf to Afton Septic System - City Bldgs	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	0	(15,000)	(15,000)	0	0.0%	(15,000)
4818	Oper Trf to Spec Act Fd re High Speed Internet	0	(8,000)	(75,000)	(50,000)	0	0	0	0	0		0
4846	Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	0	(500)	(500)	0	0.0%	(500)
4017	Oper Trf to Bridge Replacement Fund	0	0	0	0	(49,671)	0	(50,000)	(50,000)	0	0.0%	(51,000)
6954	Oper Trf to 807 Tmp Bond Debt Fund	0	0	0	0	(15,000)	0	0	0	0		0
6929	Trf (to)/from Special Activities Fund (Various)	0	(15,000)	(10,000)	(25,000)	(15,000)	0	0	0	0		0
	TOTAL OTH FINANCING/TRANSFERS	(708,350)	(805,133)	(1,096,493)	(1,148,933)	(1,101,055)	0	(1,136,824)	(1,136,824)	0	0.0%	(1,210,264)
REVENUES OVER (UNDER) EXPENDITURES		**37,193**	**26,010**	**895**	**4,594**	**3,534**	**(104,436)**	**59,110**	**$0**	**$59,110**		**$0**
	Fund Balance - Beginning of Period	**264,114**	**301,307**	**327,317**	**328,212**	**332,805**		**$336,339**				
	Fund Balance - End of Period	**301,307**	**327,317**	**328,212**	**332,805**	**336,339**		**$395,450**				

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City of Afton
Summary of Special Activities and MN Investment Funds
YTD 12/31/19

	Balance 12/31/2013	Balance 12/31/2014	Balance 12/31/2015	Balance 12/31/2016	Balance 12/31/2017	Balance 12/31/2018	Receipts	Disbursements	Transfers	Balance 12/31/2019
#550 Special Activities Fund - General										
A. Interest (unallocated)	3,848.46	3,871.67	3,930.92	4,394.61	6,100.51	12,372.80	7,585.34			19,958.14
B2. 4th of July Reserve	0.00	0.00	0.00	0.00	0.00	0.00				0.00
B3. City Council Contingency Reserve	13,452.60	10,975.00	9,775.00	4,768.56	10,229.76	853.12	6,592.75	4,822.89		2,622.98
B4. Community Garden	(87.88)	(87.88)	(0.00)	(0.00)	(0.00)	(0.00)				(0.00)
B4. MN Historic Preservation Design Guidelines	0.00	0.00	8,000.00	(225.00)	(225.00)	(225.00)	10,000.00			9,775.00
B5. Afton Residents for Preservation & Conservation	0.00	0.00	0.00	0.00	1,500.00	1,500.00				1,500.00
C1. Codification	3,650.20	3,750.20	3,850.20	3,950.20	4,050.20	4,150.20	500.00			4,650.20
C2. Comprehensive Plan	7,673.28	8,155.36	1,947.36	4,947.36	18,947.36	17,898.61	4,000.00	1,466.00		20,432.61
D1. Flood Control (Acct 7836)	8,445.20	5,063.99	17,004.27	22,304.27	27,804.27	33,304.27	5,500.00	13,321.91		25,482.36
D2. Storm Water Control	17,933.70	21,433.70	24,933.70	28,433.70	31,933.70	37,433.70	3,500.00			40,933.70
D3. Snow & Ice Reserve	0.00	0.00	15,000.00	15,000.00	30,000.00	30,000.00				30,000.00
D6. TAG Wastewater Comm Assessmnt (Acct 7833)	(15,982.34)	(15,982.34)	0.00	0.00	0.00	0.00				0.00
E. Charitable Gaming Fund	0.00	0.00	0.00	84.47	495.80	746.17	166.83			913.00
F. Applicant Pass-Thru Expenses	0.00	0.00	0.00	0.00	0.00	0.00				0.00
G. TIF Dist No. 1 (Afton Market Square)	849.01	849.01	0.00	0.00	0.00	0.00				0.00
I. City Vehicles	1,648.96	4,148.96	6,648.96	9,148.96	9,214.39	10,395.39	6,409.75	9,900.00		6,905.14
K. Audit/Legal Reserve	38,336.57	38,436.57	38,536.57	39,536.57	40,536.57	35,719.38	100.00	27,916.76		7,902.62
L. MN UI Claims, Severance & Oth PTO	20,788.53	23,788.53	26,788.53	27,788.53	28,788.53	29,788.53	1,000.00			30,788.53
M. Parks Capital, Pedestrian Bike Trail & Bridge	10,959.94	16,459.94	21,959.94	27,459.94	27,959.94	33,459.94	5,500.00			38,959.94
N. Election Expense	6,402.20	5,780.27	11,159.33	9,452.67	13,402.67	5,311.65	5,500.00	1,567.31		9,244.34
O. Sidewalk	8,000.00	10,000.00	12,000.00	14,000.00	16,000.00	18,000.00	500.00			18,500.00
P. High Speed Internet	0.00	0.00	0.00	0.00	124,850.00	124,850.00	150.00	125,000.00		0.00
Total #550 Special Activities Fund - General	125,918.43	136,642.98	201,534.78	211,044.84	391,588.70	395,558.76	57,004.67	183,994.87	0.00	268,568.56
#560 Special Activities Fund - Other										
A. State Fire Aid (Pass-Thru)	0.00	0.00	0.00	0.00	0.00	0.00	50,818.75	50,818.75		0.00
B. Community Communications	23,978.90	18,378.87	24,889.73	13,549.11	12,083.74	(0.00)	11,561.00	11,309.61		251.39
C. Interest (Unallocated)	0.00	0.00	0.00	0.00	0.00	2.13	55.99			58.12
Total #550 Special Activities Fund	23,978.90	18,378.87	24,889.73	13,549.11	12,083.74	2.13	62,435.74	62,128.36	0.00	309.51
#600 MN Investment Fund										
4886/8986 Chandler Exhibits	100,985.08	104,361.13	104,409.10	104,635.25	105,377.87	107,167.55	2,157.80		0.00	109,325.35
Total #600 MN Investment Fund	100,985.08	104,361.13	104,409.10	104,635.25	105,377.87	107,167.55	2,157.80	0.00	0.00	109,325.35

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City of Afton
Claims to be Approved
January 22, 2020 thru February 18, 2020

Checks Numbered			
From	**To**	**Description**	**To Be Approved**
23673	23688	Two Replacement Checks, Two Applicant Escrow Refunds + Routine Vendor Bills	$7,527.20
23689	23699	Significant Vendor Bills by Size or Nature	$72,930.62
23700	23714	More Routine Vendor Bills	$3,630.72
23715	23717	More Significant Vendor Bills by Size or Nature	$16,487.65
202002001	202002010	EFT/Direct Deposit: 1/31/20 Videographer + Staff Payroll + Exp Reimb + PERA & Payroll Taxes	$10,946.98
202002011	202002025	EFT: Phone, Postage, Copier Lease, Utility Bills	$2,171.14
202002026	202002039	EFT/Dir Dep: 2/15/20 Staff & Council Pay/Exp + Employee Exp Reimb + PERA & Payroll Taxes	$12,170.15
202002040		EFT: US Bank City Credit Card ($3,750.00 is fabric for levee)	$3,793.44
202002041		Wire Transfer (initiated by 4M Fund Personnell): 2/20/20 Interest on two PFA Loans. Stormwater Loan $4,568 Interest. Sanitary Sewer Loan $5,898 Interest.	$10,465.58
		Claims to be approved at 2/18/20 meeting	**$140,123.48**

Submitted by Thomas H. Niedzwiecki, Accountant
File: Afton 2020 Claim Summary.xlsm Worksheet: Jan20 2/11/2020

02/11/20

City of Afton
Claims to be Approved
January 22 through February 18, 2020

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -Ch...	**01/30/2020**	**23673**	**Baglio, Mya (Vendor)**	**Replace Ck# 23039 presumed lost. Payroll 12/16/18 to 12/31/18**	**100 · 4M 101/USB 2934 - General Fund**	**(34.63)**
Bill	01/30/2020	Replace Ck#2...		Replace Ck# 23039 presumed lost. Payroll 12/16/18 to 12/31/18. Ck dated ...	1190 · Other Receivables	34.63
TOTAL						34.63
Bill Pmt -Ch...	**01/30/2020**	**23674**	**Kopitske, Karen**	**Replace Ck#22403 presumed lost Election Pay**	**100 · 4M 101/USB 2934 - General Fund**	**(80.00)**
Bill	01/30/2020	ReplaceCk22403		Replace Ck#22403 presumed lost. Issued 2/15/18 for Election Judge Pay 10 ...	1190 · Other Receivables	80.00
TOTAL						80.00
Liability Che...	**01/30/2020**	**23675**	**Madison National Life**	**103815000000000**	**100 · 4M 101/USB 2934 - General Fund**	**(191.78)**
				103815000000000	2325 · Madison Life ST & LT Disability	144.68
				103815000000000	2325 · Madison Life ST & LT Disability	47.10
TOTAL						191.78
Check	**01/30/2020**	**23676**	**Narducci, Gary & Michele Z19-07 3475 Neal**	**Refund Z19-07 CUP Escrow net of Expenses**	**100 · 4M 101/USB 2934 - General Fund**	**(248.00)**
			Narducci, Gary & Michele Z19-07 3475 Neal	Refund Z19-07 CUP Escrow net of Expenses	2001 · Permit Escrow & Fees	248.00
TOTAL						248.00
Bill Pmt -Ch...	**01/30/2020**	**23677**	**Koziar, Scott**	**Refund Z19-40 Driveway Insp Fee**	**100 · 4M 101/USB 2934 - General Fund**	**(250.00)**
Bill	01/30/2020	Refund Z19-40	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4401 Bldg & Eng'g Inspection Fee	Refund Z19-40 Driveway Insp Fee	4401 · Bldg & Eng'g Inspection Fee	250.00
TOTAL						250.00
Bill Pmt -Ch...	**01/29/2020**	**23678**	**Get Connected Tech**		**100 · 4M 101/USB 2934 - General Fund**	**(195.00)**
Bill	12/31/2019	151095	410 Sanitary Sewer Utility:B. Exp:6060 Sanitary Sewer Oper - Exp:6062 Oth Contra...	Quarterly Monitoring of Afton Sewage Site, 4th qtr 2019: 3 months @ $65	6062 · Other Contract Services	195.00
TOTAL						195.00
Bill Pmt -Ch...	**01/29/2020**	**23679**	**Petersen Mgmt (Lab Fees)**	**Cust No. 3477**	**100 · 4M 101/USB 2934 - General Fund**	**(1,302.05)**
Bill	12/31/2019	105288	410 Sanitary Sewer Utility:B. Exp:6060 Sanitary Sewer Oper - Exp:6066 Chemicals ...	Lab fees, Chemicals	6066 · Chemicals & Lab Fees	1,302.05
TOTAL						1,302.05
Bill Pmt -Ch...	**01/29/2020**	**23680**	**Wash Cty (Rd & Bridge)(Trans & Phys Dev)**	**Account No. 20490**	**100 · 4M 101/USB 2934 - General Fund**	**(2,517.16)**
Bill	12/31/2019	169389	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Snow & Ice C...	sand and salt Nov 2019	5830 · Snow & Ice Control	2,517.16
TOTAL						2,517.16
Bill Pmt -Ch...	**01/29/2020**	**23681**	**Floyd Total Security**	**Acct No. 120857**	**100 · 4M 101/USB 2934 - General Fund**	**(92.07)**
Bill	01/30/2020	1341478	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	Base Alarm Monitoring 3 Months	6040 · City Property Maintenance	92.07
TOTAL						92.07
Bill Pmt -Ch...	**01/29/2020**	**23682**	**Frontier Ag & Turf (Hastings)**	**Acct No. AFTON002**	**100 · 4M 101/USB 2934 - General Fund**	**(86.77)**
Bill	01/30/2020	p49793	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5920 Repairs...	Parts	5920 · Repair & Maint Equipment	86.77

City of Afton
Claims to be Approved
January 22 through February 18, 2020

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						86.77
Bill Pmt -Ch...	**01/29/2020**	**23683**	**Gopher State One Call**	**Acct No. MN00128**	**100 · 4M 101/USB 2934 - General Fund**	**(50.00)**
Bill	01/30/2020	0000165	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Other Road M...	2020 Annual Facility Operator Fee	5870 · Other Road Maintenance	50.00
TOTAL						50.00
Bill Pmt -Ch...	**01/29/2020**	**23684**	**Innovative Office Solutions LLC**	**customer # V105001**	**100 · 4M 101/USB 2934 - General Fund**	**(94.01)**
Bill	01/30/2020	in2847801	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	office supplies	5540 · Office Supplies	94.01
TOTAL						94.01
Bill Pmt -Ch...	**01/29/2020**	**23685**	**Menards - Hudson**		**100 · 4M 101/USB 2934 - General Fund**	**(49.91)**
Bill	01/30/2020	16149	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	20.96
Bill	01/30/2020	15349	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	supplies	6040 · City Property Maintenance	28.95
TOTAL						49.91
Bill Pmt -Ch...	**01/29/2020**	**23686**	**Petersen Mgmt (Oper & Mgmt Fees)**	**Cust No. 3477**	**100 · 4M 101/USB 2934 - General Fund**	**(1,508.33)**
Bill	01/30/2020	105176	410 Sanitary Sewer Utility:B. Exp:6060 Sanitary Sewer Oper - Exp:6065 Oper & M...	Operations and management fees Jan2020	6065 · Oper & Mgmt Fees	1,508.33
TOTAL						1,508.33
Bill Pmt -Ch...	**01/29/2020**	**23687**	**Spiess Carpet Cleaning**		**100 · 4M 101/USB 2934 - General Fund**	**(389.99)**
Bill	01/30/2020	12729	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	City Hall Carpet cleaning	6040 · City Property Maintenance	389.99
TOTAL						389.99
Bill Pmt -Ch...	**01/29/2020**	**23688**	**StarTech Computing, Inc**		**100 · 4M 101/USB 2934 - General Fund**	**(437.50)**
Bill	01/30/2020	3533	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Software	Flexnet maintenance agreement: Various tickets	5510 · Computer Service/Software	250.00
Bill	01/30/2020	3687	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Software	Flexnet maintenance agreement: Various tickets	5510 · Computer Service/Software	187.50
TOTAL						437.50
Bill Pmt -Ch...	**02/18/2020**	**23689**	**Baker Tilly Municipal Advisors, LLC**	**Client No. 158884**	**100 · 4M 101/USB 2934 - General Fund**	**(3,100.00)**
Bill	12/31/2019	BTMA3821	725 2014A Road Debt Serv Fd:7736 2014A Refund Bd Admin Exp	2014 A Road Bond Arbitrage Compliance Report 12/18/14 to 12/18/19	7736 · 2014A Refunding Bds Admin Exp	3,100.00
TOTAL						3,100.00
Bill Pmt -Ch...	**02/18/2020**	**23690**	**Meeco Sullivan**		**100 · 4M 101/USB 2934 - General Fund**	**(17,232.50)**
Bill	12/31/2019	19-1131-001083	810 City Dock Fund:B. Exp:8830 City Dock Improvements	Final payment on Dock Repair: Total $6,415. Change order for full frame co...	8830 · City Dock Improvements	3,207.50
Bill	12/31/2019	19-1131-001082	810 City Dock Fund:B. Exp:8830 City Dock Improvements	Final payment on Dock Repair: Total $28,050. 40 underwater column angles...	8830 · City Dock Improvements	14,025.00
TOTAL						17,232.50
Bill Pmt -Ch...	**02/18/2020**	**23691**	**WSB (Applicants)**	**Customer No. 01856**	**100 · 4M 101/USB 2934 - General Fund**	**(2,880.62)**
Bill	12/31/2019	26	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	Afton Creek Preserve Construction Coordination	5310 · Engineering Fees	2,880.62
TOTAL						2,880.62

City of Afton
Claims to be Approved
January 22 through February 18, 2020

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -Ch...	**02/18/2020**	**23692**	**WSB (Bridge Insp/Imp)**		**100 · 4M 101/USB 2934 - General Fund**	**(2,975.50)**
Bill	12/31/2019	5	122 Bridge Repair & Replacement Fd:7770 Bridge Repair & Replacemnt Exp:7771 ...	Bridge No. 82505 improvements	7771 · Bridge Replacement - Engineer	694.00
Bill	12/31/2019	2	122 Bridge Repair & Replacement Fd:7770 Bridge Repair & Replacemnt Exp:7771 ...	2019 Bridge Inspection Services	7771 · Bridge Replacement - Engineer	2,281.50
TOTAL						2,975.50
Bill Pmt -Ch...	**02/18/2020**	**23693**	**WSB (City Engineer)**	**R-013251-000 City Engineer**	**100 · 4M 101/USB 2934 - General Fund**	**(7,356.75)**
Bill	12/31/2019	12	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	City engineer	5310 · Engineering Fees	4,285.00
			120 Street Imp Capital Fd:B. Exp:7984 River Road Sanitary Options	River Road Sanitary Project	7984 · River Road Sanitary Options	2,009.00
			805 City InfraStructure Imp Fd:B. Exp:8899 Village Improvements	Downtown Project	8899 · Village Improvements	1,062.75
TOTAL						7,356.75
Bill Pmt -Ch...	**02/18/2020**	**23694**	**WSB (Pavement Mgmt)**	**Project # R-014501**	**100 · 4M 101/USB 2934 - General Fund**	**(4,121.00)**
Bill	12/31/2019	5	120 Street Imp Capital Fd:B. Exp:7946 2020 Street Projects	2020 Pavement Improvement Project	7946 · 2020 Street Projects	4,121.00
TOTAL						4,121.00
Bill Pmt -Ch...	**02/18/2020**	**23695**	**WSB (River Road Sanitary Sewer)**	**Project R-014030-000**	**100 · 4M 101/USB 2934 - General Fund**	**(1,037.50)**
Bill	12/31/2019	7	120 Street Imp Capital Fd:B. Exp:7984 River Road Sanitary Options	River Road Sanitary Sewer Improvements	7984 · River Road Sanitary Options	1,037.50
TOTAL						1,037.50
Bill Pmt -Ch...	**02/18/2020**	**23696**	**WSB (Utility Permits)**	**Project R-013274**	**100 · 4M 101/USB 2934 - General Fund**	**(62.00)**
Bill	12/31/2019	7	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2019 Utility Permits	5310 · Engineering Fees	62.00
TOTAL						62.00
Bill Pmt -Ch...	**02/18/2020**	**23697**	**Niedzwiecki, Thomas H.**	**Accounting Services**	**100 · 4M 101/USB 2934 - General Fund**	**(2,480.00)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Monthly charge for Accounting Services per Contract Effective 6/1/19	5304 · Accounting Fees	2,400.00
			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 & Forms	5540 · Office Supplies	40.00
			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	40.00
TOTAL						2,480.00
Bill Pmt -Ch...	**02/18/2020**	**23698**	**Stensland Inspection Services**	**Building Inspection Services**	**100 · 4M 101/USB 2934 - General Fund**	**(12,756.00)**
Bill	01/31/2020	Jan2020	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - Stensland	Bldg Permits	5350 · Building Insp Fees - Stensland	12,756.00
TOTAL						12,756.00
Bill Pmt -Ch...	**02/18/2020**	**23699**	**Tri-County Services (Snow Ice)**		**100 · 4M 101/USB 2934 - General Fund**	**(18,928.75)**
Bill	01/31/2020	747	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Snow & Ice C...	Snow & Ice Control 1/2/20 thru 1/29/20 199.25 hrs @ $95	5830 · Snow & Ice Control	18,928.75
TOTAL						18,928.75
Bill Pmt -Ch...	**02/12/2020**	**23700**	**Croix Crystal Water Treatment**	**cooler lease and water**	**100 · 4M 101/USB 2934 - General Fund**	**(40.00)**
Bill	01/31/2020	63303	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & Land	40.00
TOTAL						40.00
Bill Pmt -Ch...	**02/12/2020**	**23701**	**Culligan of Stillwater**	**Account # 306-01656131-9**	**100 · 4M 101/USB 2934 - General Fund**	**(69.80)**

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Bill	01/31/2020	306x01573003	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6136 Park Utilities	Town Square Park restroom	6136 · Park Utilities	69.80
TOTAL						69.80
Bill Pmt -Ch...	**02/12/2020**	**23702**	**Finance and Commerce**	**Acct # 10052373**	**100 · 4M 101/USB 2934 - General Fund**	**(195.34)**
Bill	01/31/2020	744603065	120 Street Imp Capital Fd:B. Exp:7984 River Road Sanitary Options	River Road Sanitary Imp Project	7984 · River Road Sanitary Options	195.34
TOTAL						195.34
Bill Pmt -Ch...	**02/12/2020**	**23703**	**Gopher State One Call**	**Acct No. MN00128**	**100 · 4M 101/USB 2934 - General Fund**	**(4.05)**
Bill	01/31/2020	0010164	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Other Road M...	CAfton01 FTP Tickets	5870 · Other Road Maintenance	4.05
TOTAL						4.05
Bill Pmt -Ch...	**02/12/2020**	**23704**	**LMC (conferences)**		**100 · 4M 101/USB 2934 - General Fund**	**(275.00)**
Bill	01/31/2020	314351	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5585 Seminars & Education	2020 Elected Leaders Institute: Lucia Wroblewski	5585 · Seminars & Education	275.00
TOTAL						275.00
Bill Pmt -Ch...	**02/12/2020**	**23705**	**Menards - Hudson**		**100 · 4M 101/USB 2934 - General Fund**	**(68.93)**
Bill	01/31/2020	16320	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	47.71
Bill	01/31/2020	16441	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	supplies	6040 · City Property Maintenance	21.22
TOTAL						68.93
Bill Pmt -Ch...	**02/12/2020**	**23706**	**Petersen Mgmt (Lab Fees)**	**Cust No. 3477**	**100 · 4M 101/USB 2934 - General Fund**	**(734.25)**
Bill	01/31/2020	105457	410 Sanitary Sewer Utility:B. Exp:6060 Sanitary Sewer Oper - Exp:6066 Chemicals ...	Lab fees, Chemicals	6066 · Chemicals & Lab Fees	734.25
TOTAL						734.25
Bill Pmt -Ch...	**02/12/2020**	**23707**	**Wash Cty (Elections)**	**Account # 20490**	**100 · 4M 101/USB 2934 - General Fund**	**(1,550.00)**
Bill	01/31/2020	169959	550 Special Activities Fd - General:N. Elections:6347 Election Expense	2020 Automark Ext Maint Fees	6347 · Elections Expense	1,550.00
TOTAL						1,550.00
Bill Pmt -Ch...	**02/12/2020**	**23708**	**Wash Cty (Prop Records & Taxpayer Serv)**	**PROP ID 22.028.20.11.0004**	**100 · 4M 101/USB 2934 - General Fund**	**(120.00)**
Bill	01/31/2020	170942	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	2019 Tax Levy Book	5302 · Assessor Fees	120.00
TOTAL						120.00
Bill Pmt -Ch...	**02/12/2020**	**23709**	**Wash Cty (Recorder)**		**100 · 4M 101/USB 2934 - General Fund**	**(92.00)**
Bill	01/31/2020	4212071	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5315 Recording Fees	p446959	5315 · Recording Fees	46.00
Bill	01/31/2020	4224979	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5315 Recording Fees	p458027	5315 · Recording Fees	46.00
TOTAL						92.00
Bill Pmt -Ch...	**02/13/2020**	**23710**	**Companion Animal Control**		**100 · 4M 101/USB 2934 - General Fund**	**(70.00)**
Bill	01/31/2020	Jan2020	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:5605 Animal C...	$70 Monthly Retainer	5605 · Animal Control	70.00

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TOTAL						70.00
Bill Pmt -Ch...	**02/13/2020**	**23711**	**Menards - Hudson**	**Account No. 30890280**	**100 · 4M 101/USB 2934 - General Fund**	**(22.01)**
Bill	01/31/2020	17025	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	supplies	6040 · City Property Maintenance	22.01
TOTAL						22.01
Bill Pmt -Ch...	**02/13/2020**	**23712**	**Northwest Assoc (City Projects)**	**Technical Assistance - City Projects**	**100 · 4M 101/USB 2934 - General Fund**	**(68.50)**
Bill	01/31/2020	24614	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5330 Planning Fees	City Projects	5330 · Planning Fees	68.50
TOTAL						68.50
Bill Pmt -Ch...	**02/13/2020**	**23713**	**Pioneer Press**	**Acct # 415245**	**100 · 4M 101/USB 2934 - General Fund**	**(158.44)**
Bill	01/31/2020	0120415245	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	Legals:	5555 · Publishing & Printing	158.44
TOTAL						158.44
Bill Pmt -Ch...	**02/13/2020**	**23714**	**StarTech Computing, Inc**		**100 · 4M 101/USB 2934 - General Fund**	**(162.40)**
Bill	01/31/2020	3881	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Software	Flexnet maintenance agreement: Various tickets	5510 · Computer Service/Software	162.40
TOTAL						162.40
Bill Pmt -Ch...	**02/18/2020**	**23715**	**Felhaber Larson**	**File No. 0299687**	**100 · 4M 101/USB 2934 - General Fund**	**(10,451.65)**
Bill	01/31/2020	655908	806 PFA Loan Debt Serv:7749 Dwtn Imp - Special Assess Exp	Afton St Croix Condemnation Appeal	7749 · Dwtn Imp - Special Assess Exp	10,451.65
TOTAL						10,451.65
Bill Pmt -Ch...	**02/18/2020**	**23716**	**Felhaber Larson**	**File No. 0299687**	**100 · 4M 101/USB 2934 - General Fund**	**(1,536.00)**
Bill	01/31/2020	655907	806 PFA Loan Debt Serv:7749 Dwtn Imp - Special Assess Exp	Village Wastewater Treatment Facility - Special Assessments	7749 · Dwtn Imp - Special Assess Exp	1,536.00
TOTAL						1,536.00
Bill Pmt -Ch...	**02/18/2020**	**23717**	**Holstad & Knaak, PLC**	**Legal Services**	**100 · 4M 101/USB 2934 - General Fund**	**(4,500.00)**
Bill	01/31/2020	Jan2020	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal Fees	Civil	5321 · Legal Fees - General	1,745.15
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution - Legal Fees	Criminal	5320 · Legal Fees - Prosecution	2,754.85
TOTAL						4,500.00
Bill Pmt -Ch...	**01/30/2020**	**202002001**	**Christiansen, Bret J**	**1099 Vendor $30.00 per Hour**	**100 · 4M 101/USB 2934 - General Fund**	**(240.00)**
Bill	01/30/2020	Jan 2020	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - Video Meetings	Videographer 8.0 hrs @ $30/hr	5120 · Contract - Video Meetings	240.00
TOTAL						240.00
Paycheck	**01/30/2020**	**202002002**	**Johnson, Kenneth L**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5020 · Maintenance Person	937.30
				Direct Deposit	2302 · PERA Payable - Staff	(60.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5053 · PERA Contribution - Employer	70.30
				Direct Deposit	2302 · PERA Payable - Staff	(70.30)
				Direct Deposit	2210 · Federal Withholding	(78.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5051 · Social Security Tax - Employer	58.11

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				Direct Deposit	2205 · Soc Sec Payable - Employer	(58.11)
				Direct Deposit	2204 · Social Security W/H - Employee	(58.11)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5052 · Medicare Tax - Employer	13.59
				Direct Deposit	2213 · Medicare Payable - Employer	(13.59)
				Direct Deposit	2212 · Medicare W/H - Employee	(13.59)
				Direct Deposit	2208 · MN State Withholding	(38.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(688.68)
TOTAL						0.00
Paycheck	**01/30/2020**	**202002003**	**Meade, Debra J**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5007 · Intern/Office Assistant Wages	1,108.54
				Direct Deposit	2302 · PERA Payable - Staff	(72.06)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5053 · PERA Contribution - Employer	83.14
				Direct Deposit	2302 · PERA Payable - Staff	(83.14)
				Direct Deposit	2210 · Federal Withholding	(114.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5051 · Social Security Tax - Employer	68.73
				Direct Deposit	2205 · Soc Sec Payable - Employer	(68.73)
				Direct Deposit	2204 · Social Security W/H - Employee	(68.73)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5052 · Medicare Tax - Employer	16.08
				Direct Deposit	2213 · Medicare Payable - Employer	(16.08)
				Direct Deposit	2212 · Medicare W/H - Employee	(16.08)
				Direct Deposit	2208 · MN State Withholding	(49.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(75.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(713.67)
TOTAL						0.00
Paycheck	**01/30/2020**	**202002004**	**Yoho, Julie D**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5008 · Office Manager Wages	2,161.08
				Direct Deposit	2302 · PERA Payable - Staff	(140.47)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5053 · PERA Contribution - Employer	162.08
				Direct Deposit	2302 · PERA Payable - Staff	(162.08)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	2325 · Madison Life ST & LT Disability	(35.87)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5018 · Insurance Benefits	18.75
				Direct Deposit	2325 · Madison Life ST & LT Disability	(18.75)
				Direct Deposit	2210 · Federal Withholding	(145.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5051 · Social Security Tax - Employer	133.98
				Direct Deposit	2205 · Soc Sec Payable - Employer	(133.98)
				Direct Deposit	2204 · Social Security W/H - Employee	(133.98)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5052 · Medicare Tax - Employer	31.34
				Direct Deposit	2213 · Medicare Payable - Employer	(31.34)
				Direct Deposit	2212 · Medicare W/H - Employee	(31.34)
				Direct Deposit	2208 · MN State Withholding	(72.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(1,602.42)
TOTAL						0.00
Paycheck	**01/30/2020**	**202002005**	**Moorse, Ronald J**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5004 · Administrator Salary	4,129.17
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5053 · PERA Contribution - Employer	309.69
				Direct Deposit	2302 · PERA Payable - Staff	(309.69)
				Direct Deposit	2302 · PERA Payable - Staff	(268.40)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5037 · Flexible Benefits	1,155.50
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5018 · Insurance Benefits	28.35
				Direct Deposit	2325 · Madison Life ST & LT Disability	(28.35)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	2325 · Madison Life ST & LT Disability	(108.81)
				Direct Deposit	2210 · Federal Withholding	(1,094.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5051 · Social Security Tax - Employer	327.65
				Direct Deposit	2205 · Soc Sec Payable - Employer	(327.65)

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Type	Date	Num	Name	Memo	Account	Original Amount
				Direct Deposit	2204 · Social Security W/H - Employee	(327.65)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5052 · Medicare Tax - Employer	76.63
				Direct Deposit	2213 · Medicare Payable - Employer	(76.63)
				Direct Deposit	2212 · Medicare W/H - Employee	(76.63)
				Direct Deposit	2208 · MN State Withholding	(284.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,125.18)
TOTAL						0.00
Check	**01/29/2020**	**202002006**	**QuickBooks Payroll Service**	**Created by Direct Deposit Service on 01/27/2020**	**100 · 4M 101/USB 2934 - General Fund**	**(1.75)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sales Tax	Fee for 1 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	1.75
TOTAL						1.75
Liability Che...	**01/29/2020**	**202002007**	**QuickBooks Payroll Service**	**Created by Payroll Service on 01/27/2020**	**100 · 4M 101/USB 2934 - General Fund**	**(6,211.95)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sales Tax	Fee for 4 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	7.00
			QuickBooks Payroll Service	Created by Payroll Service on 01/27/2020	2110 · Direct Deposit Liabilities	6,204.95
TOTAL						6,211.95
Liability Che...	**01/31/2020**	**202002008**	**PERA (Staff)**	**3030-01 210990**	**100 · 4M 101/USB 2934 - General Fund**	**(1,167.06)**
				3030-01 210990	2302 · PERA Payable - Staff	541.85
				3030-01 210990	2302 · PERA Payable - Staff	625.21
TOTAL						1,167.06
Liability Che...	**01/31/2020**	**202002009**	**IRS (US Treasury)**	**41-1290668**	**100 · 4M 101/USB 2934 - General Fund**	**(2,883.22)**
				41-1290668	2210 · Federal Withholding	1,431.00
				41-1290668	2213 · Medicare Payable - Employer	137.64
				41-1290668	2212 · Medicare W/H - Employee	137.64
				41-1290668	2205 · Soc Sec Payable - Employer	588.47
				41-1290668	2204 · Social Security W/H - Employee	588.47
TOTAL						2,883.22
Liability Che...	**01/31/2020**	**202002010**	**MN Dept of Revenue**	**5050730**	**100 · 4M 101/USB 2934 - General Fund**	**(443.00)**
				5050730	2208 · MN State Withholding	443.00
TOTAL						443.00
Bill Pmt -Ch...	**01/31/2020**	**202002011**	**Comcast {City Hall} 8772105 720001508**	**Account # 8772 10 572 0001508**	**100 · 4M 101/USB 2934 - General Fund**	**(299.55)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Comcast Business Internet and Voice - City Hall	5565 · Telephone	299.55
TOTAL						299.55
Bill Pmt -Ch...	**01/31/2020**	**202002012**	**Comcast {Garage} 8772105 720011622**		**100 · 4M 101/USB 2934 - General Fund**	**(141.74)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6046 Garage Exp - Sheriff, PW	Sheriff Phone and Internet	6046 · City Garage - 3033 Sheriff & PW	141.74
TOTAL						141.74
Bill Pmt -Ch...	**01/31/2020**	**202002013**	**CP Energy {EFT} 528 0051**		**100 · 4M 101/USB 2934 - General Fund**	**(172.86)**

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Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat - 3033 City Hall	3033 St Croix Trl S Meter: M20111533249 Acct# 5280051-3	6010 · Gas Heat - 3033 City Hall	172.86
TOTAL						172.86
Bill Pmt -Ch...	**01/31/2020**	**202002014**	**CP Energy {EFT} 621 7601**	**Meter # M19702480474 Account No. 6217601-1**	**100 · 4M 101/USB 2934 - General Fund**	**(375.90)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Exp - 1675 Stagecoach	1675 Stagecoach Trl S: City Garage	6045 · Garage Exp - 1675 Stagecoach	375.90
TOTAL						375.90
Bill Pmt -Ch...	**01/31/2020**	**202002015**	**CP Energy {EFT} 1080 5248**	**Acct#10805248-1**	**100 · 4M 101/USB 2934 - General Fund**	**(63.02)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6046 Garage Exp - Sheriff, PW	Acct#10805248-1 M20171727088 3033 St Croix Trl S Sheriff Garage (need...	6046 · City Garage - 3033 Sheriff & PW	63.02
TOTAL						63.02
Bill Pmt -Ch...	**01/31/2020**	**202002016**	**US Bank [EFT] Equip Finance**	**Acct# 1473396 Contract # 500-0466085-000**	**100 · 4M 101/USB 2934 - General Fund**	**(230.00)**
Bill	01/31/2020	013120	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 Pmt -Ch...	**01/31/2020**	**202002017**	**Xcel Energy {EFT} (51-11935 1802)**		**100 · 4M 101/USB 2934 - General Fund**	**(68.82)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6136 Park Utilities	Acct No. 51-0011119351802 Park Restroom: 3418 St Croix Trl S. Meter 2...	6136 · Park Utilities	68.82
TOTAL						68.82
Bill Pmt -Ch...	**01/31/2020**	**202002018**	**Xcel Energy {EFT} (51-11957 7713)**		**100 · 4M 101/USB 2934 - General Fund**	**(68.53)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Street Lighting	Acct No. 51-0011957771-3 : 3293 SAINT CROIX TRL S. Meter 7626901...	5850 · Street Lighting	68.53
TOTAL						68.53
Bill Pmt -Ch...	**01/31/2020**	**202002019**	**Xcel Energy {EFT} (51-11957 8190)**		**100 · 4M 101/USB 2934 - General Fund**	**(321.88)**
Bill	01/31/2020	013120	410 Sanitary Sewer Utility:B. Exp:6060 Sanitary Sewer Oper - Exp:6068 Electric - ...	Acct No. 51-00119578190 : Lift Station 15995 UPPER 34TH ST S. Meter ...	6068 · Electricity - Lift Stations	321.88
TOTAL						321.88
Bill Pmt -Ch...	**01/31/2020**	**202002020**	**Xcel Energy {EFT} (51-5247 6229)**	**201 Project: 4105 River Rd Meter No. 0098359441**	**100 · 4M 101/USB 2934 - General Fund**	**(67.85)**
Bill	01/31/2020	013120	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 4105 River Rd Meter No. 0098359441	5915 · 201 Project Maintenance	67.85
TOTAL						67.85
Bill Pmt -Ch...	**01/31/2020**	**202002021**	**Xcel Energy {EFT} (51-5371 3569)**	**51-53713569 15891 34th St. S: Automatic Protective Lighting Service**	**100 · 4M 101/USB 2934 - General Fund**	**(28.48)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	51-53713569 15891 34th St. S: Automatic Protective Lighting Service	6020 · Electricity	28.48
TOTAL						28.48
Bill Pmt -Ch...	**01/31/2020**	**202002022**	**Xcel Energy {EFT} (51-5700 4296)**	**Acct #51-5700429-6 Meter #0077765464**	**100 · 4M 101/USB 2934 - General Fund**	**(118.03)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3033 St. Croix Trail S Meter #77765464 Premises #303084797 City Hall &...	6020 · Electricity	118.03
TOTAL						118.03
Bill Pmt -Ch...	**01/31/2020**	**202002023**	**Xcel Energy {EFT} (51-6223 9212)**	**Acct No. 51-6223921-2 Street Lighting**	**100 · 4M 101/USB 2934 - General Fund**	**(50.28)**

City of Afton
Claims to be Approved
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Type	Date	Num	Name	Memo	Account	Original Amount
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Street Lighting	Street Lighting Service	5850 · Street Lighting	50.28
TOTAL						50.28
Bill Pmt -Ch...	**01/31/2020**	**202002024**	**Xcel Energy {EFT} (51-6257 8029)**	**3420 St. Croix Trl S Meter #0096987678**	**100 · 4M 101/USB 2934 - General Fund**	**(113.15)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6136 Park Utilities	Town Square Park 3420 St. Croix Trl S Meter #96987678 Premises 30332...	6136 · Park Utilities	113.15
TOTAL						113.15
Bill Pmt -Ch...	**01/31/2020**	**202002025**	**Xcel Energy {EFT} (51-6852 6052)**	**Acct #51-6852605-2 Install No. 184509 & 184508**	**100 · 4M 101/USB 2934 - General Fund**	**(51.05)**
Bill	01/31/2020	013120	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Automatic Protective Light Service Install No. 184509 & 184508	6020 · Electricity	51.05
TOTAL						51.05
Paycheck	**02/13/2020**	**202002026**	**Johnson, Kenneth L**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5020 · Maintenance Person	1,191.71
				Direct Deposit	2302 · PERA Payable - Staff	(77.46)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5053 · PERA Contribution - Employer	89.38
				Direct Deposit	2302 · PERA Payable - Staff	(89.38)
				Direct Deposit	2210 · Federal Withholding	(106.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5051 · Social Security Tax - Employer	73.89
				Direct Deposit	2205 · Soc Sec Payable - Employer	(73.89)
				Direct Deposit	2204 · Social Security W/H - Employee	(73.89)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...	Direct Deposit	5052 · Medicare Tax - Employer	17.28
				Direct Deposit	2213 · Medicare Payable - Employer	(17.28)
				Direct Deposit	2212 · Medicare W/H - Employee	(17.28)
				Direct Deposit	2208 · MN State Withholding	(51.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(866.08)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002027**	**Meade, Debra J**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5007 · Intern/Office Assistant Wages	951.72
				Direct Deposit	2302 · PERA Payable - Staff	(61.86)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5053 · PERA Contribution - Employer	71.38
				Direct Deposit	2302 · PERA Payable - Staff	(71.38)
				Direct Deposit	2210 · Federal Withholding	(99.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5051 · Social Security Tax - Employer	59.00
				Direct Deposit	2205 · Soc Sec Payable - Employer	(59.00)
				Direct Deposit	2204 · Social Security W/H - Employee	(59.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5052 · Medicare Tax - Employer	13.80
				Direct Deposit	2213 · Medicare Payable - Employer	(13.80)
				Direct Deposit	2212 · Medicare W/H - Employee	(13.80)
				Direct Deposit	2208 · MN State Withholding	(41.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(75.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(602.06)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002028**	**Yoho, Julie D**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5008 · Office Manager Wages	2,185.54
				Direct Deposit	2302 · PERA Payable - Staff	(142.06)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5053 · PERA Contribution - Employer	163.92
				Direct Deposit	2302 · PERA Payable - Staff	(163.92)
				Direct Deposit	2210 · Federal Withholding	(148.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5051 · Social Security Tax - Employer	135.51

City of Afton
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Type	Date	Num	Name	Memo	Account	Original Amount
				Direct Deposit	2205 · Soc Sec Payable - Employer	(135.51)
				Direct Deposit	2204 · Social Security W/H - Employee	(135.51)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5052 · Medicare Tax - Employer	31.69
				Direct Deposit	2213 · Medicare Payable - Employer	(31.69)
				Direct Deposit	2212 · Medicare W/H - Employee	(31.69)
				Direct Deposit	2208 · MN State Withholding	(73.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(1,655.28)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002029**	**Moorse, Ronald J**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5004 · Administrator Salary	4,129.17
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5053 · PERA Contribution - Employer	309.69
				Direct Deposit	2302 · PERA Payable - Staff	(309.69)
				Direct Deposit	2302 · PERA Payable - Staff	(268.40)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5037 · Flexible Benefits	1,155.50
				Direct Deposit	2210 · Federal Withholding	(1,094.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5051 · Social Security Tax - Employer	327.65
				Direct Deposit	2205 · Soc Sec Payable - Employer	(327.65)
				Direct Deposit	2204 · Social Security W/H - Employee	(327.65)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5052 · Medicare Tax - Employer	76.62
				Direct Deposit	2213 · Medicare Payable - Employer	(76.62)
				Direct Deposit	2212 · Medicare W/H - Employee	(76.62)
				Direct Deposit	2208 · MN State Withholding	(284.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,234.00)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002030**	**Nelson, Randall P**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5002 · Mayor & Council Wages	200.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5053 · PERA Contribution - Employer	10.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5052 · Medicare Tax - Employer	2.90
				Direct Deposit	2213 · Medicare Payable - Employer	(2.90)
				Direct Deposit	2212 · Medicare W/H - Employee	(2.90)
				Direct Deposit	2110 · Direct Deposit Liabilities	(187.10)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002031**	**Palmquist, William B**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5002 · Mayor & Council Wages	300.00
				Direct Deposit	2303 · PERA Payable - Council	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5053 · PERA Contribution - Employer	15.00
				Direct Deposit	2303 · PERA Payable - Council	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5052 · Medicare Tax - Employer	4.35
				Direct Deposit	2213 · Medicare Payable - Employer	(4.35)
				Direct Deposit	2212 · Medicare W/H - Employee	(4.35)
				Direct Deposit	2110 · Direct Deposit Liabilities	(280.65)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002032**	**Perkins, Anne E**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5002 · Mayor & Council Wages	200.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5053 · PERA Contribution - Employer	10.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5052 · Medicare Tax - Employer	2.90
				Direct Deposit	2213 · Medicare Payable - Employer	(2.90)

City of Afton
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Type	Date	Num	Name	Memo	Account	Original Amount
				Direct Deposit	2212 · Medicare W/H - Employee	(2.90)
				Direct Deposit	2110 · Direct Deposit Liabilities	(187.10)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002033**	**Ross, Stanley A**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5002 · Mayor & Council Wages	200.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5053 · PERA Contribution - Employer	10.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5052 · Medicare Tax - Employer	2.90
				Direct Deposit	2213 · Medicare Payable - Employer	(2.90)
				Direct Deposit	2212 · Medicare W/H - Employee	(2.90)
				Direct Deposit	2110 · Direct Deposit Liabilities	(187.10)
TOTAL						0.00
Paycheck	**02/13/2020**	**202002034**	**Wroblewski, Lucia B**	**Direct Deposit**	**100 · 4M 101/USB 2934 - General Fund**	**0.00**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5002 · Mayor & Council Wages	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5053 · PERA Contribution - Employer	10.00
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
				Direct Deposit	2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...	Direct Deposit	5052 · Medicare Tax - Employer	2.90
				Direct Deposit	2213 · Medicare Payable - Employer	(2.90)
				Direct Deposit	2212 · Medicare W/H - Employee	(2.90)
				Direct Deposit	2110 · Direct Deposit Liabilities	(187.10)
TOTAL						0.00
Liability Che...	**02/12/2020**	**202002035**	**QuickBooks Payroll Service**	**Created by Payroll Service on 02/09/2020**	**100 · 4M 101/USB 2934 - General Fund**	**(7,477.22)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sales Tax	Fee for 9 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	15.75
			QuickBooks Payroll Service	Created by Payroll Service on 02/09/2020	2110 · Direct Deposit Liabilities	7,461.47
TOTAL						7,477.22
Liability Che...	**02/18/2020**	**202002036**	**PERA (Council)**	**3030-51 207620**	**100 · 4M 101/USB 2934 - General Fund**	**(110.00)**
				3030-51 207620	2303 · PERA Payable - Council	55.00
				3030-51 207620	2303 · PERA Payable - Council	55.00
TOTAL						110.00
Liability Che...	**02/18/2020**	**202002037**	**PERA (Staff)**	**3030-01 210990**	**100 · 4M 101/USB 2934 - General Fund**	**(1,184.15)**
				3030-01 210990	2302 · PERA Payable - Staff	549.78
				3030-01 210990	2302 · PERA Payable - Staff	634.37
TOTAL						1,184.15
Liability Che...	**02/18/2020**	**202002038**	**IRS (US Treasury)**	**41-1290668**	**100 · 4M 101/USB 2934 - General Fund**	**(2,949.78)**
				41-1290668	2210 · Federal Withholding	1,447.00
				41-1290668	2213 · Medicare Payable - Employer	155.34
				41-1290668	2212 · Medicare W/H - Employee	155.34
				41-1290668	2205 · Soc Sec Payable - Employer	596.05
				41-1290668	2204 · Social Security W/H - Employee	596.05
TOTAL						2,949.78

City of Afton
Claims to be Approved
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Type	Date	Num	Name	Memo	Account	Original Amount
Liability Che...	**02/18/2020**	**202002039**	**MN Dept of Revenue**	**5050730**	**100 · 4M 101/USB 2934 - General Fund**	**(449.00)**
				5050730	2208 · MN State Withholding	449.00
TOTAL						449.00
Bill Pmt -Ch...	**02/05/2020**	**202002040**	**US Bank {EFT} Credit Card ..4776**		**100 · 4M 101/USB 2934 - General Fund**	**(3,793.44)**
Bill	12/31/2019	121419 011520	805 City InfraStructure Imp Fd:B. Exp:8899 Village Improvements	Ferguson Waterworks: Fabric for Levee 5,000 @ $.75	8899 · Village Improvements	3,750.00
Bill	01/31/2020	121419 011520	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	Amazon - Humifier filters	6050 · Supplies - Bldg & Land	43.44
TOTAL						3,793.44
Bill Pmt -Ch...	**02/18/2020**	**202002041**	**Minnesota Public Facilities Authority**	**Afton cw01 & cw02**	**100 · 4M 101/USB 2934 - General Fund**	**(10,465.58)**
Bill	02/18/2020	PFA Loans 02...	806 PFA Loan Debt Serv:7744 2017 L054 Storm Wtr PFA Int Exp	PFA Interest: Stormwater MPFA CWRF L 054 FY17	7744 · 2017 Storm Wtr PFA Interest Exp	4,567.62
			806 PFA Loan Debt Serv:7745 2017 L055 Sanitary Sewer PFA Int Exp	PFA Interest: Sanitary Sewer MPFA CWRF L 055 FY17	7745 · 2017 L055 Sanit Swr PFA Int Exp	5,897.96
TOTAL						10,465.58

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 11, 2020

Re: Lisa Buck Variance Application at 15740 Upper 34th Street - **Resolution 2020-12**

Lisa Buck has submitted a variance application to enable the construction of a detached garage with a front yard setback of 56 feet vs. the required 105 feet to limit impacts on steep slopes, use an area of flatter land and align the garage with the house. In addition to containing steep slopes to the west, the subject property has an irregular shape, due to a curving public road that encroaches into the southeast corner of the property where the garage is proposed to be located.

The property is zoned Rural Residential, as is the property to the north, south and west. The property to the east is zoned VHS-R, which has substantially different zoning requirements, including a front yard setback of 65 feet. The subject property is 1.87 acres, which is nonconforming to the Rural Residential minimum lot size of 5 acres.

The detached garage would replace an existing deteriorated outbuilding that is built into a steep slope. The existing outbuilding has a front yard setback (to the centerline of Upper 34th Street) of 76 feet, and the existing house has a front yard setback of 69 feet. The detached garage is proposed to be located 20 feet from the side yard property line, which conforms to the required 10 foot setback.

The property is in the Lower St. Croix Bluffland and Shoreland Management District, which does not allow grading in areas of slopes 12% or greater.

Variances Required
The proposal requires a variance to the front yard setback to allow the garage to be located 56 feet from the centerline of Upper 34th Street vs. the required 105 foot setback. The proposal also requires a variance to allow grading in an area with a slope greater than 12%.

Findings
The following are recommended findings. The Council may revise or add findings.

1. The subject property is located in the Rural Residential zone, as are the properties to the west, north and south. The property to the east is zoned VHS-R.
2. The subject property contains steep slopes to the west
3. The subject property contains an existing outbuilding built into a steep slope area
4. The subject property has an irregular shape, due to a curving public road that encroaches into the southeast corner of the property where the garage is proposed to be located.
5. The proposed garage requires grading in an area with a slope of 12% or greater.
6. The proposed garage and driveway utilize an area of flatter land on the property.
7. The proposed garage location aligns with the existing house location.

Conditions
If the Council recommends approval of the variance application, it is recommended that the following conditions be placed on the approval, as well as additional conditions the Council may include.

1. The garage shall be constructed according to the plans submitted with the variance application, except as the plans may be revised by the Council or as revisions of plans may be approved by the Council.
2. All grading, drainage and erosion control plans, including the retaining wall plans, shall be subject to review and approval by the Zoning Administrator and City Engineer, and by the Valley Branch Watershed District if they meet permit thresholds.
3. The existing outbuilding shall be removed from the property prior to the issuance of a building permit.

Planning Commission Discussion and Recommendation

Discussion
The Planning Commission questioned whether the sink drain in the proposed accessory building is going to be connected to the septic system. The applicant indicated the building inspector advised that the sink drain could be piped to exit out of the slope to ground (daylighted) rather than connected to the septic system. The Planning Commission requested staff to follow-up regarding the sink drain. In reviewing this question with the building inspector, he indicated that he advised the applicant that a floor drain in a garage can be daylighted; however, the Washington County septic inspector would need to make a determination regarding whether the sink drain can be daylighted. Staff has advised the applicant to contact the septic inspector to explain how the sink is going to be used so that the septic inspector can determine whether the sink drain can be daylighted.

The Planning Commission also discussed the extent of the retaining wall proposed behind and beside the proposed garage, and recommended that the City Engineer review the grading and retaining wall plan to determine how best to minimize the disturbance of the steep slope.

Recommendation
The Planning Commission, on a vote of 6-1-0, recommended approval of the Lisa Buck variance application at 15740 Upper 34th Street, based on the findings listed above and with the conditions listed above, with the addition of the following two conditions:

A. The sink drain shall meet the requirements of the Washington County Septic Inspector.
B. The City Engineer shall review the grading and retaining wall plan to determine how best to minimize the disturbance to the steep slope.

Resolutions
Attached are a resolution of approval reflecting the Planning Commission's recommendation and a resolution of denial for the Council's consideration.

COUNCIL ACTION REQUESTED:
Motion regarding the Lisa Buck variance application at 15740 Upper 34th Street, with findings, and conditions if desired.

RESOLUTION 2020-12

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION APPROVING THE VARIANCE APPLICATION BY LISA BUCK AT 15740 UPPER 34TH STREET

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, Lisa Buck has applied for a variance at 15740 Upper 34th Street to allow a garage structure proposed to be located 56 feet from the centerline of Upper 34th Street vs. the required 105 foot setback; and

WHEREAS, City staff reviewed the request and drafted a report for consideration; and

WHEREAS, the Planning Commission held a public hearing on the application at its regular meeting of February 3, 2020 and recommended APPROVAL of the variance application on a vote of 6-1-0; and

WHEREAS, the legal description of the property is attached as Exhibit A, and

WHEREAS, the City Council heard the request at its regular meeting on February 18, 2020, at which it considered all of the comments, concerns and recommendations of the Planning Commission, Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby APPROVE the Lisa Buck variance application at 15740 Upper 34th Street, based on the findings listed below and with the conditions listed below.

Findings

1. The subject property is located in the Rural Residential zone, as are the properties to the west, north and south. The property to the east is zoned VHS-R.
2. The subject property contains steep slopes to the west
3. The subject property contains an existing outbuilding built into a steep slope area
4. The subject property has an irregular shape, due to a curving public road that encroaches into the southeast corner of the property where the garage is proposed to be located.
5. The proposed garage requires grading in an area with a slope of 12% or greater.
6. The proposed garage and driveway utilize an area of flatter land on the property.
7. The proposed garage location aligns with the existing house location.

Conditions

1. The garage shall be located and constructed according to the plans submitted with the variance application, except as the plans may be revised by the Council or as revisions of plans may be required and approved by the City.
2. All grading, drainage and erosion control plans, including the retaining wall plans, shall be subject to review and approval by the Zoning Administrator and City Engineer, and by the Valley Branch Watershed District if they meet permit thresholds.
3. The existing outbuilding shall be removed from the property prior to the issuance of a building permit.
4. The sink drain shall meet the requirements of the Washington County Septic Inspector.
5. The City Engineer shall review the grading and retaining wall plan to minimize the disturbance to the steep slope.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF FEBRUARY, 2020.

SIGNED:

_____

Bill Palmquist, Mayor

ATTEST:

_____

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Nelson:
Ross:
Wroblewski:
Perkins:
Palmquist:

RESOLUTION 2020-12XX

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION DENYING THE VARIANCE APPLICATION BY LISA BUCK AT 15740 UPPER 34TH STREET

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, Lisa Buck has applied for a variance at 15740 Upper 34th Street to allow a garage structure proposed to be located 56 feet from the centerline of Upper 34th Street vs. the required 105 foot setback; and

WHEREAS, City staff reviewed the request and drafted a report for consideration; and

WHEREAS, the Planning Commission held a public hearing on the application at its regular meeting of February 3, 2020 and recommended APPROVAL of the variance application on a vote of 6-1-0; and

WHEREAS, the legal description of the property is attached as Exhibit A, and

WHEREAS, the City Council heard the request at its regular meeting on February 18, 2020, at which it considered all of the comments, concerns and recommendations of the Planning Commission, Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby DENY the Lisa Buck variance application at 15740 Upper 34th Street, based on the findings listed below.

Findings

1. The subject property is located in the Rural Residential zone, as are the properties to the west, north and south. The property to the east is zoned VHS-R.
2. The proposed garage requires grading in an area with a slope of 12% or greater.
3. The location of the proposed garage is substantially closer to the centerline of Upper 34th Street than allowed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF FEBRUARY, 2020.

SIGNED:

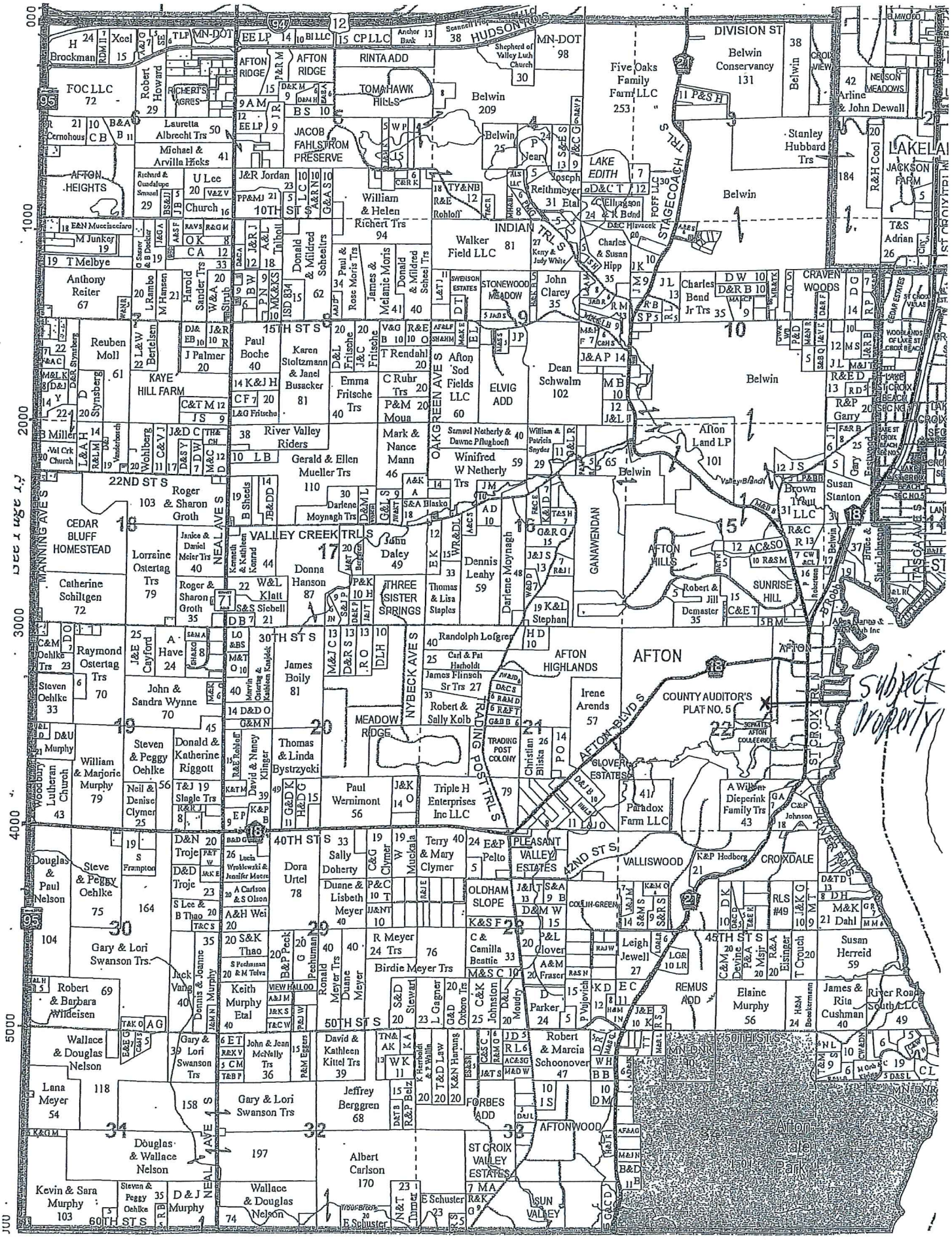
_____
Bill Palmquist, Mayor

ATTEST:

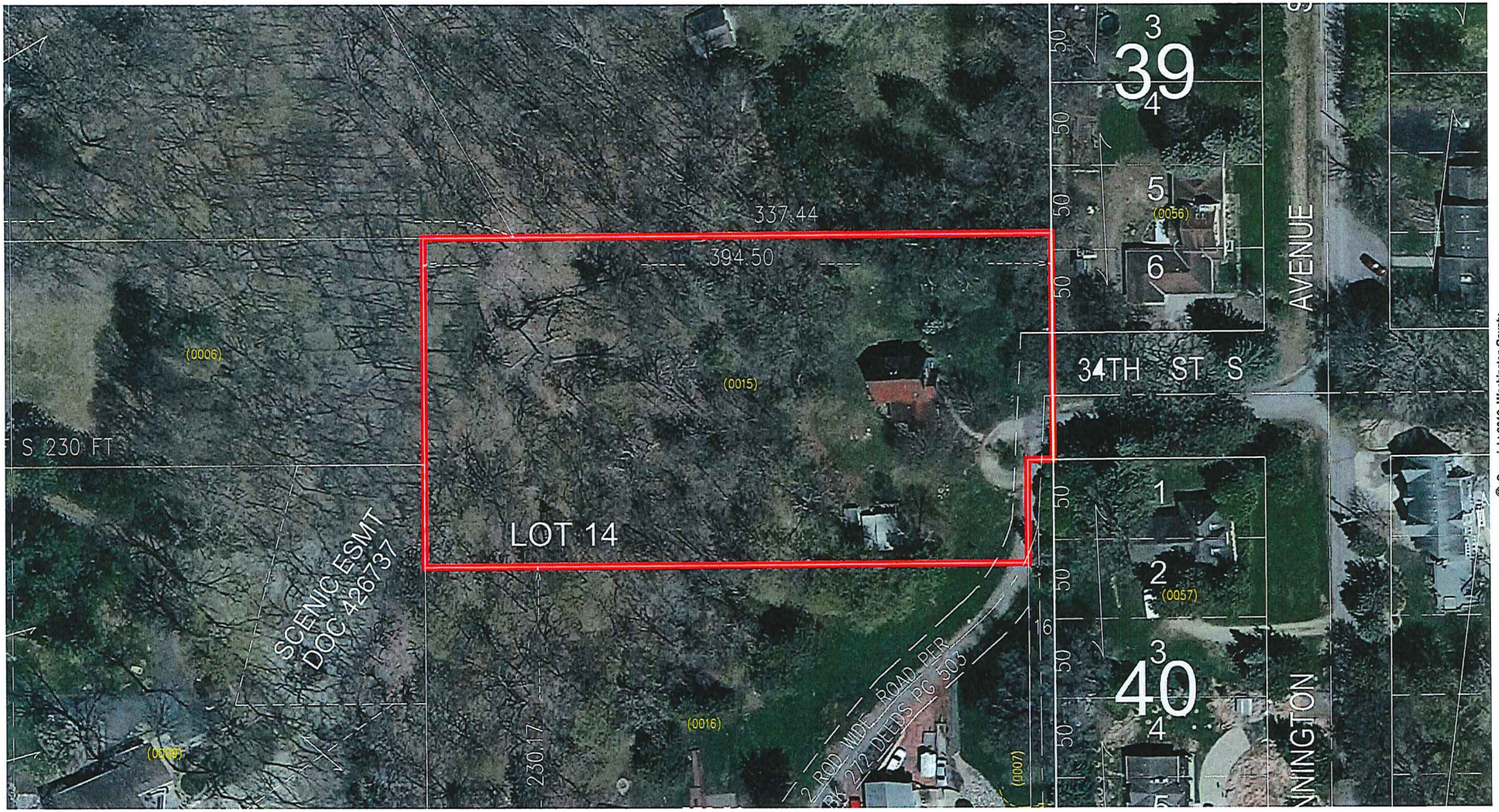
_____

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Nelson:
Ross:
Wroblewski:
Perkins:
Palmquist:


HUDSON RD S
DIVISION ST
MN-DOT
Belwin Conservancy 131
Belwin
Five Oaks Family Farm LLC 253
Belwin 209
Belwin 25
Belwin
Stanley Hubbard Trs
LAKE EDITH
STAGECOACH TRL S
INDIAN TRL S
Walker Field LLC 81
Richert Trs 94
William & Helen
JACOB FAHLSTROM PRESERVE
TOMAHAWK HILLS
RINTA ADD
AFTON RIDGE
FOC LLC 72
Robert Howard
Lauretta Albrecht Trs
Michael & Arvilla Hicks
AFTON HEIGHTS
U Lee Church
J&R Jordan
10TH ST S
Anthony Reiter 67
Harold Sander Trs
Donald & Mildred Scheelrs
James & Melanie Moris
Donald & Mildred Scheel Trs
Paul & Rose Moris Trs
Reuben Moll
15TH ST S
Paul Boche 40
Karen Stoltzmann & Janel Busacker 81
Emma Fritsche Trs
C Ruhr Trs
T Rendahl
Afton Sod Fields LLC 60
ELVIG ADD
Dean Schwalm 102
John Clarey 35
STONEWOOD MEADOW
Charles Bend Jr Trs
CRAVEN WOODS
KAYE HILL FARM
River Valley Riders
Gerald & Ellen Mueller Trs 110
Mark & Nance Mann 46
Winifred W Netherly Trs
Afton Land LP 101
Brown Trail LLC
Susan Stanton
22ND ST S
Roger & Sharon Groth 103
CEDAR BLUFF HOMESTEAD
Lorraine Ostertag Trs 79
Catherine Schiltgen 72
VALLEY CREEK TRL S
Donna Hanson 87
John Daley 49
Dennis Leahy 59
Darlene Moynagh
GANAWENDAN
AFTON HILLS
SUNRISE HILL
THREE SISTER SPRINGS
Thomas & Lisa Staples
Robert & Jill Demaster 35
C&E T
30TH ST S
James Boily 81
Raymond Ostertag Trs 70
John & Sandra Wynne 70
Steven Oehlke 33
Randolph Lofgren
Carl & Pat Hatholdt
James Flinsch Sr Trs 27
Robert & Sally Kolb
AFTON HIGHLANDS
AFTON
COUNTY AUDITOR'S PLAT NO. 5
Irene Arends 57
MEADOW RIDGE
NYBECK AVE S
AFTON BLVD S
Steven & Peggy Oehlke
Donald & Katherine Riggott
Thomas & Linda Bystrzycki
Paul Wernimont 56
Triple H Enterprises Inc LLC
TRADING POST COLONY
GLOVER ESTATES
Paradox Farm LLC
Dieperink Family Trs 43
William & Marjorie Murphy 79
Neil & Denise Clymer 25
Lutheran Church
40TH ST S
Sally Doherty
Terry & Mary Clymer
E&P Pelto
PLEASANT VALLEY ESTATES
42ND ST S
VALLISWOOD
CROIXDALE
Steve & Peggy Oehlke 75
Douglas & Paul Nelson
Dora Urtel 78
OLDHAM SLOPE
Leigh Jewell 27
45TH ST S
REMUS ADD
Susan Herreid 59
Gary & Lori Swanson Trs
Jack Vang 40
Keith Murphy Etal 40
Birdie Meyer Trs
Elaine Murphy 56
James & Rita Cushman 40
River Road South LLC 49
Robert & Barbara Wildeisen 69
50TH ST S
Wallace & Douglas Nelson
Gary & Lori Swanson Trs
Jeffrey Berggren 68
FORBES ADD
AFTONWOOD
Lana Meyer 54
Douglas & Wallace Nelson
197
Albert Carlson 170
ST CROIX VALLEY ESTATES
Afton State Park
Kevin & Sara Murphy 103
60TH ST S
Wallace & Douglas Nelson
SUN VALLEY
Subject Property

$10.00



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Plotted December 26, 2019 at 12:18 p.m. by SURVPUB

Washington County
PUBLIC WORKS DEPARTMENT
SURVEY DIVISION
11660 Myeron Road North
Stillwater, Minnesota 55082
(651) 430-4300
publicworks@co.washington.mn.us
www.co.washington.mn.us/surveyor

LEGEND

- DNR PROTECTED WATERS
- DNR PROTECTED WETLAND
- DNR PROTECTED WATERCOURSE
- MUNICIPAL BOUNDARY
- PARK BOUNDARY

NORTH

SCALE: 1 inch = 60 feet

SECTION-TOWNSHIP-RANGE INDEX

1602820	1502820	1402820
2102820	2302820	2302820
2802820	2702820	2602820

COUNTY VICINITY MAP

★ = LOCATION OF THIS MAP

SECTION VICINITY MAP

22	21	12	11
NW		NE	
23	24	13	14
32	31	42	41
SW		SE	
33	34	43	44

PROPERTY IDENTIFICATION NUMBER FORMAT (GEOCODE)

SECTION NUMBER	TOWNSHIP NUMBER	RANGE NUMBER	QUARTER QUARTER	SPECIFIC PARCEL
##	###	##	##	####

(0001) = LAST FOUR DIGITS OF PROPERTY IDENTIFICATION NUMBER

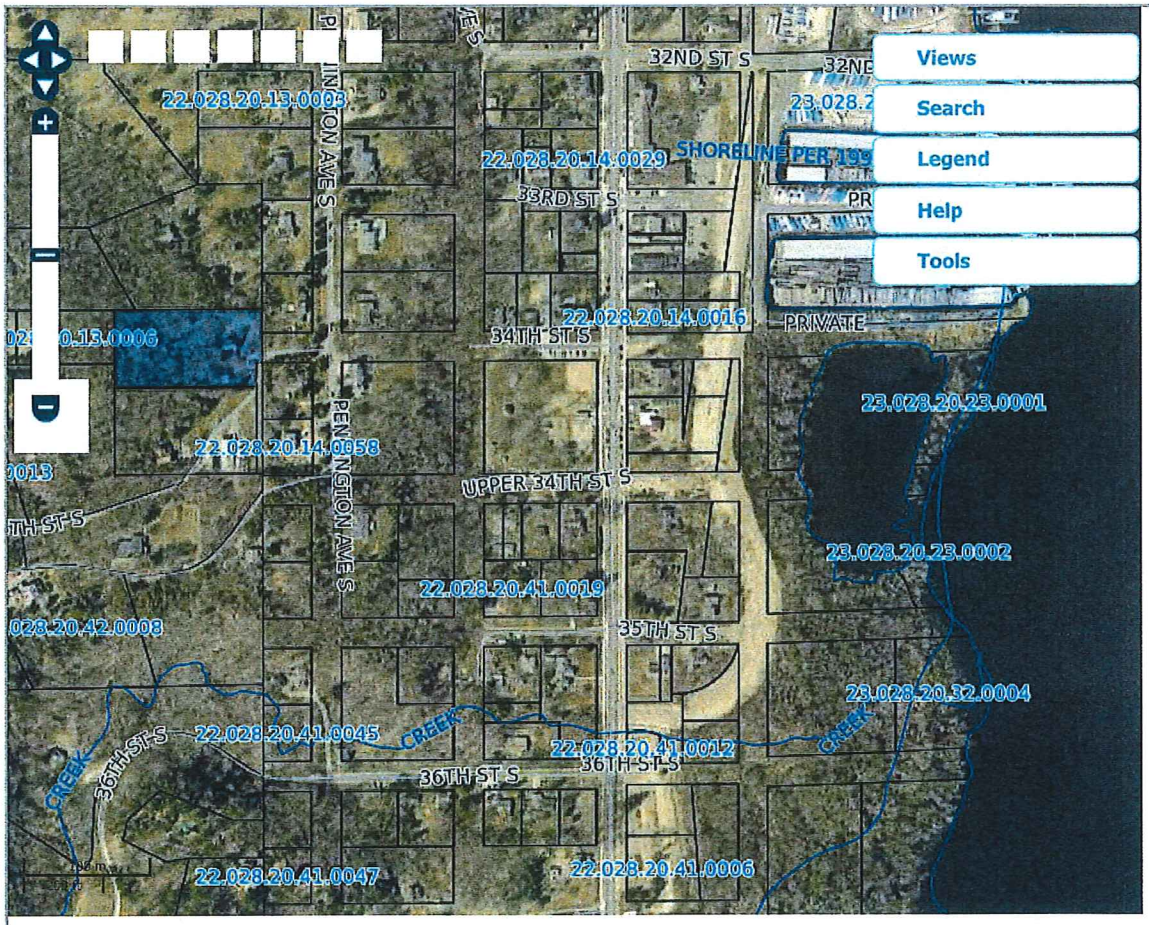
THIS DRAWING IS THE RESULT OF A COMPILATION AND REPRODUCTION OF LAND RECORDS AS THEY APPEAR IN VARIOUS WASHINGTON COUNTY OFFICES. WASHINGTON COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES.

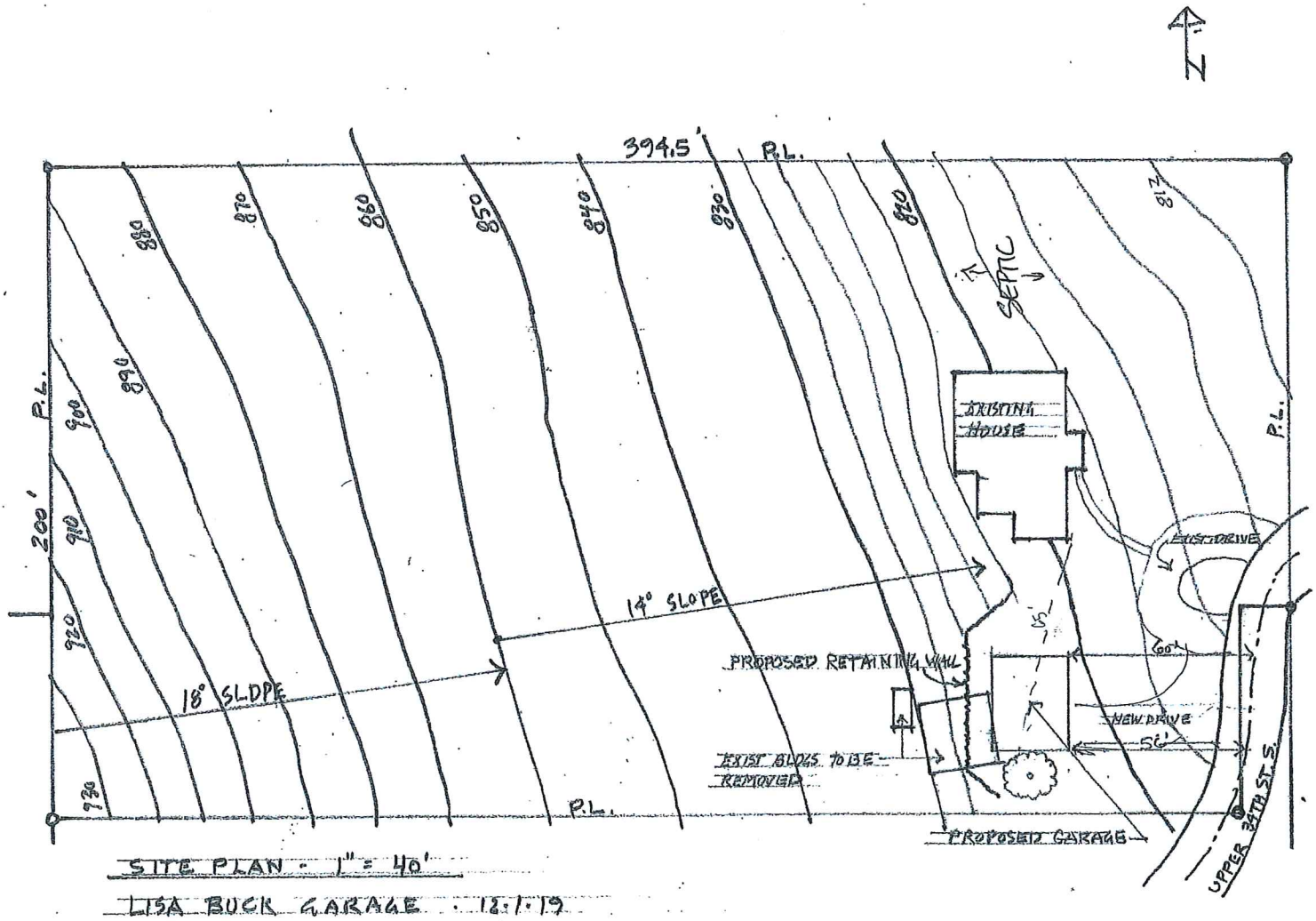
PROPERTY LINES AS SHOWN ARE FOR REFERENCE PURPOSES AND MAY NOT REPRESENT ACTUAL LOCATIONS.

MAP LAST UPDATED: August 18, 2019

NO ADDITIONAL CHANGES HAVE BEEN REPORTED TO DATE

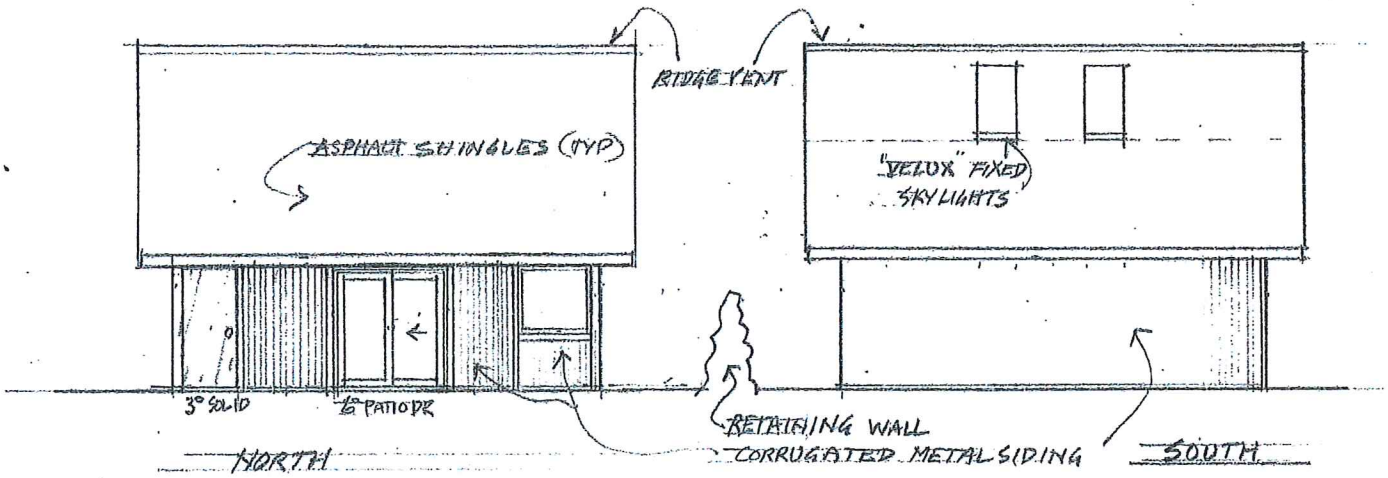
DATE OF CONTOURS: November, 2011 DATE OF PHOTOGRAPHY: April, 2019

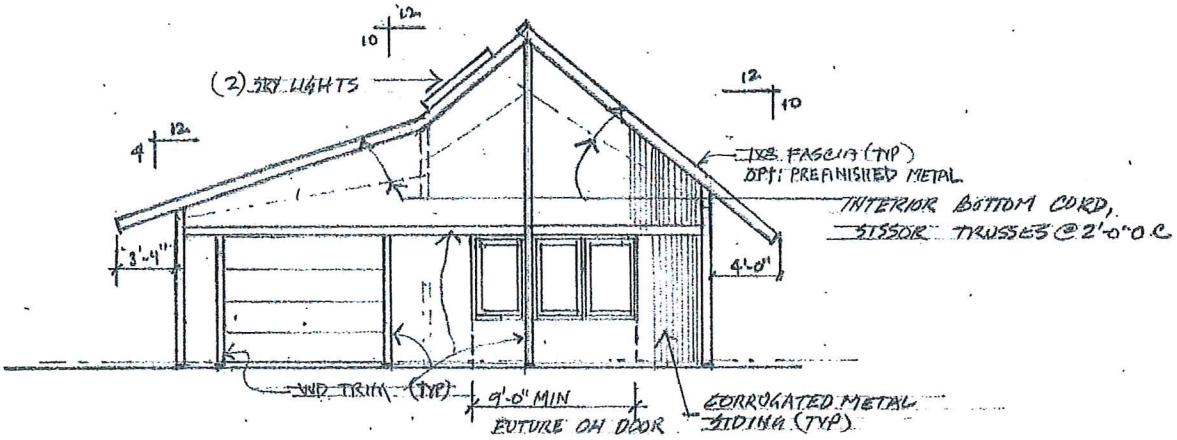

Views
Search
Legend
Help
Tools
32ND ST S
22.028.20.13.0003
22.028.20.14.0029
SHORELINE PER 199
33RD ST S
22.028.20.14.0016
PRIVATE
34TH ST S
23.028.20.23.0001
22.028.20.14.0058
UPPER 34TH ST S
23.028.20.23.0002
22.028.20.41.0019
35TH ST S
23.028.20.32.0004
22.028.20.41.0045
CREEK
22.028.20.41.0012
36TH ST S
22.028.20.41.0047
22.028.20.41.0006



SITE PLAN - 1" = 40'

LISA BUCK GARAGE - 12.1.19

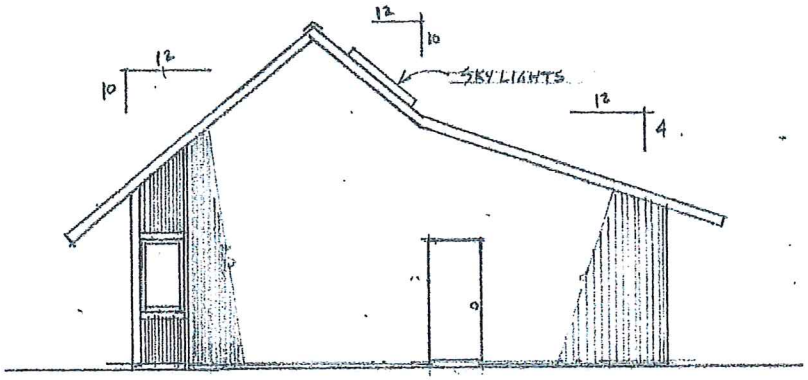




EAST ELEVATION 1/8" = 1'-0"

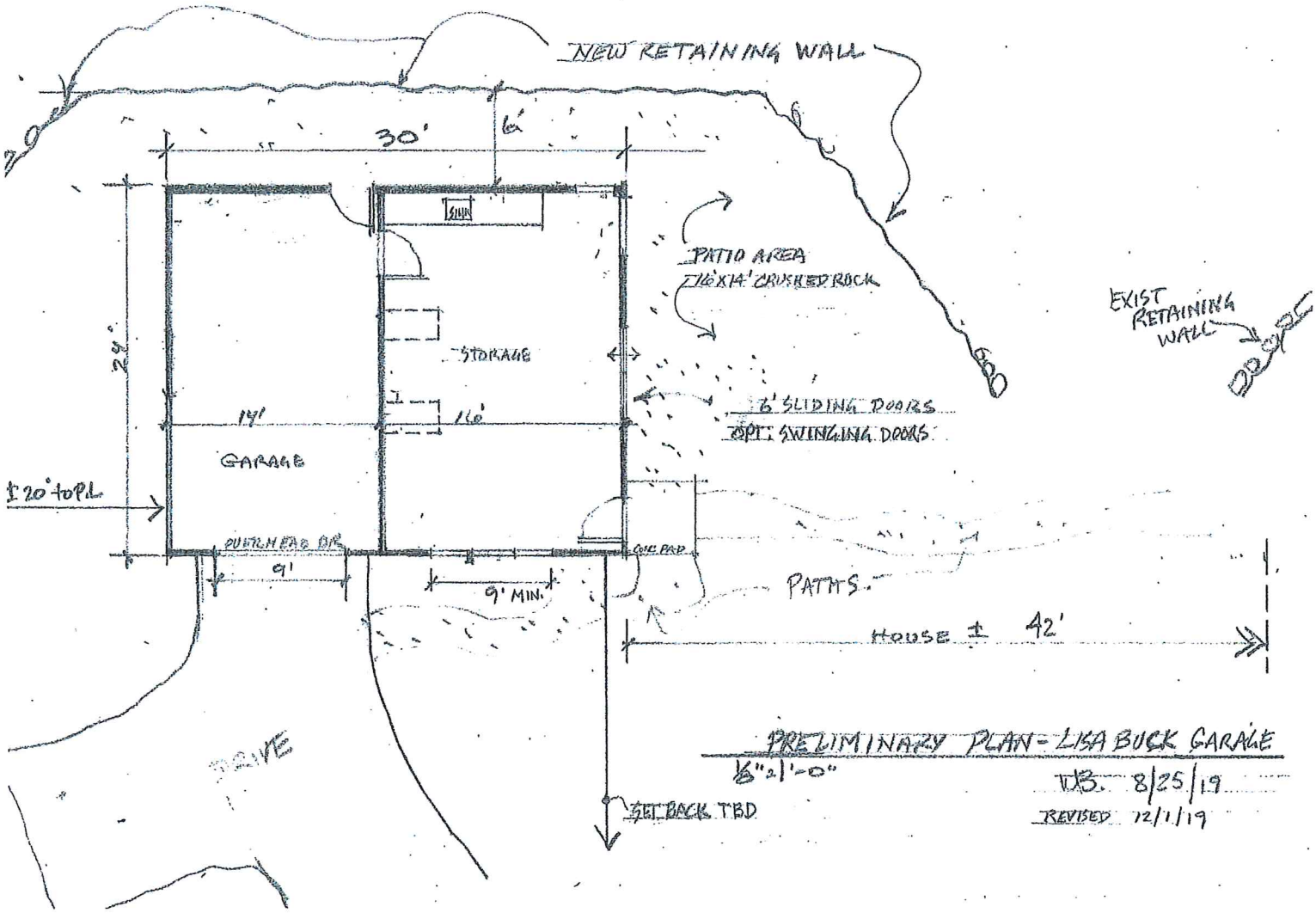
LISA BUCK - GARAGE "PRELIMINARY" 9-26-19 WB

REVISED 12-1-19



WEST ELEVATION 1/8"=1'-0"

LISA BUCK GARAGE - AFTON, MN 12-1-19



PRELIMINARY PLAN - LISA BUCK GARAGE

1/8" = 1'-0"

T.B. 8/25/19

REVISED 12/1/19

Lisa Buck

December 18, 2017

1:1,000

0 45 90 180 ft

0 12.5 25 50 m

SETBACKS
SIDES/REAR = 10'
MINLOT 2AC
105' FRONTAGE ~~[illegible]~~
SetBACK
to ℄ OF St.

CONSERVANY OVERLAY
IN SHORELAND MANAGEMENT AREA

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search,appraisal, survey, or for zoning verification.

City of Afton, Minnesota **[VARIANCE QUESTIONAIRE]**

Applicant(s): Lisa Buck
Phone:
Mailing Address: please see attached.
Property Address for variance:

Variance request description:

City Ordinance Section number(s), that variance is requested for:

Answer the following questions to the best of your ability - based on the criteria found in section 12-77 of Afton's Code (Land Use, Appeals and Variances). Completing this questionnaire will help the Planning Commission and the City of Afton evaluate your application in light of the requirements of Afton's Variance Ordinance. It does not guarantee that your variance request will be approved. If needed use a separate page.

Background: This questionnaire is designed to help you and the City of Afton determine whether a variance should be granted. Please consult with the City Administrator who can help you with your variance application and explain the Variance Ordinance to you. The City Administrator will work with you to ensure that the variance you request is the minimum variance required to provide the same rights commonly enjoyed by other properties in the same zoning district. Because of special provisions for certain types of construction, the City Administrator will also determine whether the property is in the Flood Plain District. There are also special provisions for earth-sheltered construction.

Criteria #1 *The requested use, must be a reasonable use in order to receive a variance.* **Applicant -** Please explain why the proposed use which requires a variance is a reasonable use for this property?

Criteria #2 *Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size, shape, topography, or other circumstances over which the property owner, since enactment of this Ordinance, have had no control.* **Applicant -** What exceptional or extraordinary circumstances related to the property do not apply generally to other properties in the same zone or vicinity? Extraordinary circumstances would include lot size, irregular lot shape or topography. Are there other circumstances over which you, as the property owner, have no control?

Explain?

Criteria #3 *That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.* **Applicant** - How does the literal interpretation of the provisions of the Afton ordinance (from which you are requesting a variance) deprive you of rights commonly enjoyed by other properties in the same zoning district? Explain: _____

_____

Criteria #4 *The special conditions or circumstances do not result from actions of the applicant.* **Applicant** - How did these exceptional circumstances related to the property come about? Did actions by you create these circumstances? Explain: _____

_____

Criteria #5 *That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.* **Applicant** - Will the granting of the requested variance confer on you, the applicant, any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same zoning district? Explain: _____

_____

Criteria #6 *The variance requested is the minimum variance which would alleviate the hardship.* **Applicant** - Is the variance you are requesting the minimum variance which would alleviate the practical difficulty or hardship for your property? Explain: _____

_____

_____

Criteria #7 *The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.* **Applicant (Optional)** - Will the variance be materially detrimental to the purposes of this Ordinance, or to property in the same zone? How would the use of the property, if allowed by the variance, affect other properties in the vicinity?
Explain: _____

_____

Criteria #8 *Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.* **Applicant** - Is the requested variance for economic reasons?
Explain: _____

_____

Criteria #9 *In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.* **Applicant (optional), PC** - Is the property in a Flood Plain District? ☐ Yes ☐ No

Criteria #10 *Variances shall be granted for earth-sheltered construction by state statutes when in harmony with this Ordinance.* **Applicant** - Is the variance for earth-sheltered construction? ☐ Yes ☐ No

ADDITIONAL CRITERIA THAT MAY BE CONSIDERED BY THE PLANNING COMMISSION (PC) AND/OR CITY COUNCIL(CC)- Applicant responses to criteria #11 and criteria #12 are optional.

Criteria #11 *Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton ordinances and code? How will this variance if granted (and the proposed use of the property allowed) affect the essential character of the area?

Explain: _____

_____

Criteria #12 *Variances shall only be permitted when they are in harmony with the general purposes and intent of the Afton Comprehensive Plan.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton comprehensive plan?

Explain: _____

_____

Variance Questionnaire:

Lisa Buck
651-436-1860

15740 Upper 34th St So, Afton, MN 55001

Variance request description:
Variance to build a garage at 60'-56'* setback from non-conforming Upper 34th St South to avoid 14% slope, align with existing house, utilize flatter area of land and create minimal disturbance to topography of hillside. *Please see site plan for clarity.

City Ordinance Section number:
12-132 (B) E. Setbacks

Criteria #1- (Why is the **use** (e.g. garage) reasonable for this property?)
This request is reasonable because the property does not have a garage. The property's unique location, topography and zoning make it reasonable to request a garage be built in a location that aligns with the house on the property.
This new structure would replace an existing deteriorated outbuilding that was built on the property by the original landowners as a farm animal shed and workshop, and prior to current land ordinances, division of lots and zoning.

Criteria #2-
The exceptional or extraordinary circumstances include:
Topography with slope of 14% to the west of the building, an irregular lot size that includes the convergence of 34th St and Upper 34th St South at a sharp turn with a non-conforming road that has minimal maintenance. Zoning to the east property line is VHS/R up to the end of 34th St and to the west is RR overlapping the curved road that cuts through the edge of the property.

Criteria #3-
The literal interpretation of 105' set-back (RR) from road center would place the proposed garage at an angle to the house and deep within the steep slope of the hillside of 14% +.

Criteria #4-
I have not created this circumstance.

Criteria #5-

No. This gives me no special privileges, rather it allows my home to align with others in having a garage. Precedent has been set by the following addresses which have buildings that are less the 105' from center of road within the area:
4303 Pennington Ave S
3297 Pennington Ave S
15606 Upper 34th St S

Criteria #6-
Yes. We have looked at what is best for the property to align the garage building to the existing home and meet the needs of the unique demands of the landscape.

Criteria #7-
No.

Criteria #8-
No.

Criteria #9-
No.

Criteria #10-
No.

Criteria #11-
Absolutely. It will restore the land/topography to achieve minimal impact and create a garage building that is in an aesthetic relationship with the home, adding beauty and keeping it in harmony with other properties of the area.

Criteria #12-
Yes, please see #11.

RECEIVED
DEC 30 2019
CITY OF AFTON

Z20-02

CITY OF AFTON
VARIANCE APPLICATION
(Reference Sections: 12-55, 12-77, 12-328 12-835, 12-1020, 12-1266, 12-1955, 12-2228)

Owner	Address	City	State	Zip	Phone
Lisa	Buck	Afton	MN	550	651-436-1860

Applicant (if different than owner)	Address	City	State	Zip	Phone

Project Address
15740 Upper 34th St S — **AFTON** **MN** **55001**

Zoning Classification	Existing Use of Property	PID# or Legal Description
RR	Home	22.028.20.13.0015

Please list the section(s) of the code from which the variance(s) are requested.

12-132 (B) E. Setbacks

Description of Request
Variance to build a garage at 60'-56' setback from non-conforming Upper 34th St S to avoid 14% slope, align with existing house, utilize flatter area of land and create a minimal disturbance to the topography of the hillside. Please see site plan for clarity.

By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.

Signature of Owner/Applicant — Date: 12.30.19

Make checks payable to: **City of Afton**

If multiple variances are necessary from the applicant only **one** fee is required. However, the deposit fee must be multiplied by the number of variances sought.

FEES:		**ESCROWS:**
Variance	$250	$600
Renewal/Extension	$250	$350

TOTAL: $850.00
DATE PAID: $850.00
CHECK #: 4194
RECVD BY: MM 12-30-19

Z:\central files 1\FORMS\Variance Forms\Application.DOC

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 12, 2020

Re: Five Oaks Family Farm Subdivision and Variance Application at 120 and 502 Stagecoach Trail - **Resolution 2020-13**

Five Oaks Family Farm has applied for a Minor Subdivision and Variance at 120 and 502 Stagecoach Trail to subdivide the two existing parcels to create three parcels. The two existing parcels are 148 acres and 92 acres respectively, and each has an existing house. The proposed subdivision would create three parcels 1) 73 acres; 2) 28 acres; 3) 139 acres. The two smaller parcels are planned to remain residential parcels. The large parcel is planned to be donated to the Belwin Conservancy.

The property is zoned Rural Residential, as are the adjacent properties to the west and south. The properties to the east are zoned Agricultural. There is no access to a public road to the north, south or west. The only public road serving the property is Stagecoach Trail, which runs along the east boundary of the property. The Rural Residential zoning would allow the property to be subdivided to create a large number of 5-acre lots, through the construction of new public roads serving the lots from Stagecoach Trail.

Surveys and Figures
Attached are surveys showing the existing parcels on the property and the proposed parcels. In addition, two figures were created to more simply show the before and after parcels. One figure includes the buildings and septic sites, the other shows only the property lines.

Minimum Requirements
Each of the three proposed lots meets the following minimum requirements

1. Five acre lot size
2. 2.5 acres of contiguous buildable area
3. Suitable soils for septic systems
    a. (Proposed Parcels 1 and 2 have existing compliant septic systems. .Parcel 3 very likely has suitable soils for septic sites, but soil borings to confirm suitable soils will not be completed until the week of February 3)
4. The existing structures would continue to meet the required setbacks

<u>Minimum Requirement Not Met</u>
The one requirement that is not met (by proposed Parcels 1 and 2) is 300 feet of frontage on a public road to provide direct access to the parcels. The existing parcels A and B both extend to Stagecoach Trail and are served by two existing driveways that access Stagecoach Trail. The proposed subdivision would continue the use of the two existing driveways to serve proposed Parcels 1 and 2. However, the proposed subdivision creates Parcel 3 as a large, contiguous parcel running north/south along the entire eastern portion of the existing property. The eastern boundary of this large parcel is Stagecoach Trail. The purpose of this lot

layout is to provide one large contiguous parcel to be donated to the Belwin Conservancy. This layout does not provide frontage along, and direct access to, Stagecoach Trail for proposed Parcels 1 and 2.

If the subdivision was designed to provide direct access to Stagecoach trail for Parcels 1 and 2 by providing 300 feet of frontage on Stagecoach Trail to each of the lots, the configuration of all three of the proposed parcels would be substantially different and there could not be a lot resembling the proposed large contiguous parcel.

One option for providing 300 feet of frontage for Parcels 1 and 2 would require the parcels to be substantially larger to extend to Stagecoach trail, which would substantially reduce the size of Parcel 3. A similar alternative would be to extend Parcels 1 and 2 to Stagecoach Trail with 300 foot wide "flagpole" extensions to Stagecoach Trail, which would create irregularly-shaped lots and would also substantially reduce the size of Parcel 3.

Another option would be to construct a new public cul de sac street large enough to provide both Parcels 1 and 2 with 300 feet of frontage. This option would cause substantial new impacts to the property, would be difficult due to steep slopes, and would create a new public street for which the City would be responsible to provide on-going maintenance.

Variance Requested
The applicant is requesting a variance to allow proposed Parcels 1 and 2 to be created without 300 feet of frontage on a public road to provide direct access to the parcels.

Access
As indicated above, the existing parcels are both served by two existing driveways that access Stagecoach Trail. The proposed subdivision would continue the use of the two existing driveways to serve Parcels 1 and 2. The subdivision includes private driveway easements over the two existing driveways where they are located within the proposed Parcel 3.

Septic System Sites
Parcels 1 and 2 each have compliant septic systems. The septic system for the main house was replaced in 1999. At that time, both a primary and secondary septic site were identified. The septic system for the guest house was replaced in 1998. Parcel 3 very likely has suitable soils for septic sites, but soil borings to confirm suitable soils will not be completed until the week of February 3. Additional soil testing, percolation tests and a septic design would be required before a septic permit could be granted for Parcel 3.

Park Dedication
It is staff's recommendation that, if Parcel 3 is donated to Belwin and no dwelling is built on the parcel, the park dedication fee should be waived. However, if Parcel 3 is not donated to Belwin within 24 months of the approval of the subdivision, the park dedication fee should be paid immediately upon the expiration of the 24 month period.

Drainage and Utility Easements
The City Engineer has indicated that 10 foot wide drainage and utility easements are required along the perimeter of each parcel. These easements will need to be reflected in the subdivision survey, and dedication of drainage and utility easements as required by the City Engineer should be a condition of approval.

Scenic Easements
The property to be subdivided includes areas of land with slopes of 18% or greater. To protect these areas with steep slopes, they are required to be placed into scenic easements as part of the subdivision process.

Findings
The following are recommended findings. The Council may revise or add findings.

1. The subject property is located in the Rural Residential zone, as are the properties to the west and south. The property to the east is zoned Agricultural.
2. The Rural Residential zone allows residential use with five–acre minimum lot size.
3. The Rural Residential zoning would allow the property to be subdivided to create a large number of 5-acre lots, through the construction of new public roads serving the lots.
4. All lots in the subdivision meet the minimum five acre lot size
5. All lots meet the minimum 2.5 acres of contiguous buildable area
6. The property owner intends to donate Parcel 3 to Belwin
7. The property has sufficient frontage on Stagecoach Trail to provide at least 300 feet of frontage for three separate lots
8. Proposed Parcels 1 and 2 do not have 300 feet of frontage on a public road
9. There is no access from the subject property to a public road to the north, south or west. The only public road serving the 240-acre property is Stagecoach Trail, which runs along the east boundary of the property.
10. The property includes substantial areas of steep slopes
11. The two existing parcels are served by two existing driveways that provide access to Stagecoach Trail, and Parcels 1 and 2 are proposed to continue to be served by the same two driveways
12. Providing 300 feet of frontage for the three proposed lots would require extending Parcels 1 and 2 to Stagecoach Trail, which would substantially reduce the size of Parcel 3; or would require the construction of a cul de sac street from Stagecoach Trail to Parcels 1 and 2.

Conditions
If the Council approves the subdivision and variance application, it is recommended that the following conditions be placed on the approval, as well as additional conditions the Council may include.

1. Easements as required by the City Engineer, including private driveway easements and utility and drainage easements, shall be granted
2. All easements shall be subject to the review and approval of the City Engineer.
3. Scenic easements shall be placed on all slopes greater than 18%
4. The applicant shall execute a scenic easement agreement and shall record the scenic easement concurrent with the subdivision
5. If Parcel 3 is donated to Belwin and no dwelling is to be built on the parcel, the park dedication fee shall be waived. However, if Parcel 3 is not donated to Belwin within 24 months of the approval of the subdivision, the park dedication fee shall be paid immediately upon the expiration of the 24 month period.
6. Any new driveway(s) to serve Parcel 3 shall comply with Section 12-84 of the Zoning Ordinance and be subject to review and approval by the City Engineer.

Planning Commission Discussion and Recommendation

Discussion

The Commission discussed that the proposed subdivision would result in a very low density of three lots per 240 acres, and that this fact should be included as a finding. The Commission also discussed the unique circumstances of the property and the proposal, and that an approval does not set a precedent regarding the 300 foot public road frontage requirement, and agreed this should also be reflected in the findings.

Recommendation

The Planning Commission, on a vote of 6-0-1, recommended approval of the Five Oaks Family Farm Minor Subdivision and Variance application at 120 and 502 Stagecoach Trail, with the findings and conditions listed above and the following additional findings.

Additional Findings:

- The proposed subdivision would result in a very low density of three lots per 240 acres
- The variance to the 300 foot public road frontage requirement is due to unique circumstances and does not establish a precedent for future subdivisions.

Resolutions

Attached are a resolution of approval reflecting the Planning Commission's recommendation and a resolution of denial for the Council's consideration.

COUNCIL ACTION REQUESTED:

Motion regarding the Five Oaks Farm minor subdivision and variance application at 120 and 502 Stagecoach Trail.

RESOLUTION 2020-13

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION APPROVING THE MINOR SUBDIVISION AND VARIANCE APPLICATION BY FIVE OAKS FAMILY FARM AT 120 AND 502 STAGECOACH TRAIL

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, Five Oaks Family Farm has applied for a minor subdivision and variance to allow a minor subdivision to divide two existing parcels to create three parcels; and

WHEREAS, the application requires a variance to allow the existing frontage of each of the existing parcels on Stagecoach Trail to be eliminated and become a part of proposed Parcel 3, so that proposed Parcels 1 and 2 do not have frontage on a public road, but have access to Stagecoach Trail via a private driveway easement over the two existing driveways that currently serve the two existing parcels.

WHEREAS, City staff reviewed the request and drafted a report for consideration; and

WHEREAS, the Planning Commission held a public hearing on the application at its regular meeting of February 3, 2020 and recommended APPROVAL of the minor subdivision and variance application on a vote of 6-0-1; and

WHEREAS, the legal description of the property is attached as Exhibit A, and

WHEREAS, the City Council heard the request at its regular meeting on February 18, 2020, at which it considered all of the comments, concerns and recommendations of the Planning Commission, Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby APPROVE the Five Oaks Family Farm minor subdivision and variance application at 120 and 502 Stagecoach Trail, based on the findings listed below and with the conditions listed below.

Findings

1. The subject property is located in the Rural Residential zone, as are the properties to the west and south. The property to the east is zoned Agricultural.
2. The Rural Residential zone allows residential use with five–acre minimum lot size.
3. The Rural Residential zoning would allow the property to be subdivided to create a large number of 5-acre lots, through the construction of new public roads serving the lots.
4. All lots in the subdivision meet the minimum five acre lot size
5. All lots meet the minimum 2.5 acres of contiguous buildable area

6. The property owner intends to donate Parcel 3 to Belwin
7. The property has sufficient frontage on Stagecoach Trail to provide at least 300 feet of frontage for three separate lots
8. Proposed Parcels 1 and 2 do not have 300 feet of frontage on a public road
9. There is no access from the subject property to a public road to the north, south or west. The only public road serving the 240-acre property is Stagecoach Trail, which runs along the east boundary of the property.
10. The property includes substantial areas of steep slopes
11. The two existing parcels are served by two existing driveways that provide access to Stagecoach Trail, and Parcels 1 and 2 are proposed to continue to be served by the same two driveways
12. Providing 300 feet of frontage for the three proposed lots would require extending Parcels 1 and 2 to Stagecoach Trail, which would substantially reduce the size of Parcel 3; or would require the construction of a cul de sac street from Stagecoach Trail to Parcels 1 and 2.
13. The proposed subdivision would result in a very low density of three lots per 240 acres.
14. The variance to the 300 foot frontage requirement is due to unique circumstances and does not establish a precedent for future subdivisions.

Conditions

1. Easements as required by the City Engineer, including private driveway easements and utility and drainage easements, shall be granted
2. All easements shall be subject to the review and approval of the City Engineer.
3. Scenic easements shall be placed on all slopes greater than 18%
4. The applicant shall execute a scenic easement agreement and shall record the scenic easement concurrent with the subdivision
5. If Parcel 3 is donated to Belwin and no dwelling is to be built on the parcel, the park dedication fee shall be waived. However, if Parcel 3 is not donated to Belwin within 24 months of the approval of the subdivision, the park dedication fee shall be paid immediately upon the expiration of the 24 month period.
6. Any new driveway(s) to serve Parcel 3 shall comply with Section 12-84 of the Zoning Ordinance and be subject to review and approval by the City Engineer.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF FEBRUARY, 2020.

SIGNED:

_____

Bill Palmquist, Mayor

ATTEST:

_____

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Nelson:
Ross:
Wroblewski:
Perkins:
Palmquist:

RESOLUTION 2020-13XX

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION DENYING THE MINOR SUBDIVISION AND VARIANCE APPLICATION BY FIVE OAKS FAMILY FARM AT 120 AND 502 STAGECOACH TRAIL

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, Five Oaks Family Farm has applied for a minor subdivision and variance to allow a minor subdivision to divide two existing parcels to create three parcels; and

WHEREAS, the application requires a variance to allow the existing frontage of each of the existing parcels on Stagecoach Trail to be eliminated and become a part of proposed Parcel 3, so that proposed Parcels 1 and 2 do not have frontage on a public road, but have access to Stagecoach Trail via a private driveway easement over the two existing driveways that currently serve the two existing parcels.

WHEREAS, City staff reviewed the request and drafted a report for consideration; and

WHEREAS, the Planning Commission held a public hearing on the application at its regular meeting of February 3, 2020 and recommended APPROVAL of the minor subdivision and variance application on a vote of 6-0-1; and

WHEREAS, the legal description of the property is attached as Exhibit A, and

WHEREAS, the City Council heard the request at its regular meeting on February 18, 2020, at which it considered all of the comments, concerns and recommendations of the Planning Commission, Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby DENY the Five Oaks Family Farm minor subdivision and variance application at 120 and 502 Stagecoach Trail, based on the findings listed below.

Findings

1. The subject property is located in the Rural Residential zone, as are the properties to the west and south. The property to the east is zoned Agricultural.
2. Proposed Parcels 1 and 2 do not have 300 feet of frontage on a public road
3. It is possible to provide Parcels 1 and 2 with 300 feet of frontage on a public road while enabling Parcel 3 to be a substantial-sized parcel.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF FEBRUARY, 2020.

SIGNED:

_____

Bill Palmquist, Mayor

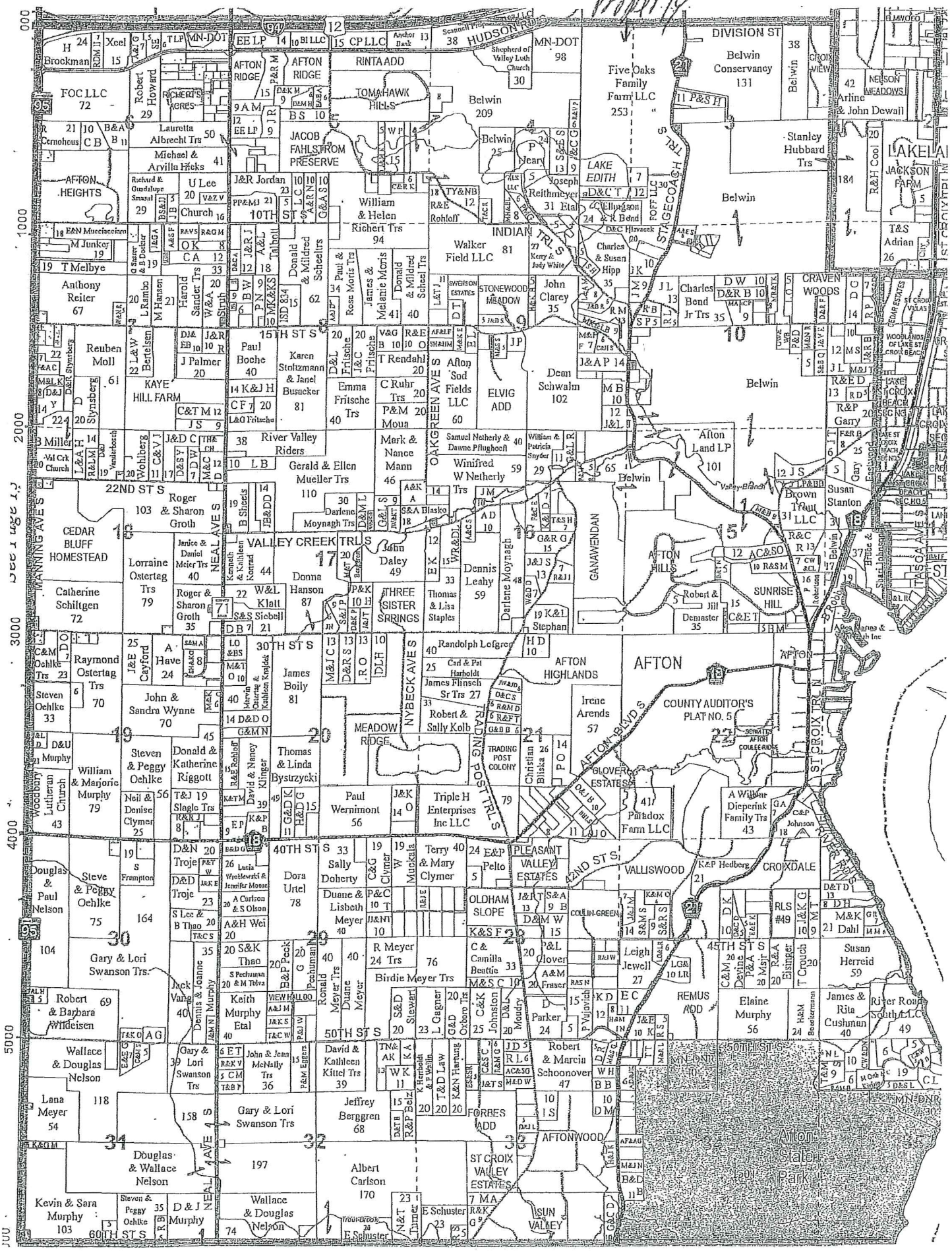
ATTEST:

_____

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Nelson:
Ross:
Wroblewski:
Perkins:
Palmquist:

Subject Property

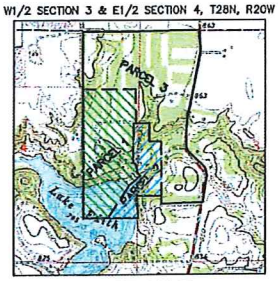


FIVE OAKS FAMILY FARM

CITY OF AFTON, WASHINGTON COUNTY MINNESOTA

0 150 300
SCALE IN FEET

W1/2 SECTION 3 & E1/2 SECTION 4, T28N, R20W



VICINITY MAP
(NO SCALE)

AREA SUMMARY (EXISTING)

DEED PARCEL A=6,464,984 SQ. FT. OR 148.4156 ACRES
DEED PARCEL B=±4,001,749 SQ. FT. OR ±91.8675 ACRES

TOTAL = 240.2831 ACRES

PROPOSED AREA SUMMARY

PROPOSED PARCEL 1 =
3,188,211 SQ. FT. OR 73.19125 ACRES

PROPOSED PARCEL 2 =
±1,218,678 SQ. FT. OR ±27.97699 ACRES

PROPOSED PARCEL 3 (BELWIN PARCEL)
(REMAINDER PROPERTY) =
6,059,843 SQ. FT. OR 139.11485 ACRES

TOTAL = 240.2831 ACRES

STAGECOACH TRAIL

EXISTING PARCEL A

PROPOSED PARCEL 3 (REMAINDER)

EXISTING PARCEL B

PROPOSED PARCEL 1

PROPOSED PARCEL 2

LAKE EDITH

KEMPER & ASSOCIATES INC.
PROFESSIONAL LAND SURVEYORS
721 OLD HIGHWAY 8 N.W.
NEW BRIGHTON, MINNESOTA 55112
651-631-0351
FAX 651-631-8805
email: kemper@pro-na.net
www.kempersurveys.com

STATE OF MINNESOTA
PROFESSIONAL LAND SURVEYOR
18407
MARK D. KEMPER

CERTIFICATION
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 PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mark D. Kemper
MARK D. KEMPER, PLS 18407

DATED THIS 15TH DAY OF JANUARY, 2020

09183 (09183E.DWG)

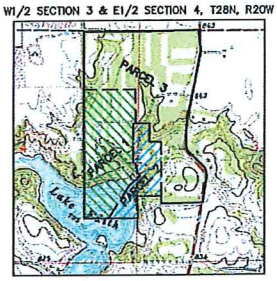
FIVE OAKS FAMILY FARM

CITY OF AFTON, WASHINGTON COUNTY MINNESOTA

0 150 300
SCALE IN FEET

DIVISION STREET

W1/2 SECTION 3 & E1/2 SECTION 4, T28N, R20W



VICINITY MAP
(NO SCALE)

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(REMAINDER PROPERTY) =
6,059,843 SQ. FT. OR 139.11485 ACRES

TOTAL = 240.2831 ACRES

STAGECOACH TRAIL

PROPOSED PARCEL 3
(REMAINDER)

EXISTING PARCEL A

EXISTING PARCEL B

PROPOSED PARCEL 1

PROPOSED PARCEL 2

WELL
UTILITY BLDGS.

EXISTING PRIMARY SEPTIC AREA

HOUSE #502

WELL

LIFT STATION

WELL

HOUSE #120

EXISTING PRIMARY SEPTIC AREA

PROPOSED PARCEL 1

PROPOSED PARCEL 2

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PROFESSIONAL LAND SURVEYOR
18407
MARK D. KEMPER

CERTIFICATION

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 PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mark D. Kemper

MARK D. KEMPER, PLS 18407

DATED THIS 15TH DAY OF JANUARY, 2020

09183 (091830.DWG)

City of Afton, Minnesota **[VARIANCE QUESTIONAIRE]**

Applicant(s): Five Oaks Family Farm LLC
Phone: (612) 965-4411
Mail Address: 220 South Sixth Street, #2200, Minneapolis, MN 55402
Property Address for variance: 120 & 502 Stagecoach Trail South, Afton, MN 55001

Variance request description: Variance from 300 foot public road frontage requirement

City Ordinance Section number(s), that variance is requested for: Afton City Code 12-132 (A)

Answer the following questions to the best of your ability – based on the criteria found in section 12-77 of Afton's Code (Land Use, Appeals and Variances). Completing this questionnaire will help the Planning Commission and the City of Afton evaluate your application in light of the requirements of Afton's Variance Ordinance. It does not guarantee that your variance request will be approved. If needed use a separate page.

> Background: This questionnaire is designed to help you and City of Afton determine whether a variance should be granted. Please consult with the City Administrator who can help you with your variance application and explain the Variance Ordinance to you. The City Administrator will work with you to ensure that the variance you request is the minimum variance required to provide the same rights commonly enjoyed by other properties in the same zoning district. Because of special provisions for certain types of construction, the City Administrator will also determine whether the property is in the Flood Plain District. There are also special provisions for earth-sheltered construction.

Criteria #1 *The requested use must be a reasonable use in order to receive a variance.* **Applicant –** Please explain why the proposed use which requires a variance is a reasonable use for this property?

RESPONSE: The proposed use of the property is to create two large lot rural residential lots and a larger parcel (the "Larger Parcel"). The Larger Parcel would be donated to Belwin Conservancy ("Belwin"), to be managed and used as essentially a nature preserve. These uses are reasonable and entirely consistent with the Rural Residential zoning classification of the property and will continue to preserve the property's open space, natural resources, water resources, unique floral and forest resources, and wildlife.

The proposed subdivision would allow the creation of a large lot of nearly 140 acres (the "Larger Parcel") that is intended to be donated to Belwin, which will preserve and enhance the property consistent with its past practices and core values of conservation of natural resources in a thoughtful and long-term manner. The attached map shows the Larger Parcel is surrounded by other properties owned by Belwin, which will allow it to be integrated into the uses and practices that Belwin follows on its other surrounding properties.

The owner of the property, Alida Messinger and David Hartwell, President of the Belwin Conservancy Board, have had extended and substantive discussions about the donation of the Larger Parcel, as well as Belwin holding a conservation easement over the two other lots. The property would be donated to Belwin without restrictions, but with the understanding that Belwin would use, manage, and preserve it according to its conservation-focused programs and experiences. Belwin has committed to maintain and continue the restoration work that Ms. Messinger has started. This would involve removing

the non-native vegetation and adding prairie and oak savannah species over the long term. Because the property was once a tree nursery, Belwin intends to preserve some of the unique species still growing there.

Ms. Messinger and Mr. Hartwell have also discussed Belwin's potential uses of the property, including environmental education programs, a bee lab or other environmental research programs, and a hiking trail system that would possibly connect with the other nearby Belwin properties. As it has done with its properties in Afton and surrounding areas, Belwin would use the property carefully, wisely, and effectively such that the citizens of Afton and the surrounding areas would be benefitted. In the long term, Belwin has committed to look to uses that fit its mission—inspiring the connection to the natural world

Belwin has agreed to hold the two conservation easements over the other two lots that will insure the residential property will never be more that the two lots with homes and appropriate outbuildings and facilities on them. Belwin has agreed to assume the obligation of enforcing the restrictions in the easements to insure the intent of keeping the land relatively undeveloped and as open space.

Criteria #2 *Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size, shape, topography, or other circumstances over which the property owner, since enactment of this Ordinance, have had no control.* **Applicant** – What exceptional or extraordinary circumstances related to the property do not apply generally to other properties in the same zone or vicinity? Extraordinary circumstances would include lot size, irregular lot shape or topography. Are there other circumstances over which you, as the property owner, have no control? Explain?

RESPONSE: This historic area was once a tree nursey with thousands of trees of many varieties and home to a wide variety of wildlife and plant life. The current owner has preserved and enhanced the property through preservation, conservation, and maintenance for over thirty years since she first purchased the property.

With a donation of the Larger Parcel to Belwin, which would hold conservation easements over the other two lots, the entire 240 acre property would be preserved, which would eliminate the possibility that a major housing development on the property might occur that would destroy its unique and irreplaceable characteristics. A future subdivision of the property would threaten its unique natural features and prohibit the donation and development and of the larger parcel for conservation and educational purposes.

Criteria #3 *That literal interpretation of the provisions of this Ordinance would deprive the applicant of right commonly enjoyed by other properties in the same district under the terms of the Ordinance.* **Applicant** – How does the literal interpretation of the provisions of the Afton ordinance (From which you are requesting a variance) deprive you of rights commonly enjoyed by other properties in the same zoning district? Explain:

RESPONSE: The literal interpretation of the 300 foot road frontage requirement would prohibit the creation of the Larger Parcel that is intended to be donated to Belwin and would require the construction of an unnecessary public road that would require city resources to maintain and repair or undesirable flag lots. Other properties in the same district are not seeking to preserve their property in this unique manner, which includes a substantial gift of 140 acres to a nature preservation organization.

Criteria #4 *The special conditions or circumstances do not result from actions of the applicant.* **Applicant** – How did these exceptional circumstances related to the property come about? Did actions by you create these circumstances? Explain:

RESPONSE: The exceptional circumstances came about several decades ago when the original tree nursey was created. The current owner bought that property and preserved and enhanced its special and unique features for over thirty years. The proximity to the Belwin Conservancy is important.

Criteria #5 *That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.* **Applicant** – Will the granting of the requested variance confer on you, the applicant, any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same zoning district? Explain:

RESPONSE: Absolutely not. With the granting of the variance, the applicant will be free to donate the Larger Parcel to Belwin, a highly regarded guardian of the natural resources of Afton and the surrounding areas.

Criteria #6 *The variance requested is the minimum variance which would alleviate the hardship.* **Applicant** – Is the variance you are requesting the minimum variance which would alleviate the practical difficulty or hardship for your property? Explain:

RESPONSE: The variance being requested is the minimum variance that would alleviated the practical difficulty or hardship for the property. The current location of the two homes and the creation of the Larger Parcel to be donated to Belwin leave no other alternative to the 300 foot public road frontage requirement. The only alternatives are to build a road through the property to be donated to Belwin or created "flag lots" with frontage on a public road. Either of those alternatives would use valuable land for minimal transportation and public safety needs. Additionally, creation of those alternatives might lead future owners to use them as grounds for further subdivision of the properties.

Criteria #7 *The variance would not materially detrimental to the purposes of this Ordinance, or to property in the same zone.* **Applicant (Optional)** - Will the variance be materially detrimental to the purpose of this Ordinance, or to property in the same zone? How would the use of the property, if allowed by the variance, affect other properties in the vicinity? Explain:

RESPONSE: The variance will not be materially detrimental to the purposes of the Ordinance as already outlined in this response. The proposed use of the property would be quite beneficial to surrounding properties by avoiding future subdivion of the property that would substantially diminish the value and amenities of surrounding properties.

Criteria #8 *Economic conditions or circumstances alone shall not be considered in the granting of a variance request is a reasonable use of the property exists under the terms of the ordinance.* **Applicant –** Is the requested variance for economic reasons? Explain:

RESPONSE: No. The main consideration is the charitable donation of a 140 acre parcel to Belwin. If the variance is not granted, the Larger Parcel will not be created and the potential donation will have to be reevaluated. Ultimately, the property's maximum value would be as a residential subdivision, which the applicant is willing to forego to preserve the property.

Criteria #9 *In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.* **Applicant (Optional), PC** – Is the property in a Flood Plain District? No

Criteria #10 *Variances shall be granted for earth-sheltered construction by state statures when in harmony with this Ordinance.* **Applicant** - Is the Variance for earth-sheltered construction? No

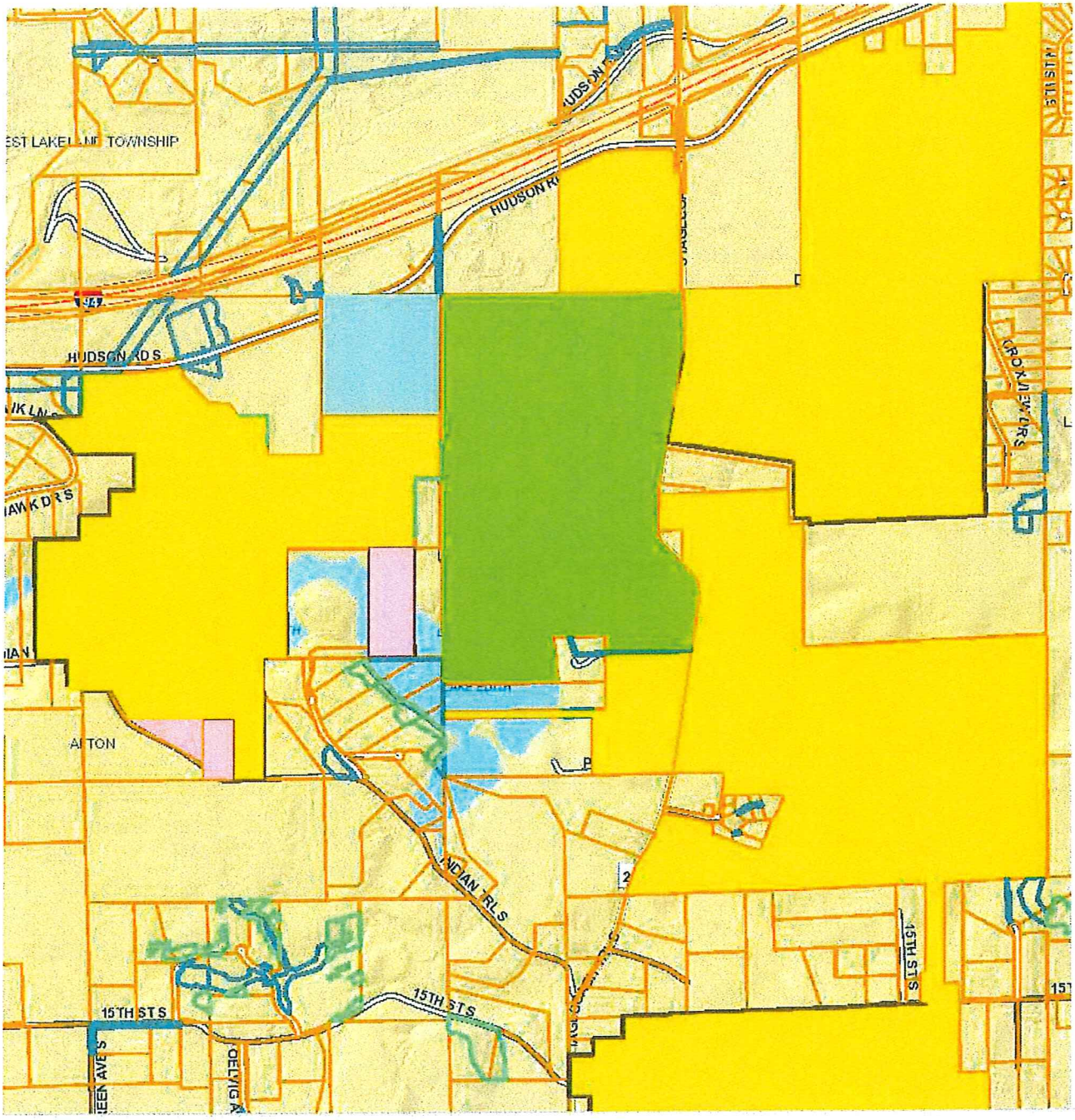
ADDITIONAL CRITERIA THAT MAY BE CONSIDERED BY THE PLANNING COMMISSION (PC) AND/OR CITY COUNCIL (CC) – Applicant responses to criteria #11 and criteria #12 are optional.

Criteria #11 *Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton ordinances and code? How will this variance if granted (and the proposed use of the property allowed affect the essential character of the area? Explain:

RESPONSE: The granting of the variance is in unity and harmony with the Ordinance as it will enhance the essential character of the area by maintaining, preserving, and enhancing its open spaces, natural resources, water resources, wildlife, and plant life. The subdivision code seeks to advance those goals through its careful and thoughtful provisions. The road frontage requirement advances those goals by requiring adequate access for public safety purposes and preventing high density development. Here, however, the frontage requirement would have the opposite effect, if implemented. The requirement of 300 feet of road frontage for the two residential lots already served by adequate driveways would actually increase the density and not advance any other legitimate goal.

Criteria #12 *Variances shall only be permitted when they are in harmony with the general purposes and intent of the Afton Comprehensive Plan.* **Applicant (Optional), PC** - Is the requested variance in harmony with the Afton Comprehensive Plan? Explain:

RESPONSE: Yes, the requested variance is in unity and harmony with the Afton Comprehensive Plan and its core values of preserving Afton's rural character, presence of active farms and agriculture, historic features, open spaces and fields, diverse wildlife, dispersed pattern of development, and ground and surface water resources. As discussed, the whole purpose of the variance is to allow the preservation of a 240 acre parcel and its rural character, historic features, open spaces and fields, diverse wildlife, dispersed pattern of development, and ground and surface water resources. This once-in-a-lifetime opportunity to preserve this unique parcel and protect it from more intense and destructive development fulfills every goal enunciated in the Afton Comprehensive Plan and will preserve it for future generations.



Five Oaks Family Farm

Belwin Conservancy

Belwin Conservancy Conservation Easement

State of MN gravel pit

CITY OF AFTON
VARIANCE APPLICATION
(Reference Sections: 12-55, 12-77, 12-328 12-835, 12-1020, 12-1266, 12-1955, 12-2228)

Owner	Address	City	State	Zip	Phone
Five Oaks Family Farm LLC	120 Stagecoach Trail South	Afton	MN	55001	612-373-8420
Applicant (if different than owner)	Address	City	State	Zip	Phone

Project Address
120 Stagecoach Trail South; 502 Stagecoach Trail South — AFTON MN 55001

Zoning Classification	Existing Use of Property	PID# or Legal Description
Rural Residential (R)	Rural Residential	04-028-20-11-0002; 03-28-20-32-0004

Please list the section(s) of the code from which the variance(s) are requested.

Afton City Code 12-132 (A)

Description of Request
Owner is seeking a variance from the 300 foot road frontage requirement to allow a subdivision that will create three parcels, including a 139 acre parcel that will allow it to be better conserved, restored, and used for conservation purposes.

By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.

Alida Messinger — 1/23/20
Signature of Owner/Applicant — Date

Make checks payable to: **City of Afton**

If multiple variances are necessary from the applicant only **one** fee is required. However, the deposit fee must be multiplied by the number of variances sought.

FEES:		**ESCROWS:**
Variance	$250	$600
Renewal/Extension	$250	$350

TOTAL: $950.00
DATE PAID: 1-17-2020
CHECK #: 195614, 195615
RECVD BY: AM

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CITY OF AFTON
MINOR SUBDIVISION PERMIT APPLICATION

Owner	Address	City	State	Zip	Phone
Five Oaks Family Farm LLC	120 Stage Coach Trail South	Afton	MN	55001	612-373-8420

Applicant (if different than owner)	Address	City	State	Zip	Phone

Project Address
120 Stagecoach Trail South; 520 Stagecoach Trail South — AFTON MN 55001

Zoning Classification	Existing Use of Property	PID# or Legal Description
Rural Residential (R)	Rural Residential	04-028-20-11-0002; 03-28-20-32-0004

Description of Request
Subdivide two parcels into three: 1 (73.19125 a.); 2 (27.97699 a.); 3 (139.11485 a.)

By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.

Alida Messinger — 1/23/20
Signature of Owner/Applicant — Date

Make checks payable to **City of Afton:**

FEES:		**Escrow:**			
Minor Subdivision	$250.00	Minor Subdivision	$1,500.00	TOTAL:	$1,750.00

DATE PAID: 1-17-2020
CHECK #: 195616 195617
RECVD. BY: [illegible]

ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION

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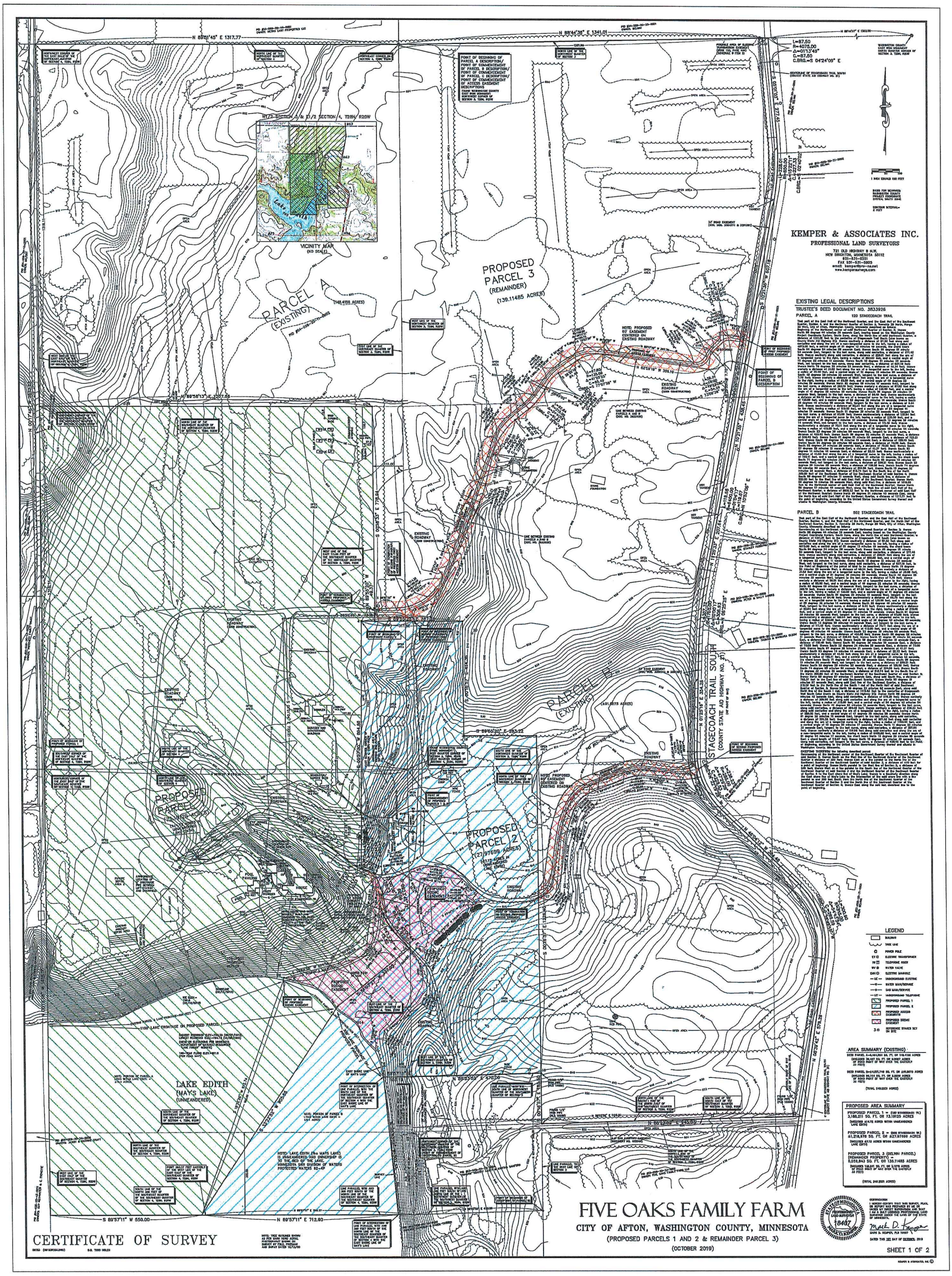
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FAX 651-631-5805
email: kemperpro@aol.net
www.kemperservs.com
EXISTING LEGAL DESCRIPTIONS
TRUSTEE'S DEED DOCUMENT NO. 3833926
PARCEL A 120 STAGECOACH TRAIL
PARCEL B 502 STAGECOACH TRAIL
PROPOSED PARCEL 3 (REMAINDER) (139.11485 ACRES)
PARCEL A (EXISTING) (148.4158 ACRES)
PROPOSED PARCEL 1 (10.19125 ACRES)
PROPOSED PARCEL 2 (27.97699 ACRES)
PARCEL B (EXISTING) (48.1075 ACRES)
STAGECOACH TRAIL SOUTH (COUNTY STATE AID HIGHWAY NO. 21)
LAKE EDITH (MAY'S LAKE) (UNMEANDERED)
VICINITY MAP (NO SCALE)
LEGEND
AREA SUMMARY (EXISTING)
PROPOSED AREA SUMMARY
FIVE OAKS FAMILY FARM
CITY OF AFTON, WASHINGTON COUNTY, MINNESOTA
(PROPOSED PARCELS 1 AND 2 & REMAINDER PARCEL 3)
(OCTOBER 2019)
CERTIFICATE OF SURVEY
SHEET 1 OF 2

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FIVE OAKS FAMILY FARM

CITY OF AFTON, WASHINGTON COUNTY, MINNESOTA

(PROPOSED PARCELS 1 AND 2 & REMAINDER PARCEL 3)

(OCTOBER 2019)

EXISTING LEGAL DESCRIPTIONS

TRUSTEE'S DEED DOCUMENT NO. 3833926

PARCEL A — 120 STAGECOACH TRAIL

That part of the East Half of the Northeast Quarter, and the East Half of the Southeast Quarter, Section 4, and the Northwest Quarter of Section 3, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota described as follows: Beginning at the Northwest corner of said Northwest Quarter of Section 3; thence North 88 degrees 44 minutes 36 seconds East, bearing based on the Washington County Project Coordinate System, South Zone, along the North line of said Northwest Quarter, a distance of 1341.01 feet to the centerline of Stagecoach Trail South (also known as County State Aid Highway 21); thence southerly a distance of 87.50 feet along said centerline and along the arc of a non-tangential curve to the left, having a radius of 4075.00 feet, a central angle of 01 degree 13 minutes 49 seconds, the chord bears South 04 degrees 24 minutes 09 seconds East; thence South 05 degrees 01 minute 03 seconds East, tangent to the last curve, along said centerline, a distance of 277.45 feet; thence southerly along said centerline, a distance of 228.01 feet along the arc of a tangential curve to the right, having a radius of 850.00 feet, and a central angle of 15 degrees 22 minutes 11 seconds; thence South 10 degrees 21 minutes 35 seconds West, not tangent to the last curve, along said centerline, a distance of 807.18 feet; thence North 79 degrees 55 minutes 25 seconds West, a distance of 48.34 feet; thence westerly a distance of 31.52 feet along the arc of a tangential curve to the left, having a radius of 35.00 feet, and a central angle of 51 degrees 36 minutes 00 seconds; thence South 48 degrees 28 minutes 35 seconds West, tangent to the last curve, a distance of 7.70 feet; thence westerly a distance of 56.01 feet along the arc of a tangential curve to the right, having a radius of 65.00 feet, and a central angle of 49 degrees 22 minutes 06 seconds; thence North 82 degrees 09 minutes 19 seconds West, tangent to the last curve, a distance of 385.19 feet; thence westerly a distance of 97.60 feet along the arc of a tangential curve to the left, having a radius of 135.00 feet, and a central angle of 41 degrees 25 minutes 25 seconds; thence South 56 degrees 25 minutes 18 seconds West, tangent to the last curve, a distance of 84.40 feet; thence southwesterly a distance of 69.75 feet along the arc of a tangential curve to the left, having a radius of 135.00 feet, and a central angle of 29 degrees 36 minutes 14 seconds; thence South 26 degrees 49 minutes 02 seconds West, tangent to the last curve, a distance of 9.34 feet; thence southwesterly a distance of 92.64 feet along the arc of a tangential curve to the right, having a radius of 215.00 feet, and a central angle of 24 degrees 41 minutes 10 seconds; thence South 51 degrees 30 minutes 22 seconds West, tangent to the last curve, a distance of 65.08 feet; thence southwesterly a distance of 150.64 feet along the arc of a tangential curve to the left, having a radius of 235.00 feet, and a central angle of 36 degrees 43 minutes 40 seconds; thence South 13 degrees 59 minutes 14 seconds West, not tangent to the last curve, a distance of 111.46 feet; thence southwesterly a distance of 70.11 feet along the arc of a tangential curve to the right, having a radius of 413.00 feet, and a central angle of 09 degrees 40 minutes 44 seconds; thence South 23 degrees 39 minutes 58 seconds West, tangent to the last curve, a distance of 453.52 feet; thence South 89 degrees 02 minutes 31 seconds West, a distance of 536.62 feet; thence South 01 degree 01 minute 04 seconds East, a distance of 725.21 feet; thence South 56 degrees 45 minutes 19 seconds East, a distance of 120.46 feet; thence South 54 degrees 38 minutes 59 seconds East, a distance of 70.00 feet; thence South 52 degrees 34 minutes 29 seconds East, a distance of 70.00 feet; thence South 57 degrees 28 minutes 21 seconds East, a distance of 41.37 feet; thence South 83 degrees 14 minutes 44 seconds East, a distance of 22.33 feet; thence southeasterly a distance of 44.83 feet along the arc of a tangential curve to the left, having a radius of 165.41 feet, and a central angle of 15 degrees 31 minutes 43 seconds, the chord bears South 71 degrees 00 minutes 36 seconds East; thence South 06 degrees 18 minutes 02 seconds West, not tangent to the last curve, a distance of 259.21 feet; thence South 55 degrees 29 minutes 28 seconds West, a distance of 126.59 feet; thence South 74 degrees 59 minutes 50 seconds West, a distance of 204.56 feet; thence South 19 degrees 32 minutes 26 seconds West, a distance of 912.74 feet to the South line of the North 300.00 feet of the Southeast Quarter of the Southeast Quarter of said Section 4; thence South 89 degrees 57 minutes 11 seconds West, along said South line, a distance of 550.00 feet to the West line of said East Half of the Southeast Quarter; thence North 00 degrees 16 minutes 58 seconds West, along said West line, a distance of 1618.05 feet to the Northwest corner of said East Half of the Southeast Quarter; thence North 00 degrees 17 minutes 46 seconds West, along the West line of said East Half of the Northeast Quarter, a distance of 2632.23 feet to the Northwest corner of said East Half of the Northeast Quarter; thence North 89 degrees 51 minutes 45 seconds East, along the North line of said East Half of the Northeast Quarter, a distance of 1317.77 feet to the point of beginning, according to the United States Government Survey thereof and situate in Washington County, Minnesota.

PARCEL B (EXISTING) — 502 STAGECOACH TRAIL

That part of the East Half of the Northeast Quarter, and the East Half of the Southeast Quarter, Section 4, and the West Half of the Northwest Quarter, and the North Half of the Southwest Quarter, Section 3, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota described as follows: Commencing at the Northwest corner of said Northwest Quarter of Section 3; thence North 88 degrees 44 minutes 36 seconds East, bearing based on the Washington County Project Coordinate System, South Zone, along the North line of said Northwest Quarter, a distance of 1341.01 feet to the centerline of Stagecoach Trail South (also known as County State Aid Highway 21); thence southerly a distance of 87.50 feet along said centerline and along the arc of a non-tangential curve to the left, having a radius of 4075.00 feet, a central angle of 01 degree 13 minutes 49 seconds, the chord bears South 04 degrees 24 minutes 09 seconds East; thence South 05 degrees 01 minute 03 seconds East, tangent to the last curve, along said centerline, a distance of 277.45 feet; thence southerly along said centerline, a distance of 228.01 feet along the arc of a tangential curve to the right, having a radius of 850.00 feet, and a central angle of 15 degrees 22 minutes 11 seconds; thence South 10 degrees 21 minutes 35 seconds West, not tangent to the last curve, along said centerline, a distance of 807.18 feet, to the Point of Beginning of the parcel of land to be described: thence North 79 degrees 55 minutes 25 seconds West, a distance of 48.34 feet; thence westerly a distance of 31.52 feet along the arc of a tangential curve to the left, having a radius of 35.00 feet, and a central angle of 51 degrees 36 minutes 00 seconds; thence South 48 degrees 28 minutes 35 seconds West, tangent to the last curve, a distance of 7.70 feet; thence westerly a distance of 56.01 feet along the arc of a tangential curve to the right, having a radius of 65.00 feet, and a central angle of 49 degrees 22 minutes 06 seconds; thence North 82 degrees 09 minutes 19 seconds West, tangent to the last curve, a distance of 385.19 feet; thence westerly a distance of 97.60 feet along the arc of a tangential curve to the left, having a radius of 135.00 feet, and a central angle of 41 degrees 25 minutes 25 seconds; thence South 56 degrees 25 minutes 18 seconds West, tangent to the last curve, a distance of 84.46 feet; thence southwesterly a distance of 69.75 feet along the arc of a tangential curve to the left, having a radius of 135.00 feet, and a central angle of 29 degrees 36 minutes 14 seconds; thence South 26 degrees 49 minutes 02 seconds West, tangent to the last curve, a distance of 9.34 feet; thence southwesterly a distance of 92.64 feet along the arc of a tangential curve to the right, having a radius of 215.00 feet, and a central angle of 24 degrees 41 minutes 19 seconds; thence South 51 degrees 30 minutes 22 seconds West, tangent to the last curve, a distance of 65.08 feet; thence southwesterly a distance of 150.64 feet along the arc of a tangential curve to the left, having a radius of 235.00 feet, and a central angle of 36 degrees 43 minutes 40 seconds; thence South 13 degrees 59 minutes 14 seconds West, not tangent to the last curve, a distance of 111.46 feet; thence southwesterly a distance of 70.11 feet along the arc of a tangential curve to the right, having a radius of 413.00 feet, and a central angle of 09 degrees 40 minutes 44 seconds; thence South 23 degrees 39 minutes 58 seconds West, tangent to the last curve, a distance of 453.52 feet; thence South 89 degrees 02 minutes 31 seconds West, a distance of 536.62 feet; thence South 01 degree 01 minute 04 seconds East, a distance of 725.21 feet; thence South 56 degrees 45 minutes 19 seconds East, a distance of 120.46 feet; thence South 54 degrees 38 minutes 59 seconds East, a distance of 70.00 feet; thence South 52 degrees 34 minutes 29 seconds East, a distance of 70.00 feet; thence South 57 degrees 28 minutes 21 seconds East, a distance of 41.37 feet; thence South 83 degrees 14 minutes 44 seconds East, a distance of 22.33 feet; thence southeasterly a distance of 44.83 feet along the arc of a tangential curve to the left, having a radius of 165.41 feet, and a central angle of 15 degrees 31 minutes 43 seconds, the chord bears South 71 degrees 00 minutes 36 seconds East; thence South 06 degrees 18 minutes 02 seconds West, not tangent to the last curve, a distance of 259.21 feet; thence South 55 degrees 29 minutes 28 seconds West, a distance of 126.59 feet; thence South 74 degrees 59 minutes 50 seconds West, a distance of 204.56 feet; thence South 19 degrees 32 minutes 26 seconds West, a distance of 912.74 feet to the South line of the North 300.00 feet of the Southeast Quarter of the Southeast Quarter of said Section 4; thence North 89 degrees 57 minutes 11 seconds East, along said South line, a distance of 788.37 feet to the East line of said Southeast Quarter; thence North 00 degrees 16 minutes 57 seconds West, along said East line of the Southeast Quarter, a distance of 316.56 feet to the North line of the South 1 rod of the North Half of said Southwest Quarter of Section 3; thence North 88 degrees 23 minutes 52 seconds East, along said North line of the South 1 rod, a distance of 1415.83 feet to the centerline of Stagecoach Trail South (also known as County State Aid Highway 21); thence North 08 degrees 39 minutes 42 seconds East, along said centerline, a distance of 579.29 feet; thence northerly a distance of 300.90 feet along said centerline and along the arc of a tangential curve to the left, having a radius of 315.00 feet, and a central angle of 54 degrees 43 minutes 54 seconds; thence North 46 degrees 04 minutes 12 seconds West, tangent to the last curve, along said centerline, a distance of 384.48 feet; thence northerly a distance of 236.23 feet along said centerline and along the arc of a tangential curve to the right, having a radius of 285.00 feet, and a central angle of 47 degrees 29 minutes 28 seconds; thence North 01 degree 25 minutes 18 seconds East, tangent to the last curve, along said centerline, a distance of 354.26 feet; thence northerly a distance of 307.32 feet along said centerline and along the arc of a tangential curve to the right, having a radius of 1760.00 feet, and a central angle of 10 degrees 00 minutes 17 seconds; thence North 11 degrees 25 minutes 33 seconds East, tangent to the last curve, along said centerline, a distance of 207.84 feet; thence northerly a distance of 119.88 feet along said centerline and along the arc of a non-tangential curve to the left, having a radius of 6400.00 feet, and a central angle of 01 degree 04 minutes 17 seconds, the chord bears North 10 degrees 53 minutes 06 seconds East a chord length of 119.87 feet; thence North 10 degrees 21 minutes 35 seconds East, along said centerline, not tangent to the last curve, a distance of 438.45 feet to the Point of Beginning, according to the United States Government Survey thereof and situate in Washington County, Minnesota.

EXCEPTING THEREFROM the following described parcel: Commencing at the Northeast corner of the Southwest Quarter of the Southwest Quarter of said Section 3; thence South on the West line of the Southwest Quarter of the Southwest Quarter a distance of 300 feet; thence East on a line parallel to the North line of the Southwest Quarter of the Southwest Quarter of said Section 3, a distance of 470 feet for a point of beginning; thence North parallel to the West line of Section 3, a distance of 500 feet; thence West on a line parallel to the South line of the Northwest Quarter of the Southwest Quarter of said Section 3 and the Northeast Quarter of the Southeast Quarter of Section 4 to the East shore line of May's Lake; thence in a Southerly direction along the East shore line of May's Lake to the intersection of the said shore line with a line parallel to and 300 feet South from the North line of the Southwest Quarter of the Southwest Quarter of Section 3 and the North line of the Southeast Quarter of the Southeast Quarter of Section 4; thence East along the said last described line to the point of beginning.

PROPOSED PARCEL 1 DESCRIPTION

That part of the East Half of the Northeast Quarter, and the East Half of the Southeast Quarter of Section 4, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota described as follows: Commencing at the East Quarter corner of said Section 4; thence N 89°55'20" W (bearing based on the Washington County Project Coordinate System, South Zone), along the south line of the Northeast Quarter of said Section 4, a distance of 1318.39 feet to the southwest corner of the East Half of the Northeast Quarter of said Section 4, being the point of beginning of the parcel to be described; thence N 00°17'46" W, along the west line of the East Half of the Northeast Quarter of said Section 4, a distance of 1318.11 feet to the northwest corner of the Southeast Quarter of the Northeast Quarter of said Section 4; thence N 89°58'13" E, along the north line of the Southeast Quarter of the Northeast Quarter of said Section 4, a distance of 1207.08 feet to the west line of the East 111.00 feet of the Southeast Quarter of the Northeast Quarter of said Section 4; thence S 00°18'33" E, along the west line of the East 111.00 feet of the Southeast Quarter of the Northeast Quarter of said Section 4, a distance of 778.94 feet; thence N 89°55'20" W a distance of 49.37 feet; thence S 00°27'30" W a distance of 894.86 feet; thence S 87°07'25" E a distance of 52.80 feet; thence S 21°00'08" E a distance of 78.73 feet; thence S 09°13'45" E a distance of 88.59 feet; thence S 84°13'31" W a distance of 15.52 feet; thence S 30°08'40" E a distance of 88.18 feet; thence S 43°00'44" E a distance of 92.20 feet; thence S 51°07'27" W a distance of 337.05 feet; thence S 33°22'52" W a distance of 905.55 to the south line of the North 300.00 feet of the Southeast Quarter of the Southeast Quarter of said Section 4; thence S 89°57'11" W, along said south line, a distance of 550.00 feet to the west line of the East Half of the Southeast Quarter of said Section 4; thence N 00°16'58" W, along said west line, a distance of 1618.05 feet to the point of beginning.
Said parcel contains 73.19 acres (includes 14.72 acres within unmeandered Lake Edith).

PROPOSED PARCEL 2 DESCRIPTION

That part of the East Half of the Northeast Quarter of Section 4, and the East Half of the Southeast Quarter of Section 4, and the Northwest Quarter of Section 3, and the North Half of the Southwest Quarter of Section 3, all in Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota described as follows: Commencing at the East Quarter corner of said Section 4; thence N 89°55'20" W (bearing based on the Washington County Project Coordinate System, South Zone), along the south line of the Northeast Quarter of said Section 4, a distance of 1318.39 feet to the southwest corner of the East Half of the Northeast Quarter of said Section 4; thence N 00°17'46" W, along the west line of the East Half of the Northeast Quarter of said Section 4, a distance of 1318.11 feet to the northwest corner of the Southeast Quarter of the Northeast Quarter of said Section 4; thence N 89°58'13" E, along the north line of the Southeast Quarter of the Northeast Quarter of said Section 4, a distance of 1207.08 feet to the west line of the East 111.00 feet of the Southeast Quarter of the Northeast Quarter of said Section 4; thence S 00°18'33" E, along the west line of the East 111.00 feet of the Southeast Quarter of the Northeast Quarter of said Section 4, a distance of 778.94 feet; thence N 89°55'20" W a distance of 49.37 feet to the point of beginning of the parcel to be described; thence S 89°55'20" E a distance of 387.28 feet; thence S 00°16'57" E a distance of 414.36 feet; thence S 89°55'20" E a distance of 283.22 feet; thence S 00°16'57" E a distance of 1226.40 feet; thence S 88°23'52" W, along a line which is parallel with the south line of the Northwest Quarter of the Southwest Quarter of said Section 3, a distance of 470.00 feet to the west line of the Southwest Quarter of said Section 3; thence S 89°57'11" W, along a line which is parallel with the south line of the Northeast Quarter of the Southeast Quarter of said Section 4, a distance of 103.19 feet to its intersection with the East shore line of Lake Edith (May's Lake); thence S 05°43'51" E, along a survey line, a distance of 502.54 feet to the point of intersection of the said shore line with a line parallel with and 300 feet south from the north line of the Southeast Quarter of the Southeast Quarter of said Section 4; thence S 89°57'11" W, along said parallel line, a distance of 712.90 feet to a point which is 550.00 feet easterly of the west line of the East Half of the Southeast Quarter of said Section 4; thence N 33°22'52" E a distance of 905.55 feet; thence N 51°07'27" E a distance of 337.05 feet; thence N 43°00'44" W a distance of 92.20 feet; thence N 30°08'40" W a distance of 88.18 feet; thence N 84°13'31" E a distance of 15.52 feet; thence N 09°13'45" W a distance of 88.59 feet; thence N 21°00'08" W a distance of 78.73 feet; thence N 87°07'25" W a distance of 52.80 feet; thence N 00°27'30" E a distance of 894.86 feet to the point of beginning.
Said parcel contains 27.98 acres (includes 7.12 acres within unmeandered Lake Edith).

PROPOSED AREA SUMMARY

PROPOSED PARCEL 1 — (120 STAGECOACH TR.)
3,188,211 SQ. FT. OR 73.19125 ACRES
(INCLUDES ±14.72 ACRES WITHIN UNMEANDERED LAKE EDITH)

PROPOSED PARCEL 2 — (502 STAGECOACH TR.)
±1,218,878 SQ. FT. OR ±27.97899 ACRES
(INCLUDES ±7.12 ACRES WITHIN UNMEANDERED LAKE EDITH)

PROPOSED PARCEL 3 (BELWIN PARCEL)
(REMAINDER PROPERTY) =
6,039,843 SQ. FT. OR 139.11485 ACRES
(INCLUDES 136,241 SQ. FT. OR 3.1276 ACRES OF ROAD RIGHT OF WAY OVER THE EASTERLY 33 FEET)

(TOTAL 240.2831 ACRES)

NOTE: THE AREA WITHIN LAKE EDITH HAS VARIED SLIGHTLY OVER THE 20 PLUS YEARS THIS SURVEYOR HAS TAKEN MEASUREMENTS OF THIS PROPERTY AS THE SHORELINE HAS VARIED.

HARDCOVER SUMMARY

PROPOSED PARCEL 1:
MAIN HOUSE FOOTPRINT = 4,403 SQ. FT.
GARAGE FOOTPRINT = 1,008 SQ. FT.
PAVER DRIVEWAY = 3,133 SQ. FT.
POOL PAVILION FOOTPRINT = 1,013 SQ. FT.
POOL = 990 SQ. FT.
GARDEN SHED FOOTPRINT = 393 SQ. FT.
NORTHERLY GARAGES FOOTPRINTS = 2,152 SQ. FT.
COBBLESTONE DRIVEWAYS = 2,378 SQ. FT.
CONTROL BUILDING FOOTPRINT = 102 SQ. FT.
SOLAR PANEL CONCRETE BASES = 10 SQ. FT.
WIND TURBINE CONCRETE BASE = 28 SQ. FT.
SPORT COURT = 7,044 SQ. FT.
TOTAL IMPERVIOUS SURFACE COVERAGE = 22,857 SQ. FT. (0.7% OF PROPERTY AREA)

NOTE: 48,471 SQ. FT. OF DIRT AND GRAVEL ROADS AND DRIVEWAYS NOT INCLUDED IN ABOVE TABULATION

PROPOSED PARCEL 2:
GUEST HOUSE FOOTPRINT = 1,575 SQ. FT.
GARAGE FOOTPRINT = 1,161 SQ. FT.
TOTAL IMPERVIOUS SURFACE COVERAGE = 2,736 SQ. FT. (0.2% OF PROPERTY AREA)

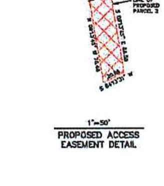
NOTE: 97,583 SQ. FT. OF DIRT AND GRAVEL ROADS AND DRIVEWAYS NOT INCLUDED IN ABOVE TABULATION

PROPOSED SCENIC EASEMENT DESCRIPTION

That part of the East Half of the Southeast Quarter of Section 4, and the North Half of the Southwest Quarter of Section 3, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota described as follows: Commencing at the East Quarter corner of said Section 4; thence N 89°55'20" W (bearing based on the Washington County Project Coordinate System, South Zone), along the north line of the Southeast Quarter of said Section 4, a distance of 1318.39 feet to the northwest corner of the East Half of the Southeast Quarter of said Section 4; thence S 00°16'58" E, along the west line of the East Half of the Southeast Quarter of said Section 4, a distance of 1618.05 feet to the south line of the North 300 feet of the Southeast Quarter of the Southeast Quarter of said Section 4; thence N 89°57'11" E, along said south line, a distance of 550.00 feet; thence N 19°32'26" E a distance of 905.05 feet, to the shoreline of Lake Edith, being the point of beginning of the easement parcel to be described; thence continuing N 19°32'26" E a distance of 7.69 feet; thence N 74°39'50" E a distance of 233.91 feet; thence northeasterly along a tangential curve concave to the northwest, an arc length of 168.04 feet, said curve has a radius of 133.00 feet, a delta angle of 72°23'33", and the chord of said curve bears N 38°48'04" E a chord length of 157.09 feet; thence N 02°36'17" E, tangent to the last described curve, a distance of 183.35 feet; thence easterly along a non-tangential curve concave to the north, an arc length of 107.84 feet, said curve has a radius of 175.00 feet, a delta angle of 35°14'36", and the chord of said curve bears N 82°43'54" E a chord length of 105.96 feet; thence N 65°06'36" E, tangent to the last described curve, a distance of 22.14 feet; thence easterly along a tangential curve concave to the south, an arc length of 205.53 feet, said curve has a radius of 175.00 feet, a delta angle of 67°17'28", and the chord of said curve bears S 81°14'40" E a chord length of 193.92 feet; thence S 47°35'56" E, tangent to the last described curve, a distance of 75.11 feet; thence southerly along a tangential curve concave to the west, an arc length of 48.58 feet, said curve has a radius of 25.00 feet, a delta angle of 111°20'08", and the chord of said curve bears S 08°04'07" W a chord length of 41.29 feet; thence S 63°44'11" W, tangent to the last described curve, a distance of 27.81 feet; thence S 47°07'25" W a distance of 190.99 feet; thence southerly along a tangential curve concave to the east, an arc length of 92.01 feet, said curve has a radius of 100.00 feet, a delta angle of 52°43'06", and the chord of said curve bears S 20°45'52" W a chord length of 88.80 feet; thence S 05°35'41" E, tangent to the last described curve, a distance of 52.21 feet; thence southerly, along a tangential curve concave to the northwest, an arc length of 132.39 feet, said curve has a radius of 125.00 feet, a delta angle of 60°41'03", and the chord of said curve bears S 24°44'51" W a chord length of 126.29 feet; thence S 55°05'22" W, tangent to the last described curve, a distance of 115.36 feet; thence southwesterly along a tangential curve concave to the southeast, an arc length of 38.55 feet, said curve has a radius of 50.00 feet, a delta angle of 44°10'21", and the chord of said curve bears S 33°00'12" W a chord length of 37.60 feet; thence S 10°55'02" W, tangent to the last described curve, a distance of 49.45 feet to the shoreline of said Lake Edith; thence northwesterly along said shoreline to the point of beginning.
Said easement parcel contains ±180,910 square feet or ±4.15 acres.

PROPOSED ACCESS EASEMENT DESCRIPTION

That part of the East Half of the Southeast Quarter of Section 4, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota described as follows: Commencing at the East Quarter corner of said Section 4; thence N 89°55'20" W (bearing based on the Washington County Project Coordinate System, South Zone), along the north line of the Southeast Quarter of said Section 4, a distance of 187.59 feet; thence S 00°27'30" W a distance of 355.43 feet; thence S 87°07'25" E a distance of 25.05 feet to the point of beginning of the easement parcel to be described; thence continuing S 87°07'25" E a distance of 27.75 feet; thence S 21°00'08" E a distance of 78.73 feet; thence S 09°13'45" E a distance of 88.59 feet; thence S 84°13'31" W a distance of 20.88 feet; thence N 09°13'45" W a distance of 70.48 feet; thence N 21°00'08" W a distance of 95.90 feet to the point of beginning.
Said easement contains 3,117 square feet.



NOTE: ABOVE EASEMENT IS FOR PROPOSED PARCEL 2 TO ACCESS THE PORTION OF THE ROAD EASTERLY OF THE MAIN HOUSE THAT FALLS ON PROPOSED PARCEL 1

1"=50'
PROPOSED ACCESS EASEMENT DETAIL

AREA SUMMARY (EXISTING)

DEED PARCEL A=6,164,644 SQ. FT. OR 141.4158 ACRES
(INCLUDES 38,457 SQ. FT. OR 0.8087 ACRES OF ROAD RIGHT OF WAY OVER THE EASTERLY 33 FEET)

DEED PARCEL B=4,001,749 SQ. FT. OR ±91.8673 ACRES
(INCLUDES 96,744 SQ. FT. OR 2.2209 ACRES OF ROAD RIGHT OF WAY OVER THE EASTERLY 33 FEET)

(TOTAL 240.2831 ACRES)

PROPOSED ACCESS EASEMENT DESCRIPTIONS

MAIN DRIVEWAY

That part of the West Half of the Northwest Quarter of Section 3, and the East Half of the Northeast Quarter of Section 4, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota, being 60 feet wide, 30 feet on each side of the following described centerline:
Commencing at the northwest corner of the Northwest Quarter of said Section 3, also being the northeast corner of said Section 4; thence N 88°44'36" E (bearing based on the Washington County Project Coordinate System, South Zone), along the north line of said Northwest Quarter, a distance of 1341.01 feet to the centerline of Stagecoach Trail South (also known as County State Aid Highway 21); thence southerly along said centerline and along a non-tangential curve concave to the east, an arc length of 87.50 feet, said curve has a radius of 4075.00 feet, a delta angle of 01°13'49", and the chord bears S 04°24'09" E, a chord length of 87.50 feet; thence S 05°01'03" E, tangent to the last described curve, continuing along said centerline, a distance of 277.45 feet; thence southerly, continuing along said centerline and along a tangential curve concave to the west, an arc length of 228.01 feet, said curve has a radius of 850.00 feet, a delta angle of 15°22'11", and the chord bears S 02°40'02" W a chord length of 227.33 feet; thence S 10°21'35" W, not tangent to the last described curve, continuing along said centerline, a distance of 524.15 feet to the point of beginning of the centerline to be described; thence N 79°38'25" W a distance of 82.32 feet; thence westerly along a tangential curve concave to the south, an arc length of 47.78 feet, said curve has a radius of 50.00 feet, a delta angle of 54°44'59", and the chord bears S 72°59'05" W a chord length of 45.98 feet; thence S 45°36'35" W, tangent to the last described curve, a distance of 35.10 feet; thence southwesterly along a tangential curve concave to the southeast, an arc length of 38.34 feet, said curve has a radius of 100.00 feet, a delta angle of 21°58'10", and the chord bears S 34°37'30" W a chord length of 38.11 feet; thence southwesterly along a reverse curve concave to the northwest, an arc length of 58.17 feet, said curve has a radius of 45.00 feet, a delta angle of 74°03'46", and the chord bears S 60°40'18" W a chord length of 54.20 feet; thence N 82°17'49" W, tangent to the last described curve, a distance of 297.75 feet; thence N 84°39'00" W a distance of 58.67 feet; thence westerly along a tangential curve concave to the south, an arc length of 102.74 feet, said curve has a radius of 150.00 feet, a delta angle of 39°14'41", and the chord bears S 75°23'39" W a chord length of 100.75 feet; thence S 55°48'19" W, tangent to the last described curve, a distance of 52.03 feet; thence southwesterly along a tangential curve concave to the southeast, an arc length of 60.15 feet, said curve has a radius of 175.00 feet, a delta angle of 19°41'41", and the chord bears S 45°55'28" W a chord length of 59.86 feet; thence S 36°04'37" W, tangent to the last described curve, a distance of 80.29 feet; thence southwesterly along a tangential curve concave to the northwest, an arc length of 49.15 feet, said curve has a radius of 175.00 feet, a delta angle of 16°05'33", and the chord bears S 44°07'24" W a chord length of 48.99 feet; thence S 52°10'10" W, tangent to the last described curve, a distance of 67.10 feet; thence southwesterly along a tangential curve concave to the southeast, an arc length of 86.33 feet, said curve has a radius of 150.00 feet, a delta angle of 32°58'28", and the chord bears S 35°40'56" W a chord length of 85.14 feet; thence S 19°11'42" W, tangent to the last described curve, a distance of 165.14 feet; thence S 20°15'28" W a distance of 223.62 feet; thence S 22°03'44" W a distance of 107.61 feet; thence S 24°13'43" W a distance of 82.04 feet; thence southwesterly along a tangential curve concave to the northwest, an arc length of 214.32 feet, said curve has a radius of 190.00 feet, a delta angle of 64°37'49", and the chord bears S 56°32'37" W a chord length of 203.14 feet; thence S 88°51'32" W, tangent to the last described curve, a distance of 79.24 feet, and said centerline there terminating.

AND

That part of the West Half of the Northwest Quarter of Section 3, and the East Half of the Northeast Quarter of Section 4, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota, being 60 feet wide, 30 feet on each side of the following described centerline:
Commencing at the East Quarter corner of said Section 4; thence N 89°55'20" W (bearing based on the Washington County Project Coordinate System, South Zone), along the south line of the Northeast Quarter of said Section 4, a distance of 1318.39 feet to the southwest corner of the East Half of the Northeast Quarter of said Section 4; thence N 00°17'46" W, along the west line of the East Half of the Northeast Quarter of said Section 4, a distance of 1318.11 feet to the northwest corner of the Southeast Quarter of the Northeast Quarter of said Section 4; thence N 89°58'13" E, along the north line of the Southeast Quarter of the Northeast Quarter of said Section 4, a distance of 1207.08 feet to the west line of the East 111.00 feet of the Southeast Quarter of the Northeast Quarter of said Section 4; thence S 00°18'33" E, along the west line of the East 111.00 feet of the Southeast Quarter of the Northeast Quarter of said Section 4, a distance of 778.94 feet; thence N 89°55'20" W a distance of 49.37 feet; thence S 89°55'20" E a distance of 100.00 feet to the point of beginning of the centerline to be described; thence N 18°02'47" W a distance of 49.41 feet and said centerline there terminating.

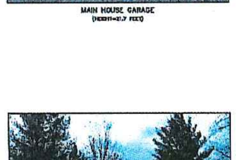
That part of the West Half of the Northwest Quarter, and the North Half of the Southwest Quarter, Section 3, Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota, being 60 feet wide, 30 feet on each side of the following described centerline:
Commencing at the northwest corner of the Northwest Quarter of said Section 3, also being the northeast corner of said Section 4; thence N 88°44'36" E (bearing based on the Washington County Project Coordinate System, South Zone), along the north line of said Northwest Quarter, a distance of 1341.01 feet to the centerline of Stagecoach Trail South (also known as County State Aid Highway 21); thence southerly along said centerline and along a non-tangential curve concave to the east, an arc length of 87.50 feet, said curve has a radius of 4075.00 feet, a delta angle of 01°13'49", and the chord bears S 04°24'09" E a chord length of 87.50 feet; thence S 05°01'03" E, tangent to the last described curve, continuing along said centerline, a distance of 277.45 feet; thence southerly, continuing along said centerline and along a tangential curve concave to the west, an arc length of 228.01 feet, said curve has a radius of 850.00 feet, a delta angle of 15°22'11", and the chord bears S 02°40'02" W a chord length of 227.33 feet; thence S 10°21'35" W, not tangent to the last described curve, continuing along said centerline, a distance of 1045.63 feet; thence southerly, continuing along said centerline and along a non-tangential curve concave to the west, an arc length of 119.88 feet, said curve has a radius of 6400.00 feet, a delta angle of 01°04'17" and the chord bears S 10°53'06" W a chord length of 119.87 feet; thence S 11°25'33" W, not tangent to the last described curve, continuing along said centerline, a distance of 207.84 feet; thence southerly, continuing along said centerline and along a tangential curve concave to the east, an arc length of 307.32 feet, said curve has a radius of 1760.00 feet, a delta angle of 10°00'17", and the chord bears S 06°25'25" W a chord length of 306.93 feet; thence S 01°25'18" W, tangent to the last described curve, continuing along said centerline, a distance of 354.26 feet; thence southerly, continuing along said centerline and along a tangential curve concave to the east, an arc length of 63.88 feet, said curve has a radius of 285.00 feet, a delta angle of 12°50'19", and the chord bears S 04°59'54" E a chord length of 63.73 feet to the point of beginning of the easement centerline to be described; thence S 78°34'57" W, not tangent to the last described curve, a distance of 33.91 feet; thence westerly along a tangential curve concave to the north, an arc length of 56.55 feet, said curve has a radius of 175.00 feet, a delta angle of 18°30'56", and the chord bears S 87°50'25" W a chord length of 56.31 feet; thence N 82°54'07" W, tangent to the last described curve, a distance of 99.40 feet; thence westerly along a tangential curve concave to the south, an arc length of 86.54 feet, said curve has a radius of 175.00 feet, a delta angle of 28°20'05", and the chord bears S 82°55'50" W a chord length of 85.66 feet; thence S 68°45'47" W, tangent to the last described curve, a distance of 134.40 feet; thence southwesterly along a tangential curve concave to the southeast, an arc length of 134.22 feet, said curve has a radius of 150.00 feet, a delta angle of 51°16'01", and the chord bears S 43°07'46" W a chord length of 129.76 feet; thence S 17°29'46" W, tangent to the last described curve, a distance of 40.58 feet; thence southerly along a tangential curve concave to the east, an arc length of 65.28 feet, said curve has a radius of 400.00 feet, a delta angle of 09°21'02", and the chord bears S 12°49'15" W a chord length of 65.21 feet; thence S 08°08'43" W, tangent to the last described curve, a distance of 143.23 feet; thence southwesterly along a tangential curve concave to the northwest, an arc length of 89.54 feet, said curve has a radius of 90.00 feet, a delta angle of 57°00'00", and the chord bears S 36°38'43" W a chord length of 85.89 feet, and said centerline there terminating.

PROPOSED BELWIN PARCEL (REMAINDER PROPERTY)

PROPOSED PARCEL 3

That part of the East Half of the Northeast Quarter of Section 4, and the Northwest Quarter of Section 3, and the North Half of the Southwest Quarter of Section 3, all in Township 28 North, Range 20 West, City of Afton, Washington County, Minnesota described as follows:
Beginning at the northwest corner of the Northwest Quarter of said Section 3, also being the northeast corner of said Section 4; thence N 88°44'36" E (bearing based on the Washington County Project Coordinate System, South Zone), along the north line of said Northwest Quarter, a distance of 1341.01 feet to the centerline of Stagecoach Trail South (also known as County State Aid Highway 21); thence southerly along said centerline, along a non-tangential curve concave to the east, an arc length of 87.50 feet, said curve has a radius of 4075.00 feet, a central angle of 01°13'49", and the chord of said curve bears S 04°24'09" E a chord length of 87.50 feet; thence S 05°01'03" E, continuing along said centerline, tangent to the last described curve, a distance of 277.45 feet; thence southerly, continuing along said centerline, along a tangential curve concave to the west, an arc length of 228.01 feet, said curve has a radius of 850.00 feet, a central angle of 15°22'11", and the chord of said curve bears S 02°40'02" W a chord length of 227.33 feet; thence S 10°21'35" W, continuing along said centerline, not tangent to the last curve, a distance of 807.18 feet; thence continuing S 10°21'35" W, along said centerline, a distance of 438.45 feet; thence southerly, continuing along said centerline, along a non-tangential curve concave to the west, an arc length of 119.88 feet, said curve has a radius of 6400.00 feet, a delta angle of 01°04'17", and the chord of said curve bears S 10°53'06" W a chord length of 119.87 feet; thence S 11°25'33" W, continuing along said centerline, not tangent to the last described curve, a distance of 207.84 feet; thence southerly, continuing along said centerline, along a tangential curve concave to the east, an arc length of 307.32 feet, said curve has a radius of 1760.00 feet, a delta angle of 10°00'17", and the chord of said curve bears S 06°25'25" W a chord length of 306.93 feet; thence S 01°25'18" W, continuing along said centerline, tangent to the last described curve, a distance of 354.26 feet; thence southeasterly, continuing along said centerline, along a tangential curve concave to the northeast, an arc length of 236.23 feet, said curve has a radius of 285.00 feet, a delta angle of 47°29'28", and the chord of said curve bears S 22°19'28" E a chord length of 229.53 feet; thence S 46°04'12" E, continuing along said centerline, tangent to the last described curve, a distance of 384.48 feet; thence southeasterly, continuing along said centerline, along a tangential curve concave to the southwest, an arc length of 300.90 feet, said curve has a radius of 315.00 feet, a delta angle of 54°43'54", and the chord of said curve bears S 18°42'15" E a chord length of 289.59 feet; thence S 08°39'42" W, continuing along said centerline, tangent to the last described curve, a distance of 579.29 feet to the north line of the South 1 rod of the North Half of the Southwest Quarter of said Section 3; thence S 88°23'52" W, along said north line, a distance of 945.83 feet; thence N 00°16'57" W a distance of 183.50 feet; thence continuing N 00°16'57" W a distance of 1226.40 feet; thence N 89°55'20" W a distance of 283.22 feet; thence N 00°16'57" W a distance of 414.36 feet; thence N 89°55'20" W a distance of 317.92 feet to the west line of the East 111.00 feet of the Southeast Quarter of the Northeast Quarter of said Section 4; thence N 00°18'33" W, along said west line, a distance of 778.94 feet to the north line of the Southeast Quarter of the Northeast Quarter of said Section 4; thence S 89°58'13" W, along said north line, a distance of 1207.08 feet to the west line of the East Half of the Northeast Quarter of said Section 4; thence N 00°17'46" W, along said west line, a distance of 1316.11 feet to the northwest corner of the East Half of the Northeast Quarter of said Section 4; thence N 89°51'45" E, along the north line of the Northeast Quarter of said Section 4, a distance of 1317.77 feet to the point of beginning.
Subject to road right of way over the easterly 33 feet for Stagecoach Trail South (County State Aid Highway No. 21).
Said parcel contains 139.1149 acres.

MAIN HOUSE (120 STAGECOACH TRAIL)
(HEIGHT=27.0 FEET)


MAIN HOUSE GARAGE
(HEIGHT=21.7 FEET)

POOL HOUSE
(HEIGHT=18.3 FEET)

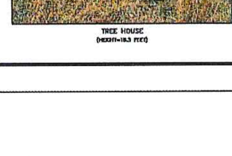
GUEST HOUSE (502 STAGECOACH TRAIL)
(HEIGHT=22.4 FEET)

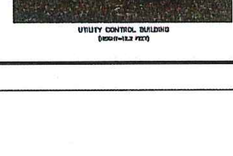
GUEST HOUSE GARAGE
(HEIGHT=18.2 FEET)

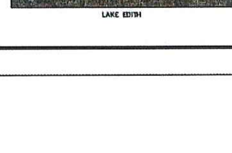
GARAGES & MAINTENANCE BUILDINGS
(SOUTHERLY BUILDING HEIGHT=23.9 FEET)
(WESTERLY BUILDING HEIGHT=22.2 FEET)
(EASTERLY BUILDING HEIGHT=14.3 FEET)

GARDEN SHED
(HEIGHT=18.2 FEET)

CHICKEN COOP
(HEIGHT=13.2 FEET)


TREE HOUSE
(HEIGHT=18.3 FEET)


UTILITY CONTROL BUILDING
(HEIGHT=12.2 FEET)


LAKE EDITH

CERTIFICATE OF SURVEY

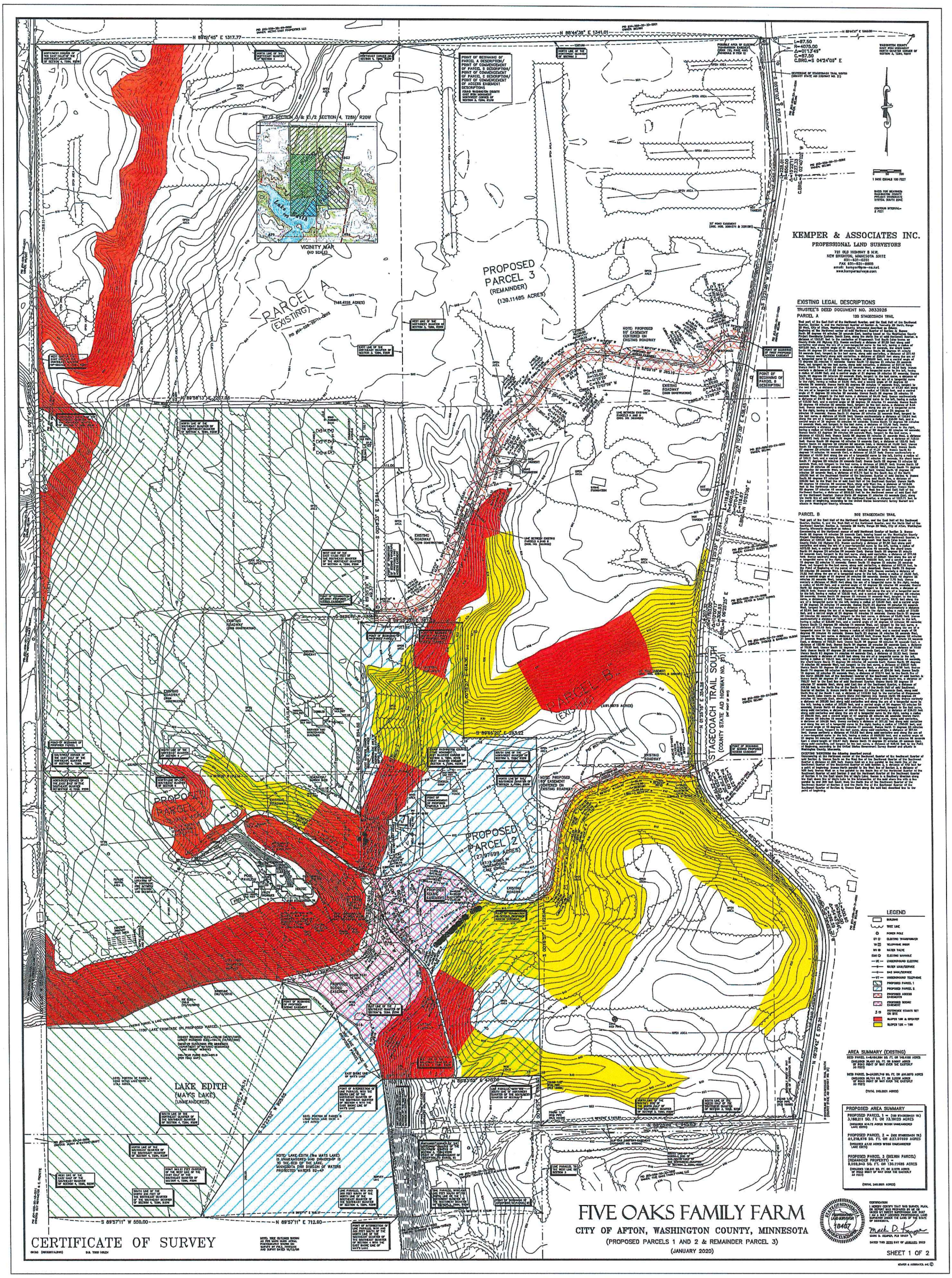
09183 (09183100.DWG) D.B. TODD HOLEN

STATE OF MINNESOTA — PROFESSIONAL LAND SURVEYOR — 18407 — MARK D. KEMPER

CERTIFICATION
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 PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mark D. Kemper
MARK D. KEMPER, PLS 18407
DATED THIS 1ST DAY OF OCTOBER, 2019

KEMPER & ASSOCIATES, INC. ©


KEMPER & ASSOCIATES INC.
PROFESSIONAL LAND SURVEYORS
721 OLD HIGHWAY 8 N.W.
NEW BRIGHTON, MINNESOTA 55112
651-631-0351
FAX 651-631-8003
email: kemperset@ye-na.net
www.kemperset.com
EXISTING LEGAL DESCRIPTIONS
TRUSTEE'S DEED DOCUMENT NO. 3833928
PARCEL A 120 STAGECOACH TRAIL
PARCEL B 502 STAGECOACH TRAIL
PROPOSED PARCEL 3 (REMAINDER) (139.11485 ACRES)
PARCEL A (EXISTING) (148.4158 ACRES)
PARCEL B (EXISTING) (491.8075 ACRES)
PROPOSED PARCEL 1
PROPOSED PARCEL 2 (27.97699 ACRES)
STAGECOACH TRAIL SOUTH (COUNTY STATE AID HIGHWAY NO. 21)
LAKE EDITH (MAY'S LAKE) (UNMEANDERED)
VICINITY MAP (NO SCALE)
LEGEND
AREA SUMMARY (EXISTING)
PROPOSED AREA SUMMARY
PROPOSED PARCEL 1 = (SEE STATEMENT 19.) 3,180,211 SQ. FT. OR 73.19125 ACRES
PROPOSED PARCEL 2 = (SEE STATEMENT 19.) 1,218,978 SQ. FT. OR 27.97699 ACRES
PROPOSED PARCEL 3 (REMAINDER PARCEL) (REMAINDER PROPERTY) = 6,059,943 SQ. FT. OR 139.11485 ACRES
FIVE OAKS FAMILY FARM
CITY OF AFTON, WASHINGTON COUNTY, MINNESOTA
(PROPOSED PARCELS 1 AND 2 & REMAINDER PARCEL 3)
(JANUARY 2020)
CERTIFICATE OF SURVEY
SHEET 1 OF 2

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 11, 2020

Re: Election Of Officers

The ordinance setting out the purpose and operation of the Planning Commission calls for an annual election of officers. The Planning Commission, at its February 3, 2020 meeting, elected the following members:

Chair: Kris Kopitzke
Vice-Chair: Sally Doherty
Secretary: Doug Parker

COUNCIL ACTION REQUESTED:
No Action Required

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 11, 2020

Re: Short Term Rental Ordinance

The Council, at its January 21, 2020 meeting, reviewed a redrafted Short Term Rental Ordinance that reflected a substantial number of elements of the City of Stillwater short term rental ordinance. The Council's feedback included concerns about allowing non-homesteaded parcels to be used for short term rentals and concerns regarding the greater potential for negative impacts with an absentee landlord and the use being a commercial use vs. a residential use. The feedback also included the requirement that, if it is found that a property is being used for short term rentals without the required license, the property should not be allowed to obtain a license for two years.

Subsequent to the Council's review of the redrafted ordinance, a number of revisions were made by staff to reflect the Council's feedback and to add language to clarify and/or improve the workability of a number of elements of the ordinance. The revisions are shown as bold and underlined. The redrafted ordinance, reflecting the feedback from the Council and the additional revisions, was provided to the Planning Commission for its review and feedback. The Planning Commission did not recommend further revisions to the ordinance and authorized a public hearing at its March 3, 2020 meeting.

Public Hearing to be Held at the March 3, 2020 Planning Commission Meeting
To obtain feedback from the general public regarding the proposed short term rental ordinance, a public hearing will be held at the March 3 Planning Commission meeting.

COUNCIL ACTION REQUESTED:
Motion regarding feedback concerning the staff revisions to the short term rental ordinance.

ORDINANCE 0X-2020

CITY OF AFTON

WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 12, LAND USE OF THE CITY CODE TO ADD SECTION 12-232 RELATED TO SHORT TERM HOME RENTALS

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

The following language shall be added as Section 12-232 of Chapter 12 of the Afton Code of Ordinances.

Sec. 12-232. Short-Term Home Rentals

A. Scope. This section applies to all short-term home rentals in the City of Afton.

B. Purpose. The City of Afton has adopted this ordinance for the purpose of allowing short-term home rentals consistent with Rural Residential, Agricultural and Village Historic Site zone uses where appropriate while mitigating impacts upon surrounding properties by implementing balanced regulations, and to protect the general public health, safety and welfare.

C. *Definitions* . For the purposes of this section (12-232) the following terms, phrases, words and their derivations shall have the meanings as given here. When consistent with the context, words in the plural include the singular and words in the singular include the plural.

Certificate of Septic System Compliance. A compliance certificate that was issued on a new septic system installed within the past five years or a copy of a compliance inspection which was performed within the past three years.

City. City of Afton.

Dwelling. A principal structure that contains one dwelling unit, intended or designated to be used, rented, leased, let or hired out to be occupied for living purposes.

Dwelling Unit. A single unit providing complete, independent living facilities for one (1) or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Guest. A person who is registered as staying at the property as part of a short term home rental

Owner. Any person who, alone or with others, has title or interest in any building, property, dwelling, dwelling unit or portion thereof, with or without accompanying actual possession thereof, including any person who as tenant, agent, executor, administrator, trustee, or guardian of an estate has charge, care, control of any -dwelling or dwelling unit.

Person. Any individual, firm, corporation, association, governmental entity, or partnership and its agents or assigns.

Primary residence, means the dwelling unit within which a person lives for six months plus a day during a calendar year.

Primary resident , means a person living on a property where the property is the person's primary residence.

Short Term Home Rental, Type A. Short term home rentals in a homesteaded property with less than 14 days of rentals per year. Type A short term home rental does not require a license, but must operate in accordance with the performance standards in this section.

Short Term Home Rental, Type B. (Hosted short term rental) means a dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where a primary resident of the property is present while the transient guests are present.

Short term Home Rental, Type C. (Unhosted short term rental) means a dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where the property serves as a person's primary residence but a primary resident of the property is not present while the transient guests are present.

Short term home rentals, Type D. (dedicated short term rental). means a dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where the property does not serve as a person's primary residence

Short-term rental. A dwelling unit, or a portion of a dwelling unit, rented for a period of less than thirty (30) days. No more than one (1) rental of a short-term rental dwelling unit or portion thereof shall be permitted per day.

D. *License required* . No property may be used for Type B, C or D short term home rental unless a license is granted by the city.

Term . The initial short-term rental license shall expire one year from the date the license is issued, unless revoked. Subsequent renewals shall not be for a period of more than three years.

Renewal . A renewal license must be applied for every three years. The renewal license application may only be submitted after the property has passed a city inspection as required and appropriate fees have been paid.

Non-Transferable . Licenses are non-transferable and shall expire upon change of ownership of the property.

E. *License application* . Any property owner desiring to undertake short term home rentals must apply to the city for a short term home rental license. A license must be approved prior to operating within the city. The license application request must be submitted on the form provided by the city and must include all the information requested on the application form. A criminal background check consistent with Minn. Stat. §299C will be conducted on managers (as defined by Minn. Stat. §299C.67, Sub. 4) as part of the license application review.

F. *License fee* . The license application form must be accompanied by payment in full of the required license application fee. The license application fee will be determined by the city council in the city fee schedule.

G. *License issuance* . Licenses shall be issued exclusively for principal structures with one dwelling unit, with the exception of a duplex with a valid conditional use permit, which has two dwelling units. The process for review and issuance of a license will vary depending upon the type of short term home rental as follows:

Type A - Short term home rentals in a homesteaded property with less than 14 days of rentals per year. Type A short term home rental does not require a license, but must operate in accordance with the applicable performance standards in this section.

Type B – Hosted short term home rentals in a homesteaded property with more than 14 days of rentals per year. Type B short term home rental licenses will be issued administratively if all the terms and conditions of this section are met.

Type C - Unhosted short term home rentals in a homesteaded property. Type C short term home rental licenses will be issued administratively if all the terms and conditions of this section are met.

Type D - Unhosted, dedicated short term rental. Type D short term home rental licenses require a conditional use permit and will be issued administratively if all the terms and conditions of this section are met and a conditional use permit (CUP) is granted. The conditional use permit application will be reviewed according to the CUP process established in the City Code section 12-78.

H. *Performance standards* . Type A, B, C and D short term home rentals shall be subject to the performance standards identified below, except where a performance standard is specifically applicable to only specific types of rentals.

1. *Parking* .

   In residential zoning districts, all guest parking must be accommodated on improved driveways and improved parking surfaces on the premises. No on-street parking is allowed for guests.

2. *Length of guest stay*. The minimum length of stay is one day. The maximum length of stay is 30 days.

3. *Number of guests* . The maximum number of guests will be limited to two times the number of bedrooms, or sleeping areas, plus one.

4. *Annual water testing*. The licensee for Type B, C, and D short term rentals shall test the water serving the dwelling for coliform bacteria, nitrates and lead on an annual basis, **and the water must meet health-based standards for these items.**

5. *Guest records* . The licensee for Type C and D short term rentals must keep a guest record including the name, address, phone number, and vehicle license plate information for all guests and must provide **this information in** a report to the city upon 48 hours' notice**, if requested by the City. The request for a report will include how and to whom the report shall be provided.**

6. *Manager information*. For Type C and D short term home rentals, the licensee must provide the name, phone number and address of the owner, operating lessee or managing agent/representative to **the City, along with mailing labels for** all property owners within 150 of the property lines. **The City will then send the information to the adjacent property owners.** The licensee shall provide any changes to this information, **along with additional mailing labels**, to the **City Clerk** ~~community development department and to the neighboring properties~~ within ten days of any such changes. **The City Clerk will then send the information to the adjacent property owners.**

7. *Guest disclosures* . The licensee must disclose in writing to their guests the following rules and regulations and must submit a copy of the disclosure to the city with the license application and renewal applications. In addition, the disclosures must be conspicuously

displayed in the home. The disclosures must include the following:

- For Type D short term home rentals, the name, phone number and address of the owner, operating lessee or managing agent/representative;
- The maximum number of guests allowed at the property;
- The maximum number of vehicles allowed at the property and the approved parking areas, **as indicated on the site plan provided with the license application**;
- Property rules related to use of outdoor features, such as decks, patios, grills, recreational fires, saunas and other recreational facilities;
- That City nuisance ordinances will be enforced by the Washington County Sheriff's Department, including reduced noise levels between 10:00 p.m. and 8:00 a.m.;
- That no events are allowed to be hosted by a guest on the premises.

8. *Posting of license number.* The licensee must post the city license number at the property and on all print, poster or web advertisements.
9. *Proximity of assistance* . For Type D short term home rentals, the property owner or a manager/representative must be located within 30 minutes travel time of the property.
10. *Signage* . For Type A, B C and D short term home rental no signage is allowed on the property.
11. *Events* . Events are not allowed to be hosted by guests on the premises. For purposes of this section, an event means a gathering on the premises of more than three un-registered guests. Events hosted by the property owner are allowed but must comply with all applicable city ordinances and policies, including the prohibition on renting out private residential property for events.
12. *Insurance* . The licensee must provide proof of sufficient and suitable property insurance with the license application and must be able to confirm that the coverage remains in place within 24 hours of a request by the city.
13. There shall be no change in the exterior appearance of the home or premises, or other visible evidence of the conduct of a short term home rental, except that additional on-site city code compliant parking may be provided.

I. *Required health and safety inspections.*

Type B and C license applications will not be accepted without an approved inspection report signed by the city's fire department and building department. The inspection must have been completed no more than 60 days prior to submission of the license application. The list of health and safety items that will be inspected will be included in license application materials so that the licensee will know in advance what items will be inspected. If the inspection identifies items that must be corrected, all corrections must be completed and verified by the city before the license will be issued.
Any property licensed under this section shall be subject to lawful inspection by the zoning administrator and the zoning administrator's authorized representatives upon a schedule determined by the zoning administrator or upon complaint.

J. *Site Plan and Floor Plan for Type C and D short term home rentals.*

The applicant must submit a site plan of the property drawn to scale, showing parking and driveways, all structures and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, or sauna.

The applicant must submit a floor plan of the residence drawn to scale identifying which rooms are proposed to be used as guest bedrooms or sleeping areas.

K. *Interchangeability of License Types.* A licensee may use the license to operate any short term home rental type equal to or less restrictive than the one for which the license was issued. For example, if an owner is issued a Type C license, the property is permitted to operate as a Type C, B or A. If a Type B license is issued, the property is permitted to operate as a Type B or A.

L. *Enforcement* .

1. *Injunctive relief* . In the event of a violation or threatened violation of this ordinance, the city, in addition to other remedies, is entitled to seek injunctive relief or proceedings to prevent, restrain, correct or abate such violations or threatened violations.

2. *Misdemeanor* . The penalty for a violation of this ordinance shall be a misdemeanor.

3. *Fines* . In addition to penalty provisions in (1) and (2) above, the administrative fines for violations of this section shall be as established by the city council in the annual fee schedule.

4. *Suspension or revocation* . Any short term home rental license may be suspended or revoked for one or more of the following reasons upon notice and the provision of an opportunity for hearing for good cause,
    a. Violation of, or noncompliance with, any license requirement or standard, or any applicable law, statute or ordinance

    b. It is the third substantiated and relevant complaint within a 12-month period.

    c. The licensee has failed to pay all of the appropriate fees related to the license, or is delinquent on any other city fees;

    d. The licensee has made fraudulent statements, misrepresentations, not fully disclosed information or made false statements in the application for or in the course of the licensee's business;

    e. The licensee has been convicted of any crime or offense in the previous five years involving or relating to the short term home rental business and the licensee has failed to show competent evidence of sufficient rehabilitation and present fitness to perform the duties of the business;

    f. The licensee has acted in an unauthorized manner or beyond the scope of the license granted.

- If a license is revoked, the owner is prohibited from making application for another license for any type of short-term home rental for a period of six months.

- **If a property is found to be providing short term home rentals without the required license, the owner shall be prohibited from using the property for short term home rentals, or making application for a license for any type of short term home rental, for a period of two years, subject to the payment of any penalty fees.**

M. *Severability.* If any portion of this section is determined to be invalid or unconstitutional by a court of competent jurisdiction, that portion shall be deemed severed from the section, and such determination shall not affect the validity of the remainder of the section.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS _____ DAY OF _____, 2020.

SIGNED:

_____

Bill Palmquist, Mayor

ATTEST:

_____

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Perkins:
Wroblewski:
Ross:
Nelson:
Palmquist:

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: River Road Sanitary Sewer Sub-Project Update

Due to the depth of frost, the River Road Sanitary Sewer sub-project that is currently on-going is moving significantly more slowly than anticipated. Staff has received questions and concerns from residents regarding the extended project timeline, particularly as it relates to the impact on school bus service. Attached is a memo from Sue Polka, the City Engineer, in response to resident questions and concerns. The City Engineer has been able to work with the contractor to delay the daily start of work until after the school bus has run its route.

COUNCIL ACTION REQUESTED:

No Action Required

wsb

Memorandum

To: Ron Moorse, City Administrator, City of Afton

From: Sue Polka, Project Manager

Date: February 13, 2020

Re: River Road Sanitary Sewer Service Construction

This memo is in response to the email you received from a resident with concerns regarding the construction on River Road.

With regard to the timeline and duration of the project, the contract allowed for a completion date of February 28, 2020. While it was not expected that the work would take more than 1 week, there is more frost than originally anticipated (4.5 feet of depth). In addition, with the subzero temperatures we are experiencing, the contractor is not working on Thursday and Friday (February 13 and 14). We do not expect that River Road to be closed for 4 weeks as indicated in Mr. Holz's email.

I have provided updates to Benjamin Davis at the Stillwater School District's transportation office and he has indicated that he is notifying parents of the alternate school bus routes and current schedules. He has provided bus pick up and drop off in two locations for access from both the north and south sides of the road closure – River Road/St. Croix Trail and 50th Street/Quadrant Avenue. The latest letter we have sent to the residents regarding the project schedule provides Benjamin's phone number for questions regarding school bus transportation. I have also worked with the contractor to adjust the morning start time to 8:15 a.m. to allow for the normal morning school bus route.

Regarding larger or more equipment, it is up to the contractor to determine the equipment required to complete the work. While the Contractor would bring in additional equipment if possible, the project area is such that there is not enough room to provide for additional crews or larger equipment.

If the project were delayed until spring break or the schedule otherwise altered, the City may be required to pay additional cost for remobilization. If the City Council were to opt for a revised schedule, I can work with the contractor to determine additional costs, if any.

If you have any questions, please contact me at 612-256-6142 or spolka@wsbeng.com or Nick Guilliams at 612-419-3589 or nguilliams@wsbeng.com

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN | 55101 | 651.286.8450 | WSBENG.COM

wsb

Memorandum

To: Honorable Mayor and City Council, City of Afton

From: Nick Guilliams, City Engineer

Date: February 18, 2020

Re: February Engineering Staff Report

---

1. **River Road Sanitary Sewer**

   WSB prepared construction documents (plans and specifications), estimate of probable cost, and bidding services for the replacement of approximately 2,200 of 4-inch diameter gravity sewer along River Road.

   On February 11, bids for the River Road Sanitary Sewer project were opened at City Hall. Seven bidders submitted bids. The low bidder is Geislinger & Sons with a bid of $344,150.00. This is approximately 17% under the engineer's estimate of $415,210.00.

   Action: Recommend adoption of Resolution 2020-14 awarding the bid for the River Road Sanitary Sewer project to Geislinger & Sons in the amount of $344,150.00.

2. **River Road Sewer Services**

   Capra's continues to work on the installation of the sanitary sewer services to 4102 and 4202 River Road. The work has been slowed down due to the depth of frost. Substantial completion is anticipated by February 21st. Sue Polka will provide an update at the city council meeting.

If you have any questions, please contact me at 612-419-3589 or nguilliams@wsbeng.com

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BID TABULATION SUMMARY

PROJECT:
River Road Sanitary Sewer Improvement Project

OWNER:
City of Afton, MN

WSB Project No. 014030-000

Bids Opened: Tuesday, February 11, 2020, at 10:00 am

	Contractor	Bid Bond		BASE BID
1	Geislinger and Sons, Inc	X	$	344,150.00
2	Lametti & Sons, Inc.	X	$	363,020.00
3	A-1 Excavating, Inc	X	$	378,346.00
4	Pember Companies, Inc.	X	$	395,066.50
5	Northdale Construction Co., Inc.	X	$	410,693.30
6	Meyer Contracting, Inc.	X	$	423,135.83
7	G.F. Jedlicki, Inc.	X	$	493,866.00
	Engineer's Opinion of Cost		$	415,210.00

I hereby certify that this is a true and correct tabulation of the bids as received on February 11, 2020.

Susan J. Polka

Sue Polka, PE Project Manager

Denotes corrected figure

February 11, 2020

Honorable Mayor and City Council
City of Afton
3033 St. Croix Trail South
Afton, MN 55001

Re: River Road Sanitary Sewer Improvement Project
City of Afton, MN
WSB Project No. 014030-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Tuesday, February 11, 2020, and were opened and read aloud. Seven bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low bid as submitted by Geislinger and Sons, Inc., Watkins, Minnesota in the amount of $344,150.00. The Engineer's Estimate was $415,210.00.

We recommend that the City Council consider these bids and award a contract for the Total Bid in the amount of $344,150.00 to Geislinger and Sons, Inc. based on the results of the bids received.

Sincerely,

WSB

Susan J. Polka

Sue Polka, PE
Sr. Project Manager

Attachments

cc: Nick Guilliams, WSB

kkp

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RESOLUTION 2020-14

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

RESOLUTION ACCEPTING BIDS AND AWARDING A CONSTRUCTION CONTRACT FOR THE RIVER ROAD SANITARY SEWER PROJECT

WHEREAS, pursuant to an advertisement for bids for the construction of the River Road Sanitary Sewer Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Contractor	Amount of Bid
Geislinger & Sons, Inc.	$344,150.00
Lametti and Sons, Inc.	$363,020.00
A-1 Excavating, Inc.	$378,346.00
Pember Companies, Inc.	$395,066.50
Northdale Construction Company, Inc.	$410,693.30
Meyer Contracting, Inc.	$423,135.83
G. F. Jedlicki, Inc.	$493,866.00
Engineer's Opinion of Cost	$415,210.00

WHEREAS, it appears that Geislinger and Sons, Inc. is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Afton:

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Geislinger and Sons, Inc., in the name of the City of Afton for the construction of the River Road Sanitary Sewer Project according to plans and specifications approved by the City Council and on file in the office of the City Clerk.

2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the Bid Bonds made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF FEBRUARY, 2020.

SIGNED:

_____
Bill Palmquist, Mayor

ATTEST:

_____
Ronald J. Moorse, City Administrator

BID ABSTRACT

PROJECT
RIVER ROAD SANITARY SEWER IMPROVEMENT PROJECT

CLIENT
CITY OF AFTON, MN

BID SUBMITTAL TIME:
Time: 10:00 AM
Date: Tuesday, February 11, 2020

WSB PROJECT NO. 014030-000

Denotes Corrected Figure

Line	Number	Description	Unit	Quantity	Engineer's Estimate	Engineer's Estimate	Geislinger and Sons, Inc. Bid Amount	Geislinger and Sons, Inc. Total Amount	Lamettl & Sons, Inc. Bid Amount	Lamettl & Sons, Inc. Total Amount	A-1 Excavating, Inc. Bid Amount	A-1 Excavating, Inc. Total Amount	Pember Companies, Inc. Bid Amount	Pember Companies, Inc. Total Amount	Northdale Const. Co., Inc. Bid Amount	Northdale Const. Co., Inc. Total Amount	Meyer Contracting, Inc. Bid Amount	Meyer Contracting, Inc. Total Amount	G. F. Jedlicki, Inc. Bid Amount	G. F. Jedlicki, Inc. Total Amount
SCHEDULE A. SANITARY SEWER IMPROVEMENTS																				
1	2021.501	MOBILIZATION	LS	1	$ 19,800.00	$ 19,800.00	$ 12,100.00	$ 12,100.00	$ 14,000.00	$ 14,000.00	$ 99,400.00	$ 99,400.00	$ 18,375.00	$ 18,375.00	$ 32,612.50	$ 32,612.50	$ 21,000.00	$ 21,000.00	$ 22,000.00	$ 22,000.00
2	2104.502	REMOVE SANITARY CLEANOUT	EACH	3	$ 1,000.00	$ 3,000.00	$ 250.00	$ 750.00	$ 2,000.00	$ 6,000.00	$ 2,500.00	$ 7,500.00	$ 1,000.00	$ 3,000.00	$ 1,312.50	$ 3,937.50	$ 334.52	$ 1,003.56	$ 1,200.00	$ 3,600.00
3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	470	$ 4.00	$ 1,880.00	$ 8.00	$ 3,760.00	$ 3.00	$ 1,410.00	$ 4.00	$ 1,880.00	$ 3.45	$ 1,621.50	$ 5.50	$ 2,585.00	$ 5.35	$ 2,514.50	$ 5.00	$ 2,350.00
4	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	260	$ 5.00	$ 1,300.00	$ 4.00	$ 1,040.00	$ 7.00	$ 1,820.00	$ 1.00	$ 260.00	$ 8.00	$ 2,080.00	$ 21.00	$ 5,460.00	$ 132.92	$ 34,559.20	$ 10.00	$ 2,600.00
5	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	740	$ 5.00	$ 3,700.00	$ 6.00	$ 4,440.00	$ 1.00	$ 740.00	$ 6.00	$ 4,440.00	$ 6.00	$ 4,440.00	$ 5.25	$ 3,885.00	$ 4.66	$ 3,448.40	$ 6.00	$ 4,440.00
6	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	8	$ 150.00	$ 1,200.00	$ 150.00	$ 1,200.00	$ 125.00	$ 1,000.00	$ 180.00	$ 1,440.00	$ 135.00	$ 1,080.00	$ 157.50	$ 1,260.00	$ 125.00	$ 1,000.00	$ 78.00	$ 624.00
7	2231.604	BITUMINOUS PATCH SPECIAL	S Y	1,100	$ 80.00	$ 88,000.00	$ 46.00	$ 50,600.00	$ 25.00	$ 27,500.00	$ 50.00	$ 55,000.00	$ 60.00	$ 66,000.00	$ 42.10	$ 46,310.00	$ 61.09	$ 67,199.00	$ 44.00	$ 48,400.00
8	2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	1	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 16,000.00	$ 16,000.00	$ 1,150.00	$ 1,150.00	$ 1,550.00	$ 1,550.00	$ 1,554.38	$ 1,554.38	$ 4,602.19	$ 4,602.19	$ 1,750.00	$ 1,750.00
9	2503.601	SANITARY SEWER BYPASS PUMPING	L S	1	$ 6,000.00	$ 6,000.00	$ 10,000.00	$ 10,000.00	$ 12,000.00	$ 12,000.00	$ 7,500.00	$ 7,500.00	$ 7,000.00	$ 7,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 43,000.00	$ 43,000.00
10	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	$ 3,000.00	$ 3,000.00	$ 2,500.00	$ 2,500.00	$ 1,200.00	$ 1,200.00	$ 2,650.00	$ 2,650.00	$ 3,400.00	$ 3,400.00	$ 3,055.00	$ 3,055.00	$ 1,855.62	$ 1,855.62	$ 5,500.00	$ 5,500.00
11	2503.602	CONNECT TO EXISTING MANHOLES (SAN)	EACH	9	$ 3,000.00	$ 27,000.00	$ 2,000.00	$ 18,000.00	$ 950.00	$ 8,550.00	$ 3,100.00	$ 27,900.00	$ 1,000.00	$ 9,000.00	$ 3,593.88	$ 32,344.92	$ 2,752.44	$ 24,771.96	$ 6,360.00	$ 57,240.00
12	2503.602	SANITARY SEWER SERVICE	EACH	10	$ 3,000.00	$ 30,000.00	$ 2,000.00	$ 20,000.00	$ 3,000.00	$ 30,000.00	$ 2,500.00	$ 25,000.00	$ 6,050.00	$ 60,500.00	$ 3,162.50	$ 31,625.00	$ 3,950.32	$ 39,503.20	$ 3,135.00	$ 31,350.00
13	2503.603	6" HDPE PIPE SEWER-PIPE BURSTING	L F	2,100	$ 90.00	$ 189,000.00	$ 78.00	$ 163,800.00	$ 95.00	$ 199,500.00	$ 47.00	$ 98,700.00	$ 80.00	$ 168,000.00	$ 79.73	$ 167,433.00	$ 71.35	$ 149,835.00	$ 98.00	$ 205,800.00
14	2503.603	6" HDPE PIPE SEWER	L F	20	$ 90.00	$ 1,800.00	$ 50.00	$ 1,000.00	$ 100.00	$ 2,000.00	$ 75.00	$ 1,500.00	$ 85.00	$ 1,700.00	$ 85.00	$ 1,700.00	$ 119.54	$ 2,390.80	$ 98.00	$ 1,960.00
15	2503.603	TELEVISE SANITARY SEWER	L F	2,110	$ 2.00	$ 4,220.00	$ 2.00	$ 4,220.00	$ 1.00	$ 2,110.00	$ 1.00	$ 2,110.00	$ 2.00	$ 4,220.00	$ 3.85	$ 8,123.50	$ 2.18	$ 4,599.80	$ 3.50	$ 7,385.00
16	2506.602	RECONSTRUCT MANHOLE INVERT (SANITARY)	EACH	5	$ 1,000.00	$ 5,000.00	$ 5,000.00	$ 25,000.00	$ 2,500.00	$ 12,500.00	$ 800.00	$ 4,000.00	$ 1,950.00	$ 9,750.00	$ 1,850.00	$ 9,250.00	$ 1,146.84	$ 5,734.20	$ 3,940.00	$ 19,700.00
17	2535.503	BITUMINOUS CURB (MODIFIED)	L F	1,140	$ 10.00	$ 11,400.00	$ 9.00	$ 10,260.00	$ 14.00	$ 15,960.00	$ 18.40	$ 20,976.00	$ 15.00	$ 17,100.00	$ 15.40	$ 17,556.00	$ 17.31	$ 19,733.40	$ 17.00	$ 19,380.00
18	2540.602	TEMPORARY MAIL BOX	EACH	12	$ 50.00	$ 600.00	$ 150.00	$ 1,800.00	$ 125.00	$ 1,500.00	$ 50.00	$ 600.00	$ 125.00	$ 1,500.00	$ 159.50	$ 1,914.00	$ 125.00	$ 1,500.00	$ 150.00	$ 1,800.00
19	2563.601	TRAFFIC CONTROL	LS	1	$ 9,000.00	$ 9,000.00	$ 5,200.00	$ 5,200.00	$ 5,000.00	$ 5,000.00	$ 8,600.00	$ 8,600.00	$ 9,000.00	$ 9,000.00	$ 7,150.00	$ 7,150.00	$ 10,000.00	$ 10,000.00	$ 6,000.00	$ 6,000.00
20	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	430	$ 6.00	$ 2,580.00	$ 3.00	$ 1,290.00	$ 3.00	$ 1,290.00	$ 8.00	$ 3,440.00	$ 4.00	$ 1,720.00	$ 5.25	$ 2,257.50	$ 5.00	$ 2,150.00	$ 4.00	$ 1,720.00
21	2574.507	COMMON TOPSOIL BORROW	C Y	18	$ 60.00	$ 1,080.00	$ 45.00	$ 810.00	$ 50.00	$ 900.00	$ 35.00	$ 630.00	$ 60.00	$ 1,080.00	$ 52.50	$ 945.00	$ 150.00	$ 2,700.00	$ 39.00	$ 702.00
22	2575.504	SODDING TYPE LAWN	S Y	160	$ 20.00	$ 3,200.00	$ 18.00	$ 2,880.00	$ 8.00	$ 1,280.00	$ 20.00	$ 3,200.00	$ 15.00	$ 2,400.00	$ 38.50	$ 6,160.00	$ 15.00	$ 2,400.00	$ 16.00	$ 2,560.00
23	2575.508	HYDRAULIC MULCH MATRIX	LB	90	$ 5.00	$ 450.00	$ 15.00	$ 1,350.00	$ 4.00	$ 360.00	$ 3.00	$ 270.00	$ 5.00	$ 450.00	$ 27.50	$ 2,475.00	$ 1.50	$ 135.00	$ 24.00	$ 2,160.00
24	2575.523	RAPID STABILIZATION METHOD 3	MGAL	0.1	$ 5,000.00	$ 500.00	$ 6,500.00	$ 650.00	$ 4,000.00	$ 400.00	$ 2,000.00	$ 200.00	$ 1,000.00	$ 100.00	$ 11,000.00	$ 1,100.00	$ 5,000.00	$ 500.00	$ 18,450.00	$ 1,845.00
TOTAL SCHEDULE A. SANITARY SEWER IMPROVEMENTS						**Total: 415,210.00**		**Total: 344,150.00**		**Total: 363,020.00**		**Total: 378,346.00**		**Total: 395,066.50**		**Total: 410,693.30**		**Total: 423,135.83**		**Total: 493,866.00**

I hereby certify that this is an exact reproduction of bids received.

Certified By: Susan J. Polka License Number 21715

Date: February 11, 2020

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: Afton Creek Preserve Developer Concerns Regarding Escrow Account Charges

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The Afton Creek Preserve Developer has raised concerns regarding being charged for City Engineer expenses related to resident complaints, and particularly regarding charges for Jennifer Hildebrand's participation initially in meetings and site visits with residents regarding concerns related to Pond 5, and later her participation regarding issues with other ponds. The developer has also expressed concerns regarding the timing of receiving invoices in relation to the invoices being paid and the costs charged to the escrow account.

Attached are copies of invoices on which the developer has highlighted all expenses that include a note indicating "resident complaint". There are a small number of these types of charges and most of these charges include one or more items in addition to resident complaints. The costs of these is small, with the exception of costs related to Jennifer Hildebrand. The developer is focused on substantial costs related to Jennifer's work on the project, although Jennifer's work both identified issues needing to be addressed and resulted in solutions to a number of the issues. In situations in which the developer's engineer should have been engaged but was not, Jennifer provided the expertise necessary to both identify and resolve issues.

Regarding the timing of communication regarding invoices, staff has indicated that invoices will be forwarded to the developer as soon as they are received by the City, and the developer will have an opportunity to discuss questions regarding the invoices with staff prior to the invoices being charged to the escrow account.

COUNCIL ACTION REQUESTED:

Motion regarding a response to the developer's concerns regarding escrow account charges.

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

RECEIVED
DEC 23 2019
CITY OF AFTON

wsb

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

219-13

December 17, 2019
Project/Invoice: R-010641-000 - 25
Reviewed by: Mark Erichson
Project Manager: Nicholas Guilliams

Afton Creek Preserve
City Contact - Ronald Moorse

Professional Services from November 1, 2019 to November 30, 2019

Phase 003 Construction

Project Management

		Hours	Rate	Amount
Abramson, Joseph	11/7/2019	2.00	116.00	232.00
Afton Creek Preserve - Oakridge and Odell				
Abramson, Joseph	11/8/2019	1.00	116.00	116.00
afton creek preserve - comm re ponds				
Abramson, Joseph	11/12/2019	6.00	116.00	696.00
afton creek preserve: comm, preparing figure for ponds, reviewing as built results and updated modeling;review of project history and inspection history wrt erosion and sedimentation.				
Abramson, Joseph	11/13/2019	4.75	116.00	551.00
afton creek preserve - model checks, as built checks, history of project				
Abramson, Joseph	11/18/2019	2.25	116.00	261.00
afton creek preserve				
Engstrom, Taylor	11/4/2019	1.00	82.00	82.00
weekly inspection and drive split				
Engstrom, Taylor	11/5/2019	.50	82.00	41.00
inspection report				
Engstrom, Taylor	11/11/2019	1.00	82.00	82.00
weekly inspection and drive split				
Engstrom, Taylor	11/12/2019	.75	82.00	61.50
inspection report and ponds				
Engstrom, Taylor	11/18/2019	1.25	82.00	102.50
weekkly inspection and drive split				
Engstrom, Taylor	11/19/2019	.50	82.00	41.00
inspection report				
Engstrom, Taylor	11/25/2019	1.25	82.00	102.50
weekly inspection, drive split, and report				
Guilliams, Nicholas	11/1/2019	.50	166.00	83.00
Pond testing results anaysis and memo review				
Guilliams, Nicholas	11/4/2019	.50	166.00	83.00
Correpondene				
Guilliams, Nicholas	11/5/2019	1.00	166.00	166.00
Correspondence with contractor regarding ponds, coordination of pond testing				

Guilliams, Nicholas	11/6/2019	1.00	166.00	166.00	
Coordination of pond testing, correspondence with City and developer					
Guilliams, Nicholas	11/7/2019	1.00	166.00	166.00	
Correspondence with City and Developer					
Guilliams, Nicholas	11/8/2019	.50	166.00	83.00	
Pond testing, correspondence					
Guilliams, Nicholas	11/11/2019	1.00	166.00	166.00	
Pond Test results, correspondence with developer, review of as-builts					
Guilliams, Nicholas	11/12/2019	1.00	166.00	166.00	
Review of as-builts					
Guilliams, Nicholas	11/13/2019	1.00	166.00	166.00	
As-built review					
Guilliams, Nicholas	11/14/2019	1.00	166.00	166.00	
Correspondence with engineer and coordination					
Guilliams, Nicholas	11/18/2019	.75	166.00	124.50	
Coordination of pond testing and borings					
Guilliams, Nicholas	11/19/2019	.50	166.00	83.00	
Testing and boring coordination					
Guilliams, Nicholas	11/20/2019	.50	166.00	83.00	
Coordination with Plowe engineering on Pond 7 Options					
Guilliams, Nicholas	11/26/2019	.75	166.00	124.50	
Pond 7 options, correspondence with Plowe					
Guilliams, Nicholas	11/27/2019	.50	166.00	83.00	
Pond 7 options					
Hildebrand-Mork, Jennifer	11/4/2019	1.50	176.00	264.00	
Afton Creek Preserve Documentation and Communication					
Newhall, Jacob	11/5/2019	1.00	159.00	159.00	
Pond Review					
Newhall, Jacob	11/7/2019	.50	159.00	79.50	
Pond Review					
Newhall, Jacob	11/11/2019	1.00	159.00	159.00	
ponds performance					
Newhall, Jacob	11/14/2019	.50	159.00	79.50	
ponds performance					
Totals		38.25		5,018.50	
Total Labor					**5,018.50**
			Total this Task		**$5,018.50**

Construction Inspection - Observation

		Hours	Rate	Amount
Novak, Douglas	11/8/2019	2.00	109.00	218.00
pictures of Odell entrance - 2 trips				
Novak, Douglas	11/12/2019	1.00	109.00	109.00
Upload documents				
Novak, Douglas	11/14/2019	.50	109.00	54.50
Scan field docs to drive				
Novak, Douglas	11/18/2019	1.50	109.00	163.50

review retaining wall construction			
Totals	5.00	545.00	
Total Labor			**545.00**
		Total this Task	**$545.00**
		Total this Phase	**$5,563.50**

Phase CMT Construction Materials Testing

Project Management

Unit Billing

Project Manager			
11/5/2019	0.5 Hours @ 125.00	62.50	
11/8/2019	1.0 Hour @ 125.00	125.00	
11/11/2019	1.5 Hours @ 125.00	187.50	
11/12/2019	0.5 Hours @ 125.00	62.50	
11/18/2019	0.5 Hours @ 125.00	62.50	
Total Units		**500.00**	**500.00**
		Total this Task	**$500.00**

Soils Field Testing

Unit Billing

CMT Engineering Technician III			
11/6/2019	9.0 Hours @ 88.00	792.00	
11/7/2019	3.25 Hours @ 88.00	286.00	
11/18/2019	10.5 Hours @ 88.00	924.00	
11/19/2019	7.5 Hours @ 88.00	660.00	
Double Ring Infiltrometer (ASTM D3385)			
11/6/2019	1.0 Day @ 250.00	250.00	
11/7/2019	1.0 Day @ 250.00	250.00	
11/18/2019	1.0 Day @ 250.00	250.00	
11/19/2019	1.0 Day @ 250.00	250.00	
Project Assistant			
11/12/2019	0.75 Hours @ 88.00	66.00	
Trip Charge $50			
11/6/2019	1.0 Trip @ 50.00	50.00	
11/7/2019	1.0 Trip @ 50.00	50.00	
11/18/2019	1.0 Trip @ 50.00	50.00	
11/19/2019	1.0 Trip @ 50.00	50.00	
Total Units		**3,928.00**	**3,928.00**
		Total this Task	**$3,928.00**
		Total this Phase	**$4,428.00**
		Total this Invoice	**$9,991.50**

Project	R-010641-000	AFTON - Afton Creek Preserve	Invoice	25

Outstanding Invoices

Invoice Number	Date	Balance
24	11/26/2019	11,859.50
Total		**11,859.50**

Total Now Due **$21,851.00**

Billings to Date

	Current	Prior	Total
Labor	5,563.50	105,592.50	111,156.00
Units	4,428.00	14,125.00	18,553.00
Totals	**9,991.50**	**119,717.50**	**129,709.00**

701 XENIA AVENUE S
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MINNEAPOLIS, MN
55416

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CITY OF AFTON

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219-13

$11,859.50
5310

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

change to earlier

November 26, 2019
Project/Invoice: R-010641-000 - 24
Reviewed by: Mark Erichson
Project Manager: Nicholas Guilliams

Afton Creek Preserve
~~City Contact - Ronald~~ Moorse

Professional Services from October 1, 2019 to October 31, 2019

Phase 003 Construction

Project Management

		Hours	Rate	Amount
Abramson, Joseph	10/24/2019	4.25	116.00	493.00
remodeling afton creek preserve ponds, investigating issue				
Abramson, Joseph	10/25/2019	5.25	116.00	609.00
Afton creek preserve - pond model updates, writeup				
Abramson, Joseph	10/28/2019	2.00	116.00	232.00
review of pond operations and design				
Abramson, Joseph	10/29/2019	.50	116.00	58.00
comm re pond functioning				
Abramson, Joseph	10/31/2019	2.50	116.00	290.00
afton creek preserve - follow up work for pond issues; model updates				
Bade, Pete	10/20/2019	2.00	124.00	248.00
1 person crew				
topo pond				
Engstrom, Taylor	10/1/2019	.75	82.00	61.50
inspection report				
Engstrom, Taylor	10/2/2019	2.00	82.00	164.00
rain inspection, report, release call in, reports link, and drive split				
Engstrom, Taylor	10/3/2019	1.50	82.00	123.00
rain inspection and drive split, mpca				
Engstrom, Taylor	10/4/2019	.50	82.00	41.00
inspection report				
Engstrom, Taylor	10/7/2019	1.25	82.00	102.50
weekly inspection and drive split				
Engstrom, Taylor	10/8/2019	1.00	82.00	82.00
inspection report and swppp binder				
Engstrom, Taylor	10/9/2019	.75	82.00	61.50
drive split and pond check in				
Engstrom, Taylor	10/14/2019	1.00	82.00	82.00
weekly inspection and drive split				
Engstrom, Taylor	10/15/2019	.75	82.00	61.50
inspection report				

Engstrom, Taylor	10/16/2019	.50	82.00	41.00
pond check on site, drive split				
Engstrom, Taylor	10/21/2019	1.00	82.00	82.00
weekly inspection and drive split				
Engstrom, Taylor	10/22/2019	.75	82.00	61.50
inspection report and runoff				
Engstrom, Taylor	10/24/2019	.50	82.00	41.00
pond inspection and drive split				
Engstrom, Taylor	10/28/2019	1.00	82.00	82.00
weekly inspection and drive split				
Engstrom, Taylor	10/29/2019	1.25	82.00	102.50
inspection report, pond documentation				
Guilliams, Nicholas	10/2/2019	1.50	166.00	249.00
Stormwater Issues				
Guilliams, Nicholas	10/7/2019	.25	166.00	41.50
Stormwater issues, communications with developer				
Guilliams, Nicholas	10/11/2019	3.00	166.00	498.00
Field meeting with developer and contractor				
Guilliams, Nicholas	10/14/2019	1.00	166.00	166.00
Stormwater issues				
Guilliams, Nicholas	10/15/2019	.25	166.00	41.50
Coordination				
Guilliams, Nicholas	10/21/2019	.50	166.00	83.00
pond surveying				
Guilliams, Nicholas	10/22/2019	1.00	166.00	166.00
Correspondence with developer and City.				
Guilliams, Nicholas	10/23/2019	1.00	166.00	166.00
Pond surveying and coordination.				
Guilliams, Nicholas	10/24/2019	.50	166.00	83.00
Corresponence with developer, engineer, and City				
Guilliams, Nicholas	10/25/2019	1.00	166.00	166.00
Review pond 5 redesign, site vist, correspondence with engineer and City				
Guilliams, Nicholas	10/28/2019	.75	166.00	124.50
Correspondence with Peterson Companies, pond 5 design revisions, coordination of pond testing.				
Guilliams, Nicholas	10/29/2019	.75	166.00	124.50
Correspodence with contractor and engineer,. pond testing				
Guilliams, Nicholas	10/30/2019	.50	166.00	83.00
Drainage analysis, pond testing, as-builts				
Hildebrand-Mork, Jennifer	10/3/2019	3.50	176.00	616.00
Follow up on Afton Creek Preserve Correspondence				
Hildebrand-Mork, Jennifer	10/7/2019	2.00	176.00	352.00
Afton Creek Preserve				
Hildebrand-Mork, Jennifer	10/9/2019	1.00	176.00	176.00
Afton Creek Preserve				
Hildebrand-Mork, Jennifer	10/23/2019	4.00	176.00	704.00
Meeting and site inspection regarding Afton Creek Preserve				
Honga, Jeremy	10/21/2019	2.00	115.00	230.00
topo				
Newhall, Jacob	10/24/2019	.50	159.00	79.50

modeling					
Newhall, Jacob	10/25/2019	1.00	159.00	159.00	
Pond walkthrough					
Newhall, Jacob	10/28/2019	1.00	159.00	159.00	
check modeling					
Totals		58.00		7,586.50	
Total Labor					**7,586.50**
			Total this Task		**$7,586.50**

Construction Inspection - Observation

		Hours	Rate	Amount	
Novak, Douglas	10/18/2019	1.50	109.00	163.50	
review pond grading with Peted Bade, look for B.M.					
Totals		1.50		163.50	
Total Labor					**163.50**
			Total this Task		**$163.50**
			Total this Phase		**$7,750.00**

Phase CMT Construction Materials Testing

Project Management

Unit Billing

Project Assistant			
10/2/2019	0.25 Hours @ 88.00	22.00	
10/27/2019	0.25 Hours @ 88.00	22.00	
10/28/2019	0.25 Hours @ 88.00	22.00	
10/31/2019	1.0 Hour @ 88.00	88.00	
Project Manager			
10/2/2019	0.5 Hours @ 125.00	62.50	
10/31/2019	3.0 Hours @ 125.00	375.00	
Total Units		**591.50**	**591.50**
	Total this Task		**$591.50**

Soils Field Testing

Unit Billing

CMT Engineering Technician III		
10/28/2019	9.75 Hours @ 88.00	858.00
10/29/2019	10.75 Hours @ 88.00	946.00
10/30/2019	6.0 Hours @ 88.00	528.00
Double Ring Infiltrometer (ASTM D3385)		
10/28/2019	1.0 Day @ 250.00	250.00
10/29/2019	1.0 Day @ 250.00	250.00
10/30/2019	1.0 Day @ 250.00	250.00
Project Assistant		
10/15/2019	0.75 Hours @ 88.00	66.00
10/30/2019	2.5 Hours @ 88.00	220.00

Project	R-010641-000	AFTON - Afton Creek Preserve		Invoice	24
Trip Charge $50					
10/28/2019			1.0 Trip @ 50.00	50.00	
10/29/2019			1.0 Trip @ 50.00	50.00	
10/30/2019			1.0 Trip @ 50.00	50.00	
	Total Units			**3,518.00**	**3,518.00**
			Total this Task		**$3,518.00**
			Total this Phase		**$4,109.50**
			Total this Invoice		**$11,859.50**

Billings to Date

	Current	Prior	Total
Labor	7,750.00	97,842.50	105,592.50
Units	4,109.50	10,015.50	14,125.00
Totals	**11,859.50**	**107,858.00**	**119,717.50**

701 XENIA AVENUE S
SUITE 300
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November 26, 2019

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

Re: October 2019 Invoices

Enclosed are invoices for professional engineering services during the month of October for the City of Afton.

If you have any questions, please contact me at 651/286-8468.

Sincerely,

WSB & Associates, Inc.

Nick Guilliams
Project Manager

Enclosure(s)

nf

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CITY OF AFTON

Invoice

Tri County Services, Inc

14235 80th Street South
Hastings, MN 55033

Date	Invoice #
10/8/2019	695

Bill To
City of Afton

219-13

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
2	move jersey barrier back	95.00	190.00
2.5	pick up jersey barrier semi- loader	225.00	562.50

7773

All work is complete!

Total $752.50

1.
~~5800~~

Tri County Services, Inc

14235 80th Street South
Hastings, MN 55033

Invoice

Date	Invoice #
8/7/2019	657

Bill To
City of Afton

219-13

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	putting out barriers 7-26 odell	250.00	250.00
1	putting out more on barriers odell	250.00	250.00
1	putting out signs	200.00	200.00
1	putting out barriers trading post	300.00	300.00

5870

All work is complete!

Total $1,000.00

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OCT 23 2019
CITY OF AFTON

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SUITE 300
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219-13

wsb

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

October 17, 2019
Project/Invoice: R-010641-000 - 23
Reviewed by: Mark Erichson
Project Manager: Nicholas Guilliams

Afton Creek Preserve
City Contact - Ronald Moorse
Professional Services from September 1, 2019 to September 30, 2019

Phase 003 Construction
Project Management

		Hours	Rate	Amount
Abramson, Joseph	9/20/2019	1.50	116.00	174.00
reviewing drainage reports and plans for drainage concerns				
Abramson, Joseph	9/24/2019	1.50	116.00	174.00
reviewing plans and reports for HWLs in basins and designations as wet vs infiltration basins. Creating figure for Jennifer				
Alberg, Craig	9/10/2019	2.00	159.00	318.00
Site meeting with Contractor to review pavements				
Engstrom, Taylor	9/3/2019	1.00	82.00	82.00
weekly inspection, drive split				
Engstrom, Taylor	9/4/2019	1.25	82.00	102.50
inspection report, ponding issues and information				
Engstrom, Taylor	9/10/2019	1.00	82.00	82.00
inspection and drive split				
Engstrom, Taylor	9/11/2019	.50	82.00	41.00
inspection report				
Engstrom, Taylor	9/12/2019	2.75	82.00	225.50
rain inspection, sediment release, drive split, call in SDO				
Engstrom, Taylor	9/13/2019	1.50	82.00	123.00
sediment release form and inspection report				
Engstrom, Taylor	9/16/2019	.25	82.00	20.50
MPCA follow-up				
Engstrom, Taylor	9/18/2019	1.75	82.00	143.50
weekly inspection and drive split				
Engstrom, Taylor	9/19/2019	.50	82.00	41.00
inspection report				
Engstrom, Taylor	9/25/2019	1.25	82.00	102.50
Weekly inspection and drive split				
Engstrom, Taylor	9/26/2019	.75	82.00	61.50
inspection report				
Engstrom, Taylor	9/27/2019	1.00	82.00	82.00
TRM blanket on site spec				
Engstrom, Taylor	9/30/2019	1.50	82.00	123.00
Weekly inspection and drive split				

Project	R-010641-000	AFTON - Afton Creek Preserve			Invoice	23
Guilliams, Nicholas		9/3/2019	1.50	166.00	249.00	
Pond design, pavement issues, resident and city discussions						
Guilliams, Nicholas		9/4/2019	1.00	166.00	166.00	
Pond design, pavement issues, resident and city discussions						
Guilliams, Nicholas		9/5/2019	1.00	166.00	166.00	
Paving and erosion issues						
Guilliams, Nicholas		9/6/2019	1.00	166.00	166.00	
Paving and pond issues.						
Guilliams, Nicholas		9/12/2019	2.00	166.00	332.00	
Stomrwater pond issues						
Guilliams, Nicholas		9/13/2019	1.00	166.00	166.00	
Stormwater issues						
Guilliams, Nicholas		9/17/2019	1.50	166.00	249.00	
Site visit, paving and stormwater issues						
Guilliams, Nicholas		9/18/2019	1.00	166.00	166.00	
Stormwater and Paving Issues						
Guilliams, Nicholas		9/19/2019	.50	166.00	83.00	
Stormwater and Paving Issues						
Guilliams, Nicholas		9/20/2019	3.00	166.00	498.00	
Site visit, stormwater, paving, and permitting issues						
Guilliams, Nicholas		9/23/2019	.50	166.00	83.00	
Construction issues						
Guilliams, Nicholas		9/24/2019	1.50	166.00	249.00	
Conference call, stormwater issues						
Guilliams, Nicholas		9/25/2019	2.00	166.00	332.00	
response to developer stormwater issues						
Guilliams, Nicholas		9/26/2019	1.00	166.00	166.00	
Stormwater Issues						
Guilliams, Nicholas		9/27/2019	1.00	166.00	166.00	
Developer correspondence, site visit, pond testing coordination						
Guilliams, Nicholas		9/30/2019	.25	166.00	41.50	
Discussions with City regarding stormwater issues						
Hildebrand-Mork, Jennifer		9/17/2019	3.50	176.00	616.00	
Meeting to discuss stormwater concerns by citizens adjacent to Preserves						
Hildebrand-Mork, Jennifer		9/20/2019	4.50	176.00	792.00	
Site visiit with residents Afton Ceek Preserve						
Hildebrand-Mork, Jennifer		9/24/2019	1.50	176.00	264.00	
Afton Creek Preserve						
Hildebrand-Mork, Jennifer		9/26/2019	3.00	176.00	528.00	
Afton Creek Preserve						
Hildebrand-Mork, Jennifer		9/27/2019	4.00	176.00	704.00	
Afton Creek Preserve						
Hildebrand-Mork, Jennifer		9/30/2019	3.00	176.00	528.00	
Discussions via phone with Mr. Carlson and follow up with City regarding Afton Creek Preserve						
Newhall, Jacob		9/4/2019	.50	159.00	79.50	
pond flooding						
Newhall, Jacob		9/6/2019	.50	159.00	79.50	
pond flooding						
Newhall, Jacob		9/20/2019	1.00	159.00	159.00	

pond functionality					
Newhall, Jacob	9/24/2019	1.50	159.00	238.50	
Call to discuss BMP performance					
Newhall, Jacob	9/25/2019	.50	159.00	79.50	
BMP performance					
Totals		63.25		9,242.50	
Total Labor					**9,242.50**
			Total this Task		**$9,242.50**

Construction Inspection - Observation

		Hours	Rate	Amount	
Novak, Douglas	9/3/2019	2.00	109.00	218.00	
Inspect site for erosion, set up meeting with contractor to review pavement					
Novak, Douglas	9/4/2019	3.00	109.00	327.00	
Meet contractor to review paving concerns, look at pond overflow problem B3L2					
Novak, Douglas	9/10/2019	3.00	109.00	327.00	
Check site, meet contractors for pavement review					
Novak, Douglas	9/12/2019	3.00	109.00	327.00	
Meet Taylor for erosion, photograph/document site issues					
Novak, Douglas	9/17/2019	3.00	109.00	327.00	
Milling					
Novak, Douglas	9/18/2019	2.00	109.00	218.00	
Check milling, set up testing, work with John on scheduling					
Novak, Douglas	9/19/2019	2.00	109.00	218.00	
Check subgrade and milling, line up inspection for pavement					
Novak, Douglas	9/20/2019	2.00	109.00	218.00	
Meet Matt Petite on site to review pavement inspection, check patch areas for depth and subgrade conditions, talk to John(Perterson's) and paving contractor					
Novak, Douglas	9/23/2019	2.00	109.00	218.00	
Shoulder					
Novak, Douglas	9/26/2019	1.00	109.00	109.00	
Check ponds and site					
Petite, Matthew	9/20/2019	6.50	82.00	533.00	
Construction observation					
Totals		29.50		3,040.00	
Total Labor					**3,040.00**
			Total this Task		**$3,040.00**
			Total this Phase		**$12,282.50**

Phase CMT Construction Materials Testing

Project Management

Unit Billing

Project Assistant		
9/17/2019	0.5 Hours @ 88.00	44.00
9/26/2019	0.5 Hours @ 88.00	44.00

Project	R-010641-000	AFTON - Afton Creek Preserve		Invoice	23
9/27/2019			0.5 Hours @ 88.00	44.00	
Project Manager					
9/3/2019			1.0 Hour @ 125.00	125.00	
9/17/2019			0.5 Hours @ 125.00	62.50	
9/18/2019			0.5 Hours @ 125.00	62.50	
9/24/2019			0.25 Hours @ 125.00	31.25	
9/25/2019			0.5 Hours @ 125.00	62.50	
	Total Units			**475.75**	**475.75**
			Total this Task		**$475.75**

Soils Field Testing

Unit Billing

CMT Engineering Technician III					
9/25/2019			2.25 Hours @ 88.00	198.00	
9/27/2019			5.0 Hours @ 88.00	440.00	
9/30/2019			8.5 Hours @ 88.00	748.00	
Trip Charge $50					
9/25/2019			1.0 Trip @ 50.00	50.00	
9/27/2019			1.0 Trip @ 50.00	50.00	
9/30/2019			1.0 Trip @ 50.00	50.00	
	Total Units			**1,536.00**	**1,536.00**
			Total this Task		**$1,536.00**

Bituminous Field Testing

Unit Billing

CMT Engineering Technician II					
9/18/2019			2.25 Hours @ 78.00	175.50	
Trip Charge $50					
9/18/2019			1.0 Trip @ 50.00	50.00	
	Total Units			**225.50**	**225.50**
			Total this Task		**$225.50**
			Total this Phase		**$2,237.25**
			Total this Invoice		**$14,519.75**

2/9-13

Outstanding Invoices

Invoice Number	Date	Balance
22	9/18/2019	8,584.75
Total		**8,584.75**

Total Now Due **$23,104.50**

Billings to Date

	Current	Prior	Total
Labor	12,282.50	85,560.00	97,842.50
Units	2,237.25	7,778.25	10,015.50
Totals	**14,519.75**	**93,338.25**	**107,858.00**

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

wsb

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

September 18, 2019
Project/Invoice: R-010641-000 - 22
Reviewed by: Mark Erichson
Project Manager: Nicholas Guilliams

Afton Creek Preserve
City Contact - Ronald Moorse

Professional Services from August 1, 2019 to August 31, 2019

Phase 003 Construction

Project Management

		Hours	Rate	Amount
Engstrom, Taylor	8/6/2019	1.75	82.00	143.50
weekly inspection, drive split				
Engstrom, Taylor	8/7/2019	1.00	82.00	82.00
inspection report				
Engstrom, Taylor	8/12/2019	1.25	82.00	102.50
weekly and rain inspection, drive split				
Engstrom, Taylor	8/13/2019	.50	82.00	41.00
inspection report				
Engstrom, Taylor	8/14/2019	1.25	82.00	102.50
rain event inspection and drive split				
Engstrom, Taylor	8/15/2019	.50	82.00	41.00
inspection report				
Engstrom, Taylor	8/16/2019	1.25	82.00	102.50
rain event inspection, drive split, report				
Engstrom, Taylor	8/19/2019	1.25	82.00	102.50
weekly and rain inspection, drive split				
Engstrom, Taylor	8/20/2019	.75	82.00	61.50
inspection report				
Engstrom, Taylor	8/26/2019	2.00	82.00	164.00
weekly inspection, drive split, report				
Engstrom, Taylor	8/27/2019	.75	82.00	61.50
rain event inspection, drive split				
Engstrom, Taylor	8/28/2019	.50	82.00	41.00
inspection report				
Guilliams, Nicholas	8/1/2019	1.00	166.00	166.00
Coordination, stormwater issues				
Guilliams, Nicholas	8/2/2019	1.00	166.00	166.00
Site visit, construction coordination, stormwater issues				
Guilliams, Nicholas	8/13/2019	.50	166.00	83.00
Coordination, stormwater issues				
Guilliams, Nicholas	8/21/2019	.50	166.00	83.00
Paving and stormwater issues				

Guilliams, Nicholas	8/22/2019	.25	166.00	41.50	
Paving issues					
Newhall, Jacob	8/12/2019	2.50	159.00	397.50	
Stormwater issues					
Totals		18.50		1,982.50	
Total Labor					**1,982.50**
			Total this Task		**$1,982.50**

Construction Inspection - Observation

		Hours	Rate	Amount	
Novak, Douglas	8/1/2019	1.00	109.00	109.00	
review curb and street revisions with contractor					
Novak, Douglas	8/2/2019	3.00	109.00	327.00	
Check curb and road width, check saw cut at Odell, check erosion at farm road to horse farm, arrange paving testing, DCP and roll test					
Novak, Douglas	8/3/2019	2.00	109.00	218.00	
r & r curb at 60th					
Novak, Douglas	8/5/2019	4.00	109.00	436.00	
Pavement					
Novak, Douglas	8/6/2019	2.00	109.00	218.00	
check paving and site					
Novak, Douglas	8/12/2019	2.00	109.00	218.00	
Check site, check pavement, schedule concrete testing for tomorrow					
Novak, Douglas	8/13/2019	2.00	109.00	218.00	
Start concrete flat work in median					
Novak, Douglas	8/14/2019	2.00	109.00	218.00	
Flat work in median, check pond drainage after 2" rain fall, infiltration testing					
Novak, Douglas	8/23/2019	3.00	109.00	327.00	
Mark pavement for milling					
Novak, Douglas	8/26/2019	2.00	109.00	218.00	
Check site, review Swpp					
Novak, Douglas	8/27/2019	2.00	109.00	218.00	
Check site, review Swpp					
Novak, Douglas	8/28/2019	2.00	109.00	218.00	
Check site, review Swpp					
Novak, Douglas	8/30/2019	2.00	109.00	218.00	
Check site, review Swpp					
Totals		29.00		3,161.00	
Total Labor					**3,161.00**
			Total this Task		**$3,161.00**
			Total this Phase		**$5,143.50**

Phase CMT Construction Materials Testing

Project Management

Unit Billing

Project Assistant

8/2/2019 0.5 Hours @ 88.00 44.00

8/7/2019	0.25 Hours @ 88.00	22.00	
8/12/2019	0.75 Hours @ 88.00	66.00	
8/13/2019	0.75 Hours @ 88.00	66.00	
8/14/2019	0.75 Hours @ 88.00	66.00	
Project Manager			
8/12/2019	0.5 Hours @ 125.00	62.50	
8/21/2019	0.25 Hours @ 125.00	31.25	
8/29/2019	3.0 Hours @ 125.00	375.00	
Total Units		**732.75**	**732.75**
	Total this Task		**$732.75**

Concrete Field Testing

Unit Billing

CMT Engineering Technician I			
8/13/2019	2.0 Hours @ 58.00	116.00	
Trip Charge $50			
8/13/2019	1.0 Trip @ 50.00	50.00	
Total Units		**166.00**	**166.00**
	Total this Task		**$166.00**

Soils Field Testing

Unit Billing

CMT Engineering Technician II			
8/2/2019	5.25 Hours @ 78.00	409.50	
CMT Engineering Technician III			
8/14/2019	5.5 Hours @ 88.00	484.00	
8/15/2019	9.75 Hours @ 88.00	858.00	
Project Assistant			
8/20/2019	0.75 Hours @ 88.00	66.00	
8/23/2019	0.75 Hours @ 88.00	66.00	
Trip Charge $50			
8/2/2019	1.0 Trip @ 50.00	50.00	
8/14/2019	1.0 Trip @ 50.00	50.00	
8/15/2019	1.0 Trip @ 50.00	50.00	
Total Units		**2,033.50**	**2,033.50**
	Total this Task		**$2,033.50**

Bituminous Field Testing

Unit Billing

CMT Engineering Technician II			
8/5/2019	3.0 Hours @ 78.00	234.00	
Trip Charge $50			
8/5/2019	1.0 Trip @ 50.00	50.00	
Total Units		**284.00**	**284.00**
	Total this Task		**$284.00**

Materials Lab Testing

Project	R-010641-000	AFTON - Afton Creek Preserve	Invoice	22

Unit Billing

Extracted Gradation (MnDOT 1852)				
8/5/2019	19-2031	1.0 Test @ 75.00	75.00	
Extraction (MnDOT 1852)				
8/5/2019	19-2031	1.0 Test @ 150.00	150.00	
	Total Units		**225.00**	**225.00**
		Total this Task		**$225.00**
		Total this Phase		**$3,441.25**
		Total this Invoice		**$8,584.75**

Outstanding Invoices

Invoice Number	Date	Balance
21	8/23/2019	13,015.50
Total		**13,015.50**

Total Now Due **$21,600.25**

Billings to Date

	Current	Prior	Total
Labor	5,143.50	80,416.50	85,560.00
Units	3,441.25	4,337.00	7,778.25
Totals	**8,584.75**	**84,753.50**	**93,338.25**

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CITY OF AFTON

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701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

August 23, 2019
Project/Invoice: R-010641-000 - 21
Reviewed by: Mark Erichson
Project Manager: Nicholas Guilliams

Z 19-13

Afton Creek Preserve
City Contact - Ronald Moorse

Professional Services from July 1, 2019 to July 31, 2019

Phase 003 Construction

Project Management

		Hours	Rate	Amount
Abramson, Joseph	7/17/2019	1.00	116.00	116.00
investigating previous afton creek preserve development for rate/volume to south				
Abramson, Joseph	7/18/2019	1.50	116.00	174.00
Afton Creek Preserve - checking offsite flows from previous review				
Alberg, Craig	7/10/2019	.50	159.00	79.50
site coordination				
Alberg, Craig	7/12/2019	1.50	159.00	238.50
site review meeting				
Engstrom, Taylor	7/1/2019	2.75	82.00	225.50
weekly and rain inspection, drive one way				
Engstrom, Taylor	7/2/2019	1.75	82.00	143.50
inspection report, rain inspection and drive split				
Engstrom, Taylor	7/3/2019	.50	82.00	41.00
rain event report				
Engstrom, Taylor	7/9/2019	2.25	82.00	184.50
weekly inspection and drive split				
Engstrom, Taylor	7/10/2019	2.25	82.00	184.50
weekly report, rain event inspection, drive, washout				
Engstrom, Taylor	7/11/2019	.50	82.00	41.00
rain event report				
Engstrom, Taylor	7/20/2019	.75	82.00	61.50
rain event inspection				
Engstrom, Taylor	7/22/2019	2.50	82.00	205.00
weekly and rain inspection, drive split				
Engstrom, Taylor	7/23/2019	1.75	82.00	143.50
inspection report and SWPPP				
Engstrom, Taylor	7/30/2019	2.25	82.00	184.50
weekly inspection, drive split				
Engstrom, Taylor	7/31/2019	.75	82.00	61.50
inspection report				

Project	R-010641-000	AFTON - Afton Creek Preserve			Invoice	21
Guilliams, Nicholas		7/1/2019	1.50	166.00	249.00	
Coordination, site visit, mix designs, resident complaints, erosion control review						
Guilliams, Nicholas		7/8/2019	.75	166.00	124.50	
Coordination, communications with City and developer						
Guilliams, Nicholas		7/9/2019	1.00	166.00	166.00	
Coordination, communications with City and developer, mix design						
Guilliams, Nicholas		7/11/2019	1.00	166.00	166.00	
Communications with residents and city. Erosion control follow up.						
Guilliams, Nicholas		7/12/2019	.50	166.00	83.00	
Correspondence with City						
Guilliams, Nicholas		7/15/2019	1.50	166.00	249.00	
Construction coordination, dicussions with City and developer, 60th Street soils report, site visit						
Guilliams, Nicholas		7/16/2019	.75	166.00	124.50	
60th Street soils report review, response to developer, dicussions with City						
Guilliams, Nicholas		7/22/2019	.50	166.00	83.00	
Erosion control issues, communications with City						
Guilliams, Nicholas		7/23/2019	.50	166.00	83.00	
60th Street Soils Report review, pond infilitration issues						
Guilliams, Nicholas		7/24/2019	.75	166.00	124.50	
Erosion control issues, pond infilitration correspondence, discussion with City						
Guilliams, Nicholas		7/25/2019	.50	166.00	83.00	
Haul route discussion with City.						
Guilliams, Nicholas		7/26/2019	2.00	166.00	332.00	
Haul route discussions with City and Contractor, Odell Ave access issue and solution						
Guilliams, Nicholas		7/30/2019	.50	166.00	83.00	
60th Street exit and options.						
Guilliams, Nicholas		7/31/2019	1.00	166.00	166.00	
Drainge response to City, 60th Access issues, tree options						
Keller, Kris		7/1/2019	.75	124.00	93.00	
Submittal Review						
Keller, Kris		7/2/2019	.75	124.00	93.00	
Submittal Review						
Litsey, Meghan		7/16/2019	3.00	99.00	297.00	
Site inspection and inspection report.						
Newhall, Jacob		7/17/2019	.50	159.00	79.50	
Afton Creek Preserve Model review						
Newhall, Jacob		7/18/2019	.50	159.00	79.50	
Afton Creek Preserve Model review						
Novak, Douglas		7/1/2019	2.00	109.00	218.00	
Check site, talk to Matt about game plan with water, cancel testing						
Novak, Douglas		7/2/2019	2.00	109.00	218.00	
Check site, review needed BMP with Matt						
Novak, Douglas		7/8/2019	4.00	109.00	436.00	
Check site, meet with contractor, meet Tyler for gradation						
Novak, Douglas		7/9/2019	4.00	109.00	436.00	
2 site visits, check baase agg placement and hauling proceedures						
Novak, Douglas		7/10/2019	5.00	109.00	545.00	

Check site, test pit in pond 7, review CMP crossing and curb with Nick					
Novak, Douglas	7/11/2019	4.00	109.00	436.00	
two site visits, look at pond 7 soils, set up gradation for new supply					
Novak, Douglas	7/18/2019	2.00	109.00	218.00	
Check site, talk to Matt about plan and progress					
Novak, Douglas	7/19/2019	2.00	109.00	218.00	
Check site, talk to Matt about plan and progress					
Roemhildt, Gregg	7/16/2019	.50	146.00	73.00	
Inspection app					
Talberg, Jory	7/11/2019	.50	94.00	47.00	
Reviewed site with Doug Novak.					
Talberg, Jory	7/12/2019	3.00	94.00	282.00	
Inspected site. Contractor set sand in drainage pond and set drain pipe to pond. Topsoil spread and seeded / blanketed finished lots.					
Talberg, Jory	7/15/2019	3.00	94.00	282.00	
Reviewed site. Crew continued to bring in gravel for roadways and work topsoil around on lots. Had to address a haul truck complaint, the driver took the incorrect roads to jobsite. Foreman said he has addressed it and will call the cops on him himself if he has too.					
Talberg, Jory	7/16/2019	1.50	94.00	141.00	
3/4" rain last night. No topsoil work. just hauling in gravel fro roadway today. Addressed a complaint about site runoff. contractor has bio logs set up and seems to have BMP for controlling run off. issue will be continuous on that gravel road it appears.					
Talberg, Jory	7/17/2019	2.50	94.00	235.00	
Working on ditches and some pads all day.					
	Totals	76.75		8,627.50	
	Total Labor				**8,627.50**
			Total this Task		**$8,627.50**

Construction Inspection - Observation

		Hours	Rate	Amount
Novak, Douglas	7/22/2019	4.00	109.00	436.00
Check site, meet with Matt review weekend rain damage and gameplan, meet Taylor to come up with errosion control suggestions				
Novak, Douglas	7/23/2019	2.00	109.00	218.00
Check site, talk to contractor				
Novak, Douglas	7/24/2019	2.00	109.00	218.00
Check site, talk to contractor				
Novak, Douglas	7/25/2019	2.00	109.00	218.00
Check site, talk to contractor				
Novak, Douglas	7/26/2019	4.00	109.00	436.00
Check site, talk to contractor, return to site to check truck hauling on Odell, took pictures of cracked pavement, talked to Matt about paving hauling routs				
Novak, Douglas	7/29/2019	2.00	109.00	218.00
Set up concrete testing, inspect site, meet with contractor				
Novak, Douglas	7/30/2019	4.00	109.00	436.00
Meet contractor, review site, look at curb and suggest changes to widen road at 60th street entrance				

Project	R-010641-000	AFTON - Afton Creek Preserve			Invoice	21
Novak, Douglas		7/31/2019	2.00	109.00	218.00	
meet contractor to review curb redesign						
	Totals		22.00		2,398.00	
	Total Labor					**2,398.00**
				Total this Task		**$2,398.00**
				Total this Phase		**$11,025.50**

Phase	CMT	Construction Materials Testing		
Project Management				
Unit Billing				
Project Assistant				
7/1/2019		0.25 Hours @ 88.00	22.00	
7/2/2019		0.25 Hours @ 88.00	22.00	
7/8/2019		0.25 Hours @ 88.00	22.00	
7/10/2019		0.25 Hours @ 88.00	22.00	
7/11/2019		0.25 Hours @ 88.00	22.00	
7/12/2019		0.25 Hours @ 88.00	22.00	
7/26/2019		0.5 Hours @ 88.00	44.00	
7/29/2019		0.5 Hours @ 88.00	44.00	
Project Manager				
7/12/2019		0.5 Hours @ 125.00	62.50	
7/30/2019		0.5 Hours @ 125.00	62.50	
	Total Units		**345.00**	**345.00**
		Total this Task		**$345.00**
Concrete Field Testing				
Unit Billing				
CMT Engineering Technician I				
7/30/2019		2.25 Hours @ 58.00	130.50	
CMT Engineering Technician II				
7/29/2019		5.0 Hours @ 78.00	390.00	
Trip Charge $50				
7/29/2019		1.0 Trip @ 50.00	50.00	
7/30/2019		1.0 Trip @ 50.00	50.00	
	Total Units		**620.50**	**620.50**
		Total this Task		**$620.50**
Soils Field Testing				
Unit Billing				
CMT Engineering Technician I				
7/8/2019		2.75 Hours @ 58.00	159.50	
CMT Engineering Technician II				
7/25/2019		2.5 Hours @ 78.00	195.00	
Trip Charge $50				
7/8/2019		1.0 Trip @ 50.00	50.00	
7/25/2019		1.0 Trip @ 50.00	50.00	
	Total Units		**454.50**	**454.50**

			Total this Task	**$454.50**

Materials Lab Testing

Unit Billing

Compress Strength - Cylinder (ASTM C39)				
7/29/2019	19-1867	4.0 Cylinders @ 30.00	120.00	
Extraction (MnDOT 1852)				
7/9/2019	19-1484	1.0 Test @ 150.00	150.00	
Sieve Analysis w/#200 (ASTM C136/C117)				
7/9/2019	19-1484	1.0 Test @ 150.00	150.00	
7/26/2019	19-1823	1.0 Test @ 150.00	150.00	
	Total Units		**570.00**	**570.00**
			Total this Task	**$570.00**
			Total this Phase	**$1,990.00**
			Total this Invoice	**$13,015.50**

219-13

Outstanding Invoices

Invoice Number	Date	Balance
20	7/25/2019	13,394.50
Total		**13,394.50**

Total Now Due **$26,410.00**

Billings to Date

	Current	Prior	Total
Labor	11,025.50	69,391.00	80,416.50
Units	1,990.00	2,347.00	4,337.00
Totals	**13,015.50**	**71,738.00**	**84,753.50**

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

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CITY OF AFTON

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City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

July 25, 2019
Project/Invoice: R-010641-000 - 20
Reviewed by: Nicholas Guilliams
Project Manager: Nicholas Guilliams

Z19-13

ESCROW

Afton Creek Preserve
City Contact - Ronald Moorse

Professional Services from June 1, 2019 to June 30, 2019

Phase 003 Construction

Project Management

		Hours	Rate	Amount
Engstrom, Taylor cover inspections	6/6/2019	.25	82.00	20.50
Engstrom, Taylor set up	6/10/2019	.25	82.00	20.50
Engstrom, Taylor site inspection and drive	6/11/2019	1.50	82.00	123.00
Engstrom, Taylor inspection report	6/12/2019	.50	82.00	41.00
Engstrom, Taylor project plans	6/17/2019	.25	82.00	20.50
Engstrom, Taylor weekly inspection, report, drive, project plans	6/18/2019	3.75	82.00	307.50
Engstrom, Taylor SWPPP docs	6/19/2019	.25	82.00	20.50
Engstrom, Taylor rain and weekly inspection, drive split	6/24/2019	3.00	82.00	246.00
Guilliams, Nicholas Resident complaints	6/3/2019	.50	166.00	83.00
Guilliams, Nicholas Construction coordination, resident complaints	6/4/2019	.75	166.00	124.50
Guilliams, Nicholas Coordination with developer and residents	6/5/2019	.25	166.00	41.50
Guilliams, Nicholas Coordination with developer, engineer, and residents	6/6/2019	.75	166.00	124.50
Guilliams, Nicholas Consruction issues	6/11/2019	.50	166.00	83.00
Guilliams, Nicholas Construction coordination, discussions with developer and city, haul route, erosion control issues	6/12/2019	2.50	166.00	415.00
Guilliams, Nicholas Construction coordination, discussions with developer and city, haul route, erosion control issues	6/13/2019	2.50	166.00	415.00

Guilliams, Nicholas	6/14/2019	3.00	166.00	498.00
Construction coordination, discussions with developer and city, haul route, erosion control issues				
Guilliams, Nicholas	6/17/2019	2.50	166.00	415.00
Construction coordination with City and Developer, haul route, resident complaints, memo and prep for City Council Meeting.				
Guilliams, Nicholas	6/18/2019	2.00	166.00	332.00
Construction coordination with City and Developer, memo and prep for City Council Meeting.				
Guilliams, Nicholas	6/19/2019	1.50	166.00	249.00
Construction coordination with City and Developer				
Guilliams, Nicholas	6/20/2019	1.50	166.00	249.00
Construction Coordination				
Guilliams, Nicholas	6/25/2019	1.50	166.00	249.00
Construction coordination				
Guilliams, Nicholas	6/26/2019	2.00	166.00	332.00
Coordination				
Guilliams, Nicholas	6/27/2019	.50	166.00	83.00
Coordination				
Guilliams, Nicholas	6/28/2019	1.00	166.00	166.00
Coordination, mix designs				
Hildebrand-Mork, Jennifer	6/18/2019	3.50	176.00	616.00
Attend Council Meeting to discuss Afton Creek Preserve Environmental Compliance Items				
Keller, Kris	6/6/2019	.50	124.00	62.00
Field Issues (Riprap, etc.)				
Keller, Kris	6/27/2019	.75	124.00	93.00
Submittal Review				
Keller, Kris	6/28/2019	.50	124.00	62.00
Submittal Review				
Litsey, Meghan	6/18/2019	2.50	99.00	247.50
Council memo regarding construction stormwater requirements; coordination with Taylor and Joel regarding site conditions				
Novak, Douglas	6/4/2019	1.00	109.00	109.00
Check clearing and grubbing for Nick				
Novak, Douglas	6/5/2019	2.50	109.00	272.50
Check mass grading				
Novak, Douglas	6/6/2019	2.00	109.00	218.00
Checked site in morning and afternoon, no activity				
Novak, Douglas	6/7/2019	1.50	109.00	163.50
Check site, meet Kris Keller				
Novak, Douglas	6/10/2019	2.00	109.00	218.00
Check site, talk to contractor				
Novak, Douglas	6/11/2019	1.50	109.00	163.50
Check site, talked to foreman				
Novak, Douglas	6/12/2019	4.00	109.00	436.00
Meet with contractor, set up testing, 2 inspections				
Novak, Douglas	6/13/2019	3.00	109.00	327.00
Meet testing agent on site, review corrective actions taken and needed with contractor, photo-documentation				
Novak, Douglas	6/14/2019	3.00	109.00	327.00

Pictures of Odell entrance, check silt fence at entrance, and secondary containment, pictures to K drive					
Novak, Douglas	6/15/2019	2.00	109.00	218.00	
Bio-log for inlet protection for culvert as described by resident, no culvert found. Bio-log left on site					
Novak, Douglas	6/17/2019	3.00	109.00	327.00	
Talk to contractor about culvert into Trout Brook, check soils on infiltration pond, review site and resident complaints with contractor					
Novak, Douglas	6/18/2019	2.00	109.00	218.00	
Met with contractor, checked culvert leaving property towards Trout Brook, pipe clogged and photo documented clogged pipe					
Novak, Douglas	6/19/2019	2.00	109.00	218.00	
Ceck site, review errosion control with contractor					
Novak, Douglas	6/20/2019	2.00	109.00	218.00	
Checked site, talked to Matt about storm near Odell and not starting road. Talked to Will Carlson					
Novak, Douglas	6/21/2019	1.00	109.00	109.00	
Check in with Matt, review plan for the day and went over pipe grading and rip-rap near Odell					
Novak, Douglas	6/24/2019	2.00	109.00	218.00	
Check site, meet with contractor - no work too wet					
Novak, Douglas	6/25/2019	2.00	109.00	218.00	
Check site, meet with contractor, set up roll test and gradation					
Novak, Douglas	6/26/2019	2.00	109.00	218.00	
Check site, meet with contractordiscuss plans for the day					
Novak, Douglas	6/27/2019	3.00	109.00	327.00	
Check site, meet with Matt and Paul for roll test, roll test canceled due to rain					
Novak, Douglas	6/28/2019	4.00	109.00	436.00	
Inspect site, inspect pond near Odell for base materials, roll test					
Sundeen, Joel	6/4/2019	2.50	82.00	205.00	
Performing the weekly NPDES inspection.					
Sundeen, Joel	6/5/2019	1.75	82.00	143.50	
Performing a post rain NPDES inspection.					
	Totals	90.50		11,047.50	
	Total Labor				**11,047.50**
			Total this Task		**$11,047.50**
			Total this Phase		**$11,047.50**

Phase CMT Construction Materials Testing

Project Management

Unit Billing

Project Administration		
6/13/2019	0.5 Hours @ 68.00	34.00
Project Assistant		
6/17/2019	0.5 Hours @ 88.00	44.00
6/18/2019	0.25 Hours @ 88.00	22.00
6/25/2019	0.5 Hours @ 88.00	44.00
6/27/2019	0.25 Hours @ 88.00	22.00

Project	R-010641-000	AFTON - Afton Creek Preserve	Invoice	20
Project Manager				
6/28/2019		0.5 Hours @ 125.00	62.50	
	Total Units		**228.50**	**228.50**
		Total this Task		**$228.50**

Soils Field Testing

Unit Billing

CMT Engineering Technician II				
6/13/2019		4.0 Hours @ 78.00	312.00	
6/17/2019		3.0 Hours @ 78.00	234.00	
6/27/2019		2.75 Hours @ 78.00	214.50	
6/28/2019		4.0 Hours @ 78.00	312.00	
Trip Charge $50				
6/13/2019		1.0 Trip @ 50.00	50.00	
6/17/2019		1.0 Trip @ 50.00	50.00	
6/27/2019		1.0 Trip @ 50.00	50.00	
6/28/2019		1.0 Trip @ 50.00	50.00	
	Total Units		**1,272.50**	**1,272.50**
		Total this Task		**$1,272.50**

Materials Lab Testing

Unit Billing

Nuclear Density Testing (ASTM D6938)				
6/13/2019	19-1078	4.0 Tests @ 16.00	64.00	
6/17/2019	19-1159	2.0 Tests @ 16.00	32.00	
Standard Proctor (ASTM D698)				
6/14/2019	19-1096	2.0 Tests @ 150.00	300.00	
6/14/2019	19-1100	2.0 Tests @ 150.00	300.00	
6/18/2019	19-1169	1.0 Test @ 150.00	150.00	
	Total Units		**846.00**	**846.00**
		Total this Task		**$846.00**
		Total this Phase		**$2,347.00**
		Total this Invoice		**$13,394.50**

219-13

Billings to Date

	Current	Prior	Total
Labor	11,047.50	58,343.50	69,391.00
Units	2,347.00	0.00	2,347.00
Totals	**13,394.50**	**58,343.50**	**71,738.00**

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

RECEIVED
JUN 26 2019
CITY OF AFTON

wsb

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

June 20, 2019
Project/Invoice: R-010641-000 - 19
Reviewed by: Nicholas Guilliams
Project Manager: Nicholas Guilliams

219-13

Afton Creek Preserve
City Contact - Ronald Moorse

Professional Services from May 1, 2019 to May 31, 2019

Phase 003 Construction

Project Management

		Hours	Rate	Amount
Alberg, Craig	5/14/2019	2.50	150.00	375.00
precon meeting				
Alberg, Craig	5/21/2019	.50	150.00	75.00
site coordination				
Guilliams, Nicholas	5/1/2019	1.50	166.00	249.00
Final plan reveiw, coordination with contractor, maintenance agreeement				
Guilliams, Nicholas	5/2/2019	.50	166.00	83.00
Construction Coordination, communications with city administrator				
Guilliams, Nicholas	5/6/2019	1.00	166.00	166.00
Final plan review, precon meeting prep				
Guilliams, Nicholas	5/13/2019	.50	166.00	83.00
Precon Prep				
Guilliams, Nicholas	5/14/2019	1.50	166.00	249.00
Preconstructoin Meeting and Prep				
Guilliams, Nicholas	5/15/2019	.50	166.00	83.00
Stormwater maintenace agreement				
Guilliams, Nicholas	5/16/2019	1.00	166.00	166.00
60th Street design options, discussion with Chuck Plowe regaridng sight distance				
Guilliams, Nicholas	5/17/2019	.75	166.00	124.50
Stormwater Maintenance Agreement, review of revised street plans				
Guilliams, Nicholas	5/20/2019	.75	166.00	124.50
Permitting, coordination with engineer				
Guilliams, Nicholas	5/21/2019	.25	166.00	41.50
Construction Coordination				
Guilliams, Nicholas	5/23/2019	1.00	166.00	166.00
SWPPP and construction issues				
Guilliams, Nicholas	5/28/2019	.50	166.00	83.00
Coordination				
Keller, Kris	5/3/2019	.50	124.00	62.00
Revised Plan Review				

Project	R-010641-000	AFTON - Afton Creek Preserve			Invoice	19
Keller, Kris		5/6/2019	.25	124.00	31.00	
Revised Construction Plan Review						
Keller, Kris		5/7/2019	1.00	124.00	124.00	
Revised Construction Plan Review						
Keller, Kris		5/16/2019	.50	124.00	62.00	
Revised Plan/Intersection Review						
Keller, Kris		5/23/2019	.75	124.00	93.00	
Field Grading/Material Issue						
Novak, Douglas		5/24/2019	1.00	109.00	109.00	
Silt fence check						
Stephens, Emily		5/6/2019	1.50	109.00	163.50	
Afton creek preserve stormwater review						
Sundeen, Joel		5/24/2019	2.75	82.00	225.50	
Setting up the project within Datafi. Performing the weekly NPDES inspection. Sending out the report.						
Sundeen, Joel		5/28/2019	2.50	82.00	205.00	
Performing a post rain/weekly NPDES inspection.						
Sundeen, Joel		5/29/2019	.25	82.00	20.50	
Writing up the report from the previous day's inspection.						
Tipp, Dustin		5/21/2019	1.50	116.00	174.00	
meet with supervisor on site to discuss erosion control and schedule						
Tipp, Dustin		5/23/2019	1.75	116.00	203.00	
meet on site with contractor to discuss soil issues						
	Totals		27.00		3,541.00	
	Total Labor					**3,541.00**
				Total this Task		**$3,541.00**
				Total this Phase		**$3,541.00**
				Total this Invoice		**$3,541.00**

Outstanding Invoices

Invoice Number	Date	Balance
18	5/21/2019	563.00
Total		**563.00**

Total Now Due **$4,104.00**

Billings to Date

	Current	Prior	Total
Labor	3,541.00	54,802.50	58,343.50
Totals	**3,541.00**	**54,802.50**	**58,343.50**

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

RECEIVED
MAY 28 2019
CITY OF AFTON

wsb

City of Afton
3033 Saint Croix Trail
PO Box 219
Afton, MN 55001

May 21, 2019
Project/Invoice: R-010641-000 - 18
Reviewed by: Todd Hubmer
Project Manager: Nicholas Guilliams

Afton Creek Preserve
City Contact - Ronald Moorse

Professional Services from April 1, 2019 to April 30, 2019

Phase 003 Construction

Project Management

Z 19-13

		Hours	Rate	Amount	
Guilliams, Nicholas	4/5/2019	.25	166.00	41.50	
Afton Creek Construction Coordination					
Guilliams, Nicholas	4/12/2019	1.00	166.00	166.00	
Development Agreement					
Guilliams, Nicholas	4/25/2019	1.00	166.00	166.00	
Coordination with developer and contractor					
Guilliams, Nicholas	4/30/2019	1.00	166.00	166.00	
Coordination with developer's engineer					
Odegard, Erica	4/11/2019	.25	94.00	23.50	
Project Planning and Scheduling					
Totals		3.50		563.00	
Total Labor					**563.00**
			Total this Task		**$563.00**
			Total this Phase		**$563.00**
			Total this Invoice		**$563.00**

Billings to Date

	Current	Prior	Total
Labor	563.00	54,239.50	54,802.50
Totals	**563.00**	**54,239.50**	**54,802.50**

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: Potential Acquisition of the Property at 2398 St. Croix Trail and the City's Preservation/Conservation Plan for Open Space near Valley Creek along St. Croix Trail – **Resolution 2020-15**

The 31-acre property at 2398 St. Croix Trail, which is located directly north of a parcel owned by Belwin and directly south of Afton's wastewater treatment site (see the attached map) contains one house, and the remainder is open space with hills, wetlands and a significant amount of Valley Creek shoreline.

Staff has been working with June Mathiowetz of Washington County's 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.

Both to enable Washington County, through its Land and Water Legacy Program, to partner with Afton regarding the acquisition of the property at 2398 St. Croix Trail, and to document the City's open space preservation plans and priorities for a grant application to assist with funding of the land acquisition, a resolution documenting the City's open space preservation plans and goals and how the 2398 property fits into those plans is needed. Attached is a resolution for the Council's consideration.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of Resolution 2020-15 regarding the high priority of the preservation of open space along Valley Creek, including the property at 2398 St. Croix Trail.

RESOLUTION 2020-15

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION REGARDING THE HIGH PRIORITY OF THE PRESERVATION OF OPEN SPACE ALONG VALLEY CREEK, INCLUDING THE PROPERTY AT 2398 ST. CROIX TRAIL

WHEREAS, As stated in Afton's 2040 Comprehensive Plan, Afton is a city of water. The St. Croix River and the creeks that flow through Afton shape the landscape and are a critical resource for the community; and;

WHEREAS, Three of the primary purposes of the Comprehensive Plan are to provide for the preservation of our water resources through careful planning, preserve agriculture and open space, and protect groundwater and natural resources; and;

WHEREAS, The Comprehensive Plan states that Afton's environment is a fragile one. The citizens of Afton have a high regard for their environment and have made major efforts to preserve and protect it. Preservation of Afton's natural features has not been an easy task considering the fragile soils, steep slopes, drainage ways, vegetation, and lakes and streams that make up the city. These delicate features need protection through careful planning; and

WHEREAS, the primary environmental resource goals established in the Comprehensive Plan include preserving a rural landscape and the natural ecosystem and improving and protecting water quality in Kelle's Creek, Valley Creek, Lake Edith and the St. Croix River, and maintaining and enhancing fish and wildlife habitats; and

WHEREAS, the top five land use goals established in the Comprehensive Plan include maintaining open spaces and the wise stewardship of land; and

WHEREAS, A key land use strategy in the Comprehensive Plan is to partner with the Minnesota Land Trust and other independent, non-profit organizations that serve as holding entities for conservation easements; and

WHEREAS, Afton's Parks and Open Spaces Plan (Parks Plan)states that open spaces, in and of themselves, are valuable to the residents of the City as preserves of nature and sanctuaries for flora and fauna; and

WHEREAS, The Parks Plan states that the preservation of open spaces, including land with steep slopes, woodlands, wetlands, scenic or environmentally sensitive areas, and agricultural land provides many benefits, including the protection of natural resources, the provision of wildlife habitat, and the preservation of the natural, rural countryside character of Afton. The preservation of these open spaces is of key importance to the City. The City will seek to accomplish this preservation through a number of means; and

WHEREAS, The Parks Plan also indicates that the City of Afton, and Afton's natural, open, rural character, greatly benefit from the substantial amount of open space that has been preserved by other public and quasi-public organizations; and

WHEREAS, The Parks Plan further states that the City seeks to protect a number of significant natural features within its boundaries. These include Trout Brook, Valley Creek and its North Branch, Bissell's Mounds and Kelle's Coulee; and

WHEREAS, The Park Plan's primary parks and open space goals include the following:

1. Acquire and preserve adequate amounts of open space to maintain a rural atmosphere.
2. Obtain and maintain designated open spaces to provide for wildlife habitat and migration.
3. Reconnect Afton's historical linkages to the St. Croix River.
4. Provide pedestrian friendly means of enjoying Afton's scenic views, wildlife, and connections to the St. Croix River.
5. Preserve locally important water resources, natural and scenic features; and

WHEREAS, The Park Plan's parks and open space policies include the following:

1. Preserve open spaces and natural resources for passive use and create non-motorized trails through direct purchase, subdivision, scenic and/or conservation easements and other means to include the seeking of grants and the use of matching funds when they are available, but not the use of eminent domain.
2. Maintain designated open spaces to provide for wildlife habitat and migration.
3. Work cooperatively with Washington County, the Belwin Conservancy and other public and private entities to preserve sensitive lands and open space; and

WHEREAS, The City's Natural Resources Inventory ranks this area "high" in terms Ecological Ranking, Wildlife Habitat Rank and Rare Features Potential; and

WHEREAS, The property at 2398 St. Croix Trail is a high quality open space area that includes a significant length of Valley Creek, which makes it a high priority for preservation; and

WHEREAS, the property is directly adjacent to open space owned by Belwin to the south and Afton to the north, as well as adjacent to St. Croix Trail – a County Road with a regional bike trail; and

WHEREAS, the Afton-owned property provides access to a much larger area of Belwin-owned land; and

WHEREAS, the property at 2398 St. Croix Trail is being offered for sale and the property owner is interested in preserving the property as open space through a purchase by a public and/or non-profit entity; and

WHEREAS, Washington County, through its Land and Legacy Program, and the Belwin Conservancy both believe the property is a high priority for preservation and are interested in partnering with the City to acquire and preserve the property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Afton, Washington County, Minnesota, that the property at 2398 St. Croix Trail is a high priority for preservation and conservation and that the City will partner with Washington County and its Land and Water Legacy Program and the Belwin Conservancy for the acquisition and preservation of the property.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF FEBRUARY, 2020.

SIGNED:

_____

Bill Palmquist, Mayor

ATTEST:

_____

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Nelson:
Ross:
Wroblewski:
Palmquist:
Perkins:

Stanton PIN: 14.028.20.23.0001
City of Afton PIN: 14.028.20.22.0001

Map Prepared By: Washington County GIS Support Unit 1/07/2020

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 11, 2020

Re: Gehrke Property Exchange

At its February 3, 2020 work session, the Council discussed the Gehrke property exchange and the effort to acquire the 2398 St. Croix Trail property directly south of the City's wastewater treatment site, and specifically adjacent to the five-acre parcel planned to be exchanged for the Gehrke parcel in the Old Village adjacent to the levee. The Council also discussed potential conflicts and issues if the city moved forward with the land exchange and if the City did not move forward with the land exchange. Each of the two separate options had pros and cons that were difficult to reconcile. The Council then requested staff to identify a solution that would adequately reconcile the pros and cons of the two options.

Staff identified and analyzed several possible solutions, and obtained feedback from Mr. Gehrke regarding the solutions. The options are as follows:

A. Create a five-acre parcel on a different location on the wastewater treatment site
   - There is not room for another five-acre parcel on the site. There is room for a three-acre parcel at the northeast corner of the site. Mr. Gehrke indicated he would not be interested in this parcel.

B. The City purchases the Gehrke property and the Gehrkes purchase another small parcel in the Old Village
   - While there are two parcels for sale in the Old Village, both are at the west end of 33rd Street. Mr. Gehke indicated he would not be interested in either of these parcels.

C. Eliminate the Gehrke land exchange and build a bridge across Kelles Creek to continue the bike trail off the levee.
   - This involves a significant cost for a bridge, for which the City Engineer is preparing a cost estimate.
   - This does not avoid a house on top of the embankment for the levee.
   - This does not require approvals from the Gehrkes

D. 1). Divide the original five-acre parcel area created for the Gehrke land exchange into two elements.
   - 1. A four-acre area subject to a conservation easement including restrictions on the extent of access to the general public.
   - 2. A one-acre parcel that includes the existing house, to be exchanged for the Gehrke property, and on which a scenic easement would be placed to protect any significant trees on the parcel.

   2.) An alternative under option D could be demolishing the existing house and garage and moving the house site for the 1-acre lot to the north where the existing garage is located.

Options D.1) and D.2) would both preserve the majority of the original five –acre parcel with its high quality natural features and would move the residential parcel well-away from the parcel to the south, while enabling a pedestrian connection between the two properties. These options would also enable the land exchange to move forward, resolving the issues of the continuation of the trail and a house on the levee embankment.

Mr. Gehrke has indicated he would be open to further consideration of the D.1) option. He would want some restrictions on the extent of public use of the property between the house and the open water to the west, and would not want a trail to run between the house and the open water.

The D1 and D2 options would require variances to both public road frontage and lot size.

COUNCIL ACTION REQUESTED:

Motion regarding Gehrke land exchange Options.

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: 2019 General Fund Surplus – **Resolution 2020-16**

The General Fund has a surplus of $59,110 as of December 31, 2019. Each year, the Council allocates the General Fund Surplus to priority Funds or accounts. The Council may make the allocation at this time. If the allocation includes transfer(s) to other Funds, a resolution is required. Staff will provide a resolution template that can be revised to reflect the allocation.

COUNCIL ACTION REQUESTED:

Motion regarding the allocation of the 2019 General Fund surplus.

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: Interim Ordinance Moratorium – **Ordinance 02-2020**

While the City has clear and detailed architectural standards for its Industrial zones and clear design guidelines for its Old Village downtown area, the City does not have architectural standards for its Agricultural (Ag), Ag Preserve (AP) and Rural Residential (RR) zones. Staff recommends a study to develop such architectural standards and a moratorium on any permit applications for non-residential and non-agricultural principal structures in the Ag, AP and RR zones. An interim ordinance to establish a moratorium is attached for the Council's consideration. The moratorium is proposed to be in effect for up to six months, to enable a study regarding architectural standards and to put in place necessary regulations based on the study.

COUNCIL ACTION REQUESTED:

Motion regarding the adoption of Ordinance 02-2020 an interim ordinance establishing a moratorium on permits for non-residential and non-agricultural principal structures in the Ag, AP and RR zones.

STATE OF MINNESOTA
COUNTY OF WASHINGTON
CITY OF AFTON

ORDINANCE NO. 02-2020
CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

AN INTERIM ORDINANCE PLACING A TEMPORARY MORATORIUM ON PERMIT APPLICATIONS FOR NON-RESIDENTIAL AND NON-AGRICULTURAL PRINCIPAL STRUCTURES IN THE AGRICULTURAL, AG PRESERVE AND RURAL RESIDENTIAL ZONES, AND DIRECTING THAT STUDIES OF OFFICIAL CONTROLS RELATED THERETO BE CONDUCTED

The City Council ("Council") of the City of Afton, Minnesota ("City"), does hereby ordain:

Section 1. Moratorium.

Section A. Purpose.

1. The City has adopted official zoning controls through the adoption of its Zoning Code, Chapter 12 of the Afton City Code, which regulates structures, including architectural standards, and visual standards.

2. Sections 12-140 to 12-144, and of the City's Code of Ordinances define allowed uses and architectural standards in the City's zoning districts

3. Sections 12-185 and 12-186 of the City's Zoning Code define performance standards for structures within the City.

4. Section 12-209 of the City's Code of Ordinances defines certain visual standards within the City

5. The City has recently reviewed language within its Zoning Code regarding architectural standards for structures in its Agricultural, Ag Preserve and Rural Residential Zones and has found the standards to be substantially inadequate. While the City has general visual standards, it does not have clear architectural standards for the Ag, AP and RR zones.

6. Because of these important zoning and permitting issues, the City and this Council desire to conduct further studies for the purpose of consideration of possible revision and amendments to the City's official controls to address issues related to the lack of clear architectural standards in Ag, AP and RR Zoned areas within the City. The purpose of such revisions and amendments is to create a clearer and more updated regulatory framework.

Those areas of the City currently zoned for Ag, AP and RR uses are identified in the attached document and incorporated herein as Exhibit A.

8. This Council, therefore, pursuant to Minnesota Statutes, Section 462.355, Subdivision 4(a), finds that a moratorium is required to protect the permitting and planning process within the City for structures in the Ag, AP and RR zones. The study period required under the moratorium, including all necessary revisions and amendments to the City's Zoning Code is anticipated to be completed by August 18, 2020.

Section B. Moratorium Established and Scope.

1. In accordance with the findings set forth within Section 1(A) of this Ordinance and pursuant to the direction of this Council, there is hereby established a moratorium on the consideration of new permit applications for non-residential and non-agricultural principal structures in the Ag, AP and RR zones, as shown on the attached Exhibit A.

2. During the period of the moratorium, permits previously issued shall continue under the existing regulations established by the City Code.

Section C. Applicability.

The moratorium shall be applied throughout the City of Afton from the Effective Date.

Section 2. Effective Date.

This ordinance shall be in full force and effect from and after its passage and publication according to law and shall remain effective until August 18, 2020 unless further extended by order of this Council.

PASSED AND ADOPTED by the City Council of the City of Afton, Washington County, Minnesota, on this 18th day of February, 2020.

CITY OF AFTON

_____

Bill Palmquist, Mayor

ATTEST:

_____

(SEAL)

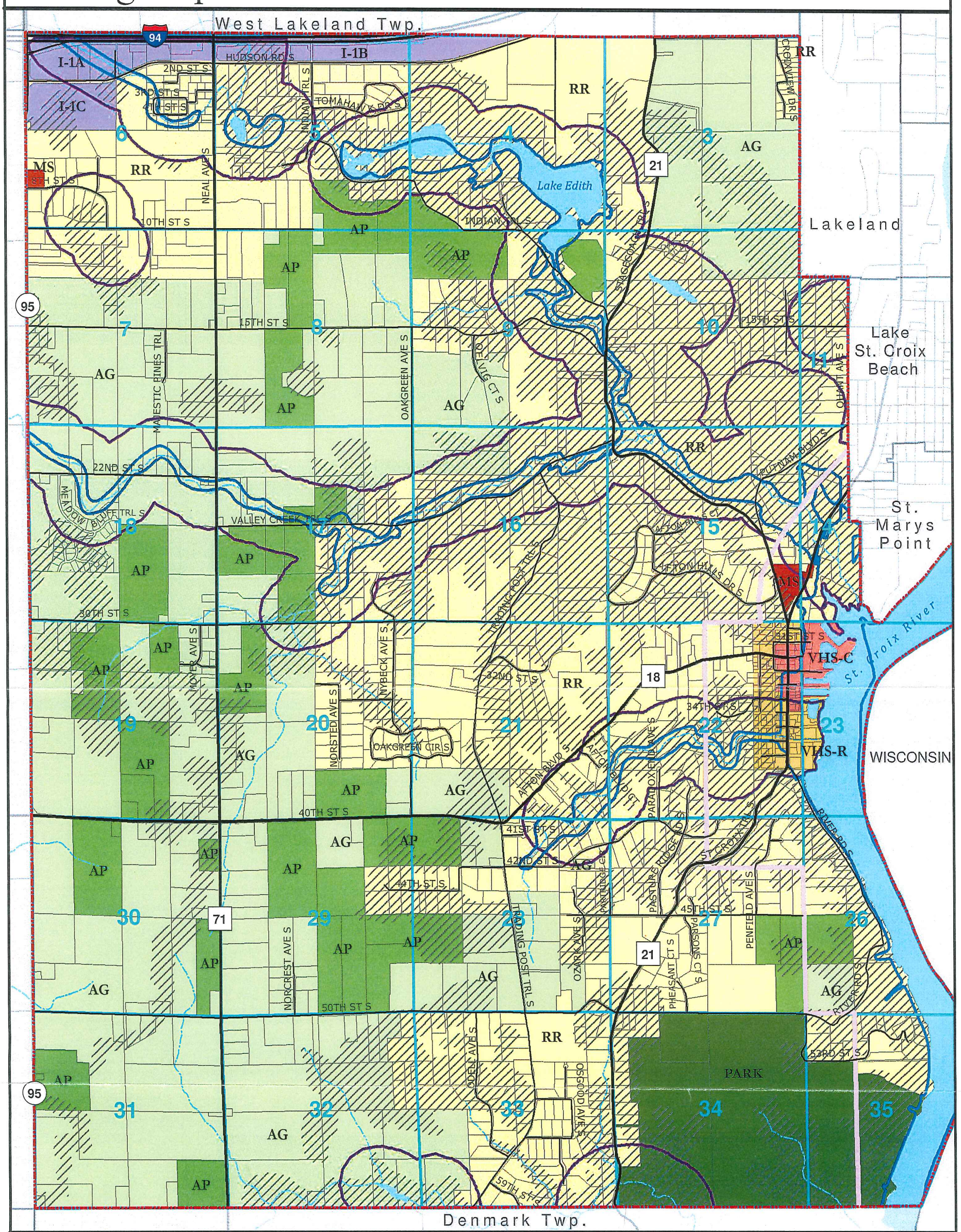
Ronald J. Moorse, City Administrator

Document Drafted by:
Frederic W. Knaak, Esq.

EXHIBIT A

Zoning Map

MAP 11



Zoning Districts
- Agriculture
- Ag Preserve
- Village Historic Site- Commercial
- Industrial
- Village Historic Site- Residential
- Rural Residential
- State Park
- Marina Services
- Conservancy Overlay
- St. Croix River Bluffland
- Floodplain Overlay (100 Year)
- Shoreland Management Areas
- City of Afton
- Parcel Boundaries
- Section Lines
- Major Road
- Local Road
- Lakes & Rivers
- Streams

0 0.5 1 Miles

N

Afton

COMMUNITY GROWTH INSTITUTE

Map prepared October 2010 1000 Friends of Minnesota TRC

Data Sources: City of Afton, Metropolitan Council, MN DNR, MN DOT, Washington County

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: Solutions for Email Server With Outdated Operating System

---

StarTech, the City's IT consultant, has advised that we need to address the issue of our email server using Windows 2008, which is no longer supported by Microsoft. The following is information from StarTech regarding two suggested options.

Option 1
Replace the current on premise Exchange Server with Microsoft's hosted (in their cloud) Exchange Online.

This option is probably the easiest approach to solving this problem and consists of some upfront costs of $100.00/mailbox (in your case $2,200.00) that you would like to move to Microsoft's cloud and then an ongoing (never ending) subscription of $4.00/mailbox/month. This approach is what many of our clients are going with today.

Option 2
Replace the current guest server running Windows Server 2008 R2 and Exchange Server 2010 with a new guest server running Windows Server 2016 or 2019 and the latest version of Exchange Server, 2019.

This option has more upfront costs, but fewer ongoing costs. Assuming no need for new hardware (i.e. your server can be used) you would have roughly $4,000.00 of Microsoft licensing costs for an operating system and Exchange Server. Labor to install would be in the neighborhood of 40 hours ($5,000.00). The ongoing cost you pay monthly now for email filtering would remain, $37.40. Ongoing costs for maintaining an on premise Exchange server may be seen as most costly as well as it needs to be maintained.

Council member Ross has discussed these options with StarTech and the following are his recommendations:

1) Go ahead with Option 1 (cloud based email server).
2) Provide Startech with an up to date email list so they can purge the out of date email addresses.
3) Have Startech migrate all relevant email addresses to the cloud base server.
4) Decommission the 6 year old box (which is at end of life now).
5) Upgrade the newer box (~3 years old) to include more RAM and larger disk space.
6) The new box will probably need to be replaced ~3 more years from now.

7) Plan to purchase a new box in ~3 years.

StarTech proposal and cost estimate for Option 1

The proposal from StarTech for Option 1 is attached. The cost estimate is $2,200. This is for the migration of the email boxes to the Cloud. It does not reflect the monthly fees per mailbox. The proposal does not include the cost of decommissioning the 6 year old physical server and upgrading the 3 year old server.

COUNCIL ACTION REQUESTED:

Motion regarding Replacing the current on-premise Exchange Server with Microsoft's hosted (in their cloud) Exchange Online, and approving the proposal from StarTech for migrating the City's email boxes to the Microsoft Cloud at a cost not to exceed $2,200.

Project Proposal

StarTech
COMPUTING, INC.

"Your Partner in Business Solutions"

www.startech-comp.com

1755 Old West Main Street
Suite 102
Red Wing, MN 55066
P (651) 385-0607
F (651) 385-0507

999 Westview Drive
Suite 6
Hastings, MN 55033
P (888) 385-0607

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

Project Scope

Client	City of Afton
Related Estimate #	19053
Existing Email Platform	On premise, Exchange Server 2010

Overview

The process we use to migrate your email to Exchange Online / Office 365 is extremely effective and our flat rate pricing covers the majority of any labor that will be required on our part. However, due to the vast number of variables involved, it is difficult to cover all work in our per-mailbox pricing model. We want to be sure you understand what is and what is not included in your per-mailbox migration fee. Please do not hesitate to contact us if you have any questions or concerns.

In Scope - Work that is covered in our per-mailbox migration fee

- Set up and oversight of the migration process.
- Automated migration of the required user and shared mailboxes, and public folders.
- Automated reconfiguration of Outlook profiles on end user computers.
- Reproduction of basic permissions on shared resources.
- Configuration of password sync between AD and Exchange Online.
- Disabling Exchange related services on the source server (if applicable).
- Providing basic assistance to users with mobile devices in reconnecting them to their email (helping them enter in the proper login information on their Android or Apple IOS devices).

Out of Scope - Work that is not covered in our per-mailbox migration fee

Labor performed on the following items are not covered by the per-mailbox migration fee and will be billed separately. If you have a FlexNet or block time agreement with StarTech Computing, this time will be billed as part of your monthly services. Note that prior to performing your migration, we will attempt to identify a number of issues we commonly encounter and will notify you if any major concerns are found.

- Resolution of (uncommon) issues which prevent our automated migration process from working correctly such as:
    - Incorrectly configured Windows or Exchange servers.
    - Installation of any Windows or Exchange updates that are required for the use of our automated migration platform.

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- Resolution of issues which prevent our automated migration process from reconfiguring Outlook on end user computers such as corrupt Outlook installations.
- Resolution of issues resulting from the use of unsupported versions of Windows, Mac OS, or the Outlook client.
- Exporting data from the source server for mailboxes that are not being migrated to Exchange Online. *(Typically requires 1-2 hours of labor, depending on the number of mailboxes to export.)*
- Reconfiguration of devices such as network scanners or multi-function printers that send documents through email. *(Typically requires 1/2 hour per device.)*
- Reconfiguration of server applications or services which need to send and or receive email.
- Providing users with training on how to use their Exchange Online or Office 365 services.
- Resolution of issues resulting from the use of unsupported versions of mobile devices.
- Resolution of issues resulting from the use of non-standard Android email clients. *(There are a vast number of email clients in use on Android. We recommend using Microsoft's Outlook app if issues arise.)*
- Handling of (uncommon) complicated permission configurations which cannot be set up by our automated migration platform.
- Performing the final removal of Exchange from the source server, if applicable. *(Typically requires 2 hours.)*

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Acceptance of Project Proposal

City of Afton agrees to the scope of work, the project elements as outlined in this proposal and hereby grants permission to StarTech Computing Inc. to begin work. All materials will be invoiced to your organization upon receipt. Any associated labor defined as Out of Scope will either be invoiced on your FlexNet (TM) invoice or at the completion of the project.

Daniel J. Flemke	2/13/2020
Prepared by	Date
Reviewed by	Date
City of Afton Authorized Signature	Date

Project Title:	Exchange Online / Office 365 E-mail Migration Proposal		
Revision	Date	Author	Notes
1.0	2/13/2020	DJF	Initial release with Estimate 19053.

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Estimate

StarTech COMPUTING, INC.

www.startech-comp.com

DATE	ESTIMATE NO.
2/13/2020	19053

NAME / ADDRESS
City of Afton Ronald J Moorse 3033 St. Croix Trail S PO Box 219 Afton, MN 55001-0219

This is an estimate only.

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

REP
DJF

ITEM	DESCRIPTION	QTY	COST	Total
Software	Exchange Migration, per mailbox Notes: - This is a onetime fee and may be less if you can pare down the number of mailboxes that need to be migrated to Microsoft's Exchange Online. - StarTech Computing will invoice you $4.00/mailbox monthly for Exchange Online Plan 1.	22	100.00	2,200.00

Total	$2,200.00

1755 Old West Main St.
Red Wing, MN 55066
651-385-0607

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

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

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: Policy Regarding Direct Access to the City's Contracted Service Consultants by Residents

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Council member Ross has requested the Council discuss the development of a clear policy regarding direct access to the City's contracted service consultants by residents, including the City Attorney, the City Engineer, the Planning Consultant, and the Accountant. Staff generally does not facilitate direct access by residents to the City's consultants.

COUNCIL ACTION REQUESTED:

Motion regarding the development of a policy regarding direct access to the City's contracted service consultants by residents.

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 11, 2020

Re: Additional Document Scanning Projects

There are three sets of official documents that are currently stored only as hardcopies, with no electronic back-up. These documents are the original copies of older meeting minutes, resolutions and ordinances. These should be scanned into Laserfiche to provide electronic storage with back-up. This would also enable more efficient searches of the documents.

There are also hardcopies of all subdivision files that do not have electronic back-up. Scanning these files into Laserfiche would provide electronic storage with back-up and would enable more efficient searches.

Cities Digital is in the process of providing price quotes for scanning these documents, and will provide the quotes in time for the Council meeting.

COUNCIL ACTION REQUESTED:
Motion regarding additional document scanning projects.

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 11, 2020

Re: Kim Myhers Application to Serve on the Natural Resources and Ground Water Committee

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Attached is the application from Kim Myhers to serve on the Natural Resources and Groundwater Committee (NRGC). The NRGC currently has the need for additional members. The Council may, at this time, appoint Kim Myhers to a three year term expiring on February 28, 2023.

COUNCIL ACTION REQUESTED:

Motion regarding the appointment of Kim Myhers to a three year term on the Natural Resources and Ground Water Committee expiring on February 28, 2023.

RECEIVED
MAY 03 2019
CITY OF AFTON

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

DATE 05/06/2019 **PLEASE CHECK ONE:** X **New Application** ____ **Reappointment**

NAME Kim Myhers

ADDRESS 3395 St. Croix Trail South AFTON, MN 55001

(Please provide P O Box if applicable)

HOME PHONE 651.998.0108 CELL 651.283.5508 WORK ____

EMAIL ADDRESS recruiting@isd.net

YEARS AS AFTON RESIDENT 21 WARD # 1

1) COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Natural Resources and Ground Water Committee

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

Afton Cat Neuter Release Colony Manager

3) OTHER CITIZEN, PROFESSIONAL, OR POLITICAL EXPERIENCE WHICH YOU BELIEVE IS RELEVANT TO APPLYING FOR THIS COMMISSION?

Agriculture and Sustainability Project at Land O'Lakes

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

Attendance. And continuing learning on humans and the effects we have on our natural resources and our ground water. Provide solutions/changes to make positive impacts. I'm excited to be part of this committee and help Afton retain it's natural beauty!

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

*****Please submit your application to * ***

City of Afton
PO Box 219
Afton, MN 55001
Or email to jyoho@ci.afton.mn.us

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 13, 2020

Re: LED Lighting Project at Public Works Shop

Xcel Energy has a very good rebate on the replacement of the type of industrial lighting that is in the Public Works garage on Stagecoach Trail. The contractor has provided a price quote of $1,398 for replacing those lights. This price reflects installing new light fixtures and abandoning the existing fixtures in place (removing bulbs and ballasts only) vs. removing the full fixtures. The lights in the Public Works garage are very old and will need replacement in the near future. Staff recommends replacement of the lights.

COUNCIL ACTION REQUESTED:

Motion regarding replacing the lights in the Public Works garage on Stagecoach Trail at a cost of $1,400.

Subject: Afton Public Works Building
Project: Afton Public Works Building
From: Max Hutzler <max@ledsupplyco.com>>
DATE: 1.28.2020

SCOPE	QTY	LABOR $	WITH 20%	SUM	NOTES
Linear High Bays	9	$ 65.00	$ 52.00	$ 585.00	
Demo and Remove Existing Fixtures	42	$ 35.00	$ 28.00	$ 1,470.00	$420 if abandon existing fixtures (remove bulbs and ballast only)
Run new power to High Bays (EMC Conduit)	1	$ 500.00	$ 400.00	$ 500.00	
Recycle	84	$ 0.50	$ 0.40	$ 42.00	
Garbage/ Scrap Disposal	1	$ 200.00	$ 160.00	$ 200.00	
				$ 2,797.00	

$ 2,237.60 20% discount - 50% down & 50% upon completion

Estimated hours: 40
Estimated days: 2-3 (crew of 2)

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

Meeting Date February 18, 2020

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: February 11, 2020

Re: City Hall LED Lighting Project Update

The Council, at its January 21, 2020 meeting, approved a proposal to replace the fluorescent lighting in City Hall with LED lighting. The proposal includes the ability to remotely dim the lights in the Council Chambers during presentations. In the meantime, the fluorescent light fixture in the women's restroom shorted out. In response, staff has requested the lighting contractor to replace the light fixtures in both of the restrooms. The lighting contractor will provide a price quote for these additional fixtures in time for the Council meeting. The lighting contractor wants to get started on the lighting project as soon as possible so that they can be finished before their busy lighting season in the spring.

COUNCIL ACTION REQUESTED:

Motion regarding authorizing the light fixtures in the restrooms to be replaced as part of the City Hall lighting project.