City of Afton

CITY COUNCIL AGENDA
AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South
TUESDAY, February 20, 2018
7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

_____Mayor Bend
_____Council Member Nelson
_____Council Member Ross
_____Council Member Richter
_____Council Member Palmquist

4. APPROVAL OF AGENDA

A. Approval of the Agenda for the Regular City Council Meeting of February 20, 2018 -

5. APPROVAL OF MINUTES

A. Minutes of the January 16, 2018 Regular City Council Meeting-

6. PUBLIC INPUT

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

7. REPORTS/PRESENTATIONS

A. Sheriff's Monthly Report –
B. Tom Niedzwiecki, Budget Report -
C. Lower St. Croix Fire District Report –
D. David Husebye, Applicant for the Natural Resources and Groundwater Committee

8. CONSENT AGENDA

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

A. Just and Correct Claims
B. 4M Fund Transfer – (No transfers until March)

9. CITY COUNCIL BUSINESS

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

1. Application by USS Rambo Solar LLC for a text amendment to the Zoning Code to allow "solar farms" as a conditional use or interim use in the Agricultural District. This application is related to a proposal for a 7.3 acre, 1.0 megawatt ground-mounted solar array at 12560 15th Street S. **Resolution 2018-11**
2. Consideration of an interpretation question regarding whether a Preservation and Land Conservation Development (PLCD), as outlined in Article XII of the City's Zoning Code, is a Planned Unit Development (PUD).
3. Afton Creek Preserve PLCD Subdivision Application, including Rezoning, Preliminary Plat and Conditional Use Permit on 219 acres of land at 14220 60th Street and parcels with PID Numbers 33.028.20.33.0005, 33.028.20.33.0004, 33.028.20.32.0001, 32.028.20.41.0002, 32.028.20.42.0004, and 32.028.20.43.0001.
4. Proposal to Dedicate 5550 Odell Parcel as Parkland, and Findings Necessary for a PLCD Application
5. Comprehensive Plan Update
6. Recognition of Barbara Ronningen's Dedicated Service to the City

B. Engineering Report – (Engineer Staff Report & Council Update)

1. Downtown Village Improvement Project – Landscaping Project Bid Award
2. 30th Street Culvert Replacement
3. Update of Surface Water Management Plan for Comprehensive Plan
4. Expansion of Peterson Management Company Maintenance Contract to Include Downtown Lift Stations

C. Administration –

1. Transfers of 2017 General Fund Surplus
2. Afton Historical Museum Proposal for Review of Property File Documents
3. Impound Contract with Malley's Sunshine Kennel
4. Pay Voucher No. 10 from Geislinger and Sons, Inc. for the Downtown Improvement Project
5. Appointment of David Husebye to the Natural Resources and Groundwater Committee
6. Volunteer Commission Reappointments
7. Position Reclassifications and Pay Adjustments
8. Cab for Tractor/Snowblower
9. Application for Grant from Washington County CDA - **Resolution 2018-12**
10. Schedule Public Information Meeting Regarding Perflourochemicals (PFC's) and Well Testing Results and Plans
11. Schedule Work Session
12. Schedule Special Meeting with a Closed Session Regarding the Afton Marina Assessment Appeal

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 Palmquist
B. Ward 2 Council Member Richter
C. Ward 3 Council Member Ross
D. Ward 4 Council Member Nelson
E. Mayor Bend
F. City Attorney Knaak
G. City Administrator 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 16, 2018
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 Richard Bend

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

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

   ALSO PRESENT: Nick Guilliams, (City Engineer), City Administrator Ron Moorse, City Attorney Fritz Knaak, City Accountant Tom Niedzwiecki (for last portion of the meeting), City Clerk Julie Yoho, Planning Commission member Lucia Wroblewski.

4. **APPROVAL OF AGENDA** – [some agenda items were discussed out of sequence]
   A. Agenda for the Regular City Council Meeting of January 16, 2018
   Add items: c12. "Election judges"; c13 "Invoice for deputies facility"; c14 "Lights at city hall";
   Add item to beginning of agenda: "Representative Tony Jergens"
   Motion/Second: Palmquist/Richter To approve agenda as amended. Passed 4-0.

   Representative Jergens introduced himself and will be in touch again prior to the session.

5. **APPROVAL OF MINUTES**
   A. Minutes of the December 19, 2017 Regular City Council meeting.
   Motion/Second: Bend/Ross To approve minutes of the December 19, 2017 Regular City Council Meeting. Passed 4-0.

   B. Minutes of the December 5, 2017 City Council Work Session
   Motion/Second: Ross/Richter To approve minutes of the December 5, 2017 City Council Work Session. Passed 4-0.

   C. Minutes of the December 5, 2017 Special City Council meeting
   Motion/Second: Palmquist/Ross To approve minutes of the December 5, 2017 Special City Council meeting. Passed 4-0.

   D. Minutes of the December 11, 2017 City Council Work Session
   Motion/Second: Ross/Richter To approve minutes of the December 11, 2017 City Council Work session. Passed 4-0.

6. **PUBLIC INPUT** –
   Julie Ziedel, 3055 St Croix Trail. Expressed concern about lights in city hall parking lot shining bright into her house.

   David Husebye, 5830 Osgood Ave Ct S. Expressed concern over potential paving of 60th street as result of the proposed Carlson development. The traffic study was based on unpaved roads. Once paved, there will be

a change in volume and speed. There will be a noise issue with motorcycle traffic if paved. Also a portion of the road is more mud than gravel and seems to have water moving under it. Questions need to be answered prior to paving. (Section heading west between culvert to Oakgreen into Denmark township.

7. REPORTS/PRESENTATIONS -

A. Sheriff's Monthly Report

No report

B. Tom Niedzwiecki, Budget Report

Tom provided information on the financial report and supplemental detail of expenses paid out in in December. Downtown project funding has been received from the County, DNR and from the PFA.

C. Lower St. Croix Fire District Report

Mayor Bend reported that he attended an award ceremony for the group and he is pleased with their efforts and services

D. Natalie Warren – St Croix River Association

Natalie provided an overview of the groups projects. They've produced a best practices for zoning booklet which provides guidelines for property owners looking to change their property. Also a suggested earthtone color book for reference. On May 5 event there will be a "birds and bikes" event in town. More information will be posted on the events schedule and Facebook.

8. CONSENT AGENDA

Motion/Second: Palmquist/Richter To approve Resolutions 2018-01 through 2018-05. Roll call, all aye. Passed 4-0.

A. Just and Correct Claims
B. 4M Fund Transfer – December – **Resolution 2018-01**
C. Renew 4M Joint Powers Agreement – **Resolution 2018-02**
D. Designate official depository – **Resolution 2018-03**
E. Designate Official Newspaper – **Resolution 2018-04**
F. 2018 Regular Meeting Schedule – **Resolution 2018-05**

9. CITY COUNCIL BUSINESS

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

1. Comprehensive Plan update

PC member Wroblewski reported that the Comprehensive Plan was reviewed and changes will be reflected in final draft with the public hearing scheduled for the February meeting.

2. Afton Creek Preserve PLCD Subdivision Application

Administrator Moorse provided the following information: At the January 8 Planning Commission meeting, Chair Ronningen requested that the Afton Creek Preserve PLCD subdivision application be added to the meeting agenda and proposed a motion to deny the application, or alternatively to ask the applicant to withdraw his preliminary plat application with refund of any application fees not used by the city and resubmit an application with one proposed preliminary plat drawing that meets the City of Afton's ordinances without the need for a rezoning or variances. The motion and a set of findings on which the motion was based were provided to the Commission members for their review and discussion. The minutes of the Planning Commission meeting, which include the motion and findings, are included in the agenda packet.

After discussion by the Commission members and revisions to the proposed findings, the Planning Commission, on a vote of 8-0-0, approved the motion for denial or withdrawal of the Afton Creek Preserve PLCD subdivision preliminary plat application.

Council member Palmquist stated he was surprised that this item was added to the agenda on the day of the meeting with no notice.
PC member Wroblewski stated that the Chair made the change in the agenda, however the commission has had the same concerns for a while.
Council member Richter stated that the findings had been brought up by the PC repeatedly for a long time and hadn't been answered. Process has been handled differently from the beginning and was frustrating for the planning commission.
Mayor Bend stated there is a procedural issue regarding the action and a substance issue with the findings.
Council member Ross stated he would like further discussion on the procedural question
Mayor Bend stated that the procedures call for written agendas to be mailed out 5 days prior with Agenda and materials available to the public.
City Attorney Knaak stated that is correct. The City Ordinance calls for posting ahead and he'd suggest when dealing with a major project careful attention is needed. He'd suggest the matter be placed on the agenda for the planning commission to revisit. They don't need to discuss again, but place on the agenda. The Council has the right to add items onto the agenda, but there is nothing in the Ordinance that gives the planning commission the same authority.
Council member Richter asked for clarification that the planning commission can't make any changes to their agenda?
City Attorney Knaak answered that the ordinance doesn't allow. The City Council can.
Motion/Second <u>Palmquist/Ross</u> to send the Afton Creek Preserve Application back to the Planning Commission for proper posting on the agenda. Passed 4-0

B. Engineering Report – (Engineer Staff Report & Council Update)

1. Downtown Village Improvement Project
   City Engineer Guilliams reported that there are a few items yet to finish. Recommended a work session to discuss the 30th Street core samples and what comes next.
   Administrator Moorse reported that shields have been placed on two of the downtown lights on the east side. Council member Ross suggested extending the shield from its current position if needed. In the parking lot, perhaps adjust to direct light.
   Guilliams said that Xcel was going to put in lower watt lights

2. Change order #8 for the Downtown Village Improvement Project
   Administrator Moorse explained that the change order is for the sanitary sewer service work at the Mulle (Afton Leather) property to avoid impacts to the effigy mound. The sanitary sewer connection at the Mulle property had been at the rear of the property, which is in the buffer area of the Rattlesnake Mound. To avoid disturbance to the buffer area, the internal plumbing of the Mulle building had to be re-directed out the side of the house to be connected to a new sewer line at the north side of the property. The cost for the plumbing work and connection was $7,007.00.
   Motion/Second <u>Bend/Ross</u> To approve Change Order No., 8 to the Downtown Village Improvement Project, in the amount of $7,007.00.
   Discussion
   Council member Palmquist asked for more explanation
   Engineer Guilliams explained it is for the re-plumbing and connection. The connection is eligible for reimbursement through the BWSR grant. This was an eligible property.
   Mayor Bend stated that the City is obligated to pay the connection cost.
   Vote: Motion Passed 4-0

C. Administration –

1. 2018 Appointments – Resolution 2018-06

Mayor Bend led discussion was held on whether to rotate appointments every year as put into place last year. Council members are to act as liaisons and not participate extensively or steer the discussion. Council members Ross and Palmquist indicated they like rotation but perhaps 2 year appointments would be better. Council member Richter pointed out that Nelson has never been liaison for the Planning Commission. He is happy to stay for another year; tries to provide history and guidance.
Council member Ross pointed out that there is a wide variety in each of these as to council's participation. Mayor Bend agreed there is a distinction between a policy committee vs. other committee. In many cities council members chair the committees.
Council member Palmquist indicated the Great Rivers Coalition has been meeting during the day and he cannot attend; have to change.
Advertise for Yellow Ribbon Coalition member in newsletter.
Motion/Second <u>Bend/Palmquist</u> To approve Resolution 2018-06 for the 2018 Annual Appointments with change for the Great Rivers Coalition to be Ross.
Roll call: all aye Passed 4-0

2. Paperless Agenda Packet Technology for Council Members

Administrator Moorse reported that at its December 19, 2017 meeting, the Council discussed providing each Council member with a device to enable the Council meeting packets to be provided to the Council electronically rather than as hardcopies. Several types of devices were discussed. These included a tablet, a laptop and a Chromebook. In determining the necessary technology, it is necessary to determine the range of uses the new technology needs to serve. On one hand, if the only use is to download the agenda packet from the City's website and access it in preparation for or at the Council meeting, a Chromebook (with a keyboard but without a windows operating system or the Microsoft Office Suite software) would be sufficient at a very low cost. However, if the Council members want to be able to use Word, Excel or Outlook, either a laptop or a tablet would be required to do that or do it most easily.

Council member Palmquist stated he would lean toward a Chromebook for cost and ease of use
Council member Ross suggested running a pilot project – get one and let someone use it and see how it goes.
Council member Richter stated that he prefers paper and that Council members should be able to decide if they want paper
Council member Ross pointed out that the packet needs to be bookmarked
Council member Palmquist stated he is in favor of, have print hardcopy available if wanted
Council member Ross volunteered to compare and test and report back.
Motion/Second <u>Bend/Palmquist</u> To authorize purchase of one Chromebook to be tested by Council member Ross with results reported back. Passed 4-0.

3. Mayor Attendance at League of MN

Administrator Moorse reported that Mayor Bend is requesting authorization from the Council to attend the Experienced Officials 2018 Leadership Conference being provided by the League of Minnesota Cities. The focus of the conference is on communication in challenging situations. Attached is an outline of the conference and an agenda for the conference. The cost of the conference is $225.
Motion/Second <u>Ross/Richter</u> To approve Mayor Bend attendance at the 2018 Leadership Conference at the cost of $225.

4. Reappointment of Bake Baker to an additional term on the Natural Resources and Groundwater Committee

Administrator Moorse explained that Bake Baker was initially appointed to fill an unexpired term on the Natural Resources and Groundwater Committee that expired on December 31, 2017. He has indicated he is interested in being reappointed to serve a full three-year term on the Committee.

Motion/Second Bend/Ross To reappoint Bake Baker to an additional term on the Natural Resources and Groundwater Committee. Passed 4-0.

5. Designate City Attorney - Resolution 2018-07

Motion/Second Richter/Bend To adopt of Resolution 2018-07 designating the firm of Holstad and Knaak as the City Attorney and Prosecuting Attorney.

Discussion

Council member Palmquist stated that the council could look at the pay rate next year and expressed thanks for keeping it the same for this year.

Roll call: all aye, Passed 4-0

6. Designate City Engineer – Resolution 2018-08

Motion/second Bend/Palmquist To adopt of Resolution 2018-08 designating the firm of WSB as the City Engineer. Roll call: All Aye, Passed 4-0

7. Designate Official 2017 City Signatories for Payroll and Checks - Resolution 2018-09

Motion/Second Palmquist/Ross To adopt Resolution 2018-09 designating the official signatories for payroll and checks. Roll call: All aye, Passed 4-0.

8. New Animal Impound Provider Needed

Administrator Moorse reported that the Hillcrest Animal Hospital, the City's current animal impound provider, has notified the City that, after February 28, 2018, it will no longer be providing animal impound services. Afton's contracted Animal Control Officer has contacted a large number of possible impound facilities in the area, including veterinary hospitals and the Woodbury Humane Society, and all have indicated that either they are not interested in providing the impound service or they are not taking any new clients. The Animal Control Officer did find a kennel near New Richmond, Wisconsin that may be a possibility, at least until a closer option can be found. Staff will contact the kennel to determine if it could be a workable solution. Staff will also continue to work to find other options, with the goal of providing a recommendation, along with a service agreement, at the February Council meeting, so that a new impound provider can be in place by February 28.

9. Pay Equity Report

Every three years, the City is required to submit a Pay Equity Report to the State to ensure the City is meeting the requirements of the Pay Equity Act. Attached is the Pay Equity Implementation Form and the 2017 pay structure data that will be provided to the State. The report will be reviewed by the State to ensure the City's compliance. Once the report is approved by the Council, the report will be signed by the Mayor, submitted to the State and posted on the official bulletin board in the City Offices.

Motion/Second Bend/Palmquist To approve the City's Pay Equity Report. Passed 4-0

10. Pay Voucher No. 9 from Geislinger and Sons Inc.

Administrator Moorse explained that Pay Voucher No. 9 from Geislinger and Sons, Inc. is for the Downtown Village Improvement Project in the amount of $720,330.72. This Pay Voucher has been provided to both Washington County and the PFA for reimbursement of portions of these costs.

Motion/Second Palmquist/Richter To approve the payment of Pay Voucher No. 9 from Geislinger and Sons, Inc. for the Downtown Village Improvement Project in the amount of $720,330.72. Passed 4-0.

11. Schedule work session

Administrator Moorse stated that the Council has identified a number of items for discussion at a work session. These include the following:

-Expansion of the City's well testing program beyond testing for nitrates to include testing for PFC's and other chemicals
-Pennington Avenue sewer connections
-Request for Proposals (RFP) processes for consultant services in 2018
A work session will be scheduled.
Council member Palmquist stated that he would like information on Pennington prior to work session.

12. Resolution for Election Judges
Motion/Second Bend /Palmquist To adopt Resolution 2018 – 10 appointing election judges for the January 29, 2018 and February 12, 2018 Primary and General Senate District 54 Special Elections. Roll call: all aye, passed 4-0.

13. Invoice for Deputies Facility and discussion of cost
Invoice No. 1549 from Douglas Kropelnicki Construction, Inc. for the Deputies Facility, in the amount of $56,327.44, was received on January 16. The invoice is being requested for consideration by the Council at this time, rather than delaying payment until the February Council meeting. Because the invoice was only recently received, the City Engineer is recommending that 10% of the total contract price of $159,727.44 be withheld as a retainer until all items are complete and accepted by the City. This leaves $40,354.70 to be paid at this time.
Motion/Second Palmquist/Richter To approve payment of invoice No. 1549 from Douglas Kropelnicki Construction, Inc., less withholding of a retainer of 10% of the total contract price, for a total payment of $40,354.70. Passed 4-0.

Administrator Moorse discussed bathroom in the deputies' garage. It has been roughed in, a finished bathroom was not in the original plan. Cost estimate is $8500 to install.
Council member Palmquist asked what needs to be done
Council member Ross replied the walls, plumbing & fixtures
Mayor Bend indicated there will also be connection costs
Council member Palmquist asked if Ken and the City employees would use?
Administrator Moorse replied that it is primarily for the deputies
Council member Richter stated that the County should do this
Council member Palmquist stated that the City will provide water and sewer connection, inform the County about the remaining costs for restroom

14. Replacement of Lights at City Hall
The security light and flag light at the City Hall entrance are both in need of replacement. The light for the flag does not provide adequate light to meet the requirements for flying the flag during evening hours. Ken Johnson, Public Works Supervisor, has obtained two price quotes for the replacement of the two lights. The price quotes are $758.50 from Kendrick Electric and $550 from Freeway Electric. Staff is recommending the Council approve the price quote of $550 from Freeway Electric.
Motion/Second Palmquist/Bend To approve the price quote of $550 from Freeway Electric for the replacement of the security light and flag light at the City Hall entrance. Passed 4-0.

D. Committee Reports

1. Public Works – 30th street discussed
2. Personnel – no report
3. Parks – no report
4. Heritage Preservation Commission / Design Review – no report
5. Natural Resources and Groundwater – no report

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

A. Ward 1 Council Member Palmquist – no report
B. Ward 2 Council Member Richter – no report
C. Ward 3 Council Member Ross – Public Works worked on Christmas and Labor Day this year; needs to acknowledged. Mayor Bend is working on this along with the Personnel Committee.
D. Ward 4 Council Member Nelson – not present
E. Mayor Bend – no report
F. City Attorney Knaak – no report
G. City Administrator Moorse – no report

11. ADJOURN –
Motion/Second Bend/Richter To adjourn. Passed 4-0

Meeting adjourned at 9:33pm

Respectfully submitted by:

_____
Julie Yoho, City Clerk

Approved by Council (February 20, 2018) as (check one): Presented: _____ Amended: _____

Mayor Richard Bend_____ Date_____

ATTACHMENT A

2018 City of Afton Annual Appointments

Item	CITY OF AFTON	2017 APPOINTMENTS PRIMARY / ALTERNATE	2018 APPOINTMENTS PRIMARY / ALTERNATE
1	Mayor Pro Tem	Ross	Ross
2	Planning Commission Liaison	Richter/Bend	Richter/Bend
3	Design Review/Heritage Preservation Commission Liaison	Bend	Bend
4	Emergency Preparedness	Ross/Bend	Ross/Bend
5	Finance Committee	Richter Ross Moorse Niedzwiecki	Richter Ross Moorse Niedzwiecki
6	Parks Committee	Ross Palmquist	Ross Palmquist
7	Personnel Committee	Nelson Bend	Nelson Bend
8	Public Works Committee	Richter Ross	Richter Ross
9	Technology and High Speed Internet Access Committee	Ross Nelson	Ross Nelson
10	NRGC	Palmquist	Palmquist
11	Branding Committee	Ross	Ross
12	City Weed Inspector	Bend	Bend
13	City Forester	Tim Power	Tim Power
	COMMUNITY	**2017 PRIMARY / ALTERNATE**	**2018 PRIMARY / ALTERNATE**
14	Lower St. Croix Valley Cable Representatives	Nelson/Bend	Nelson/Bend
15	St. Croix Valley Alliance	Bend	Bend
16	MSCWMO Representative	Annie Perkins	Annie Perkins
17	I-94 Corridor Coalition --TAC	Nelson / Palmquist Moorse	No Longer Needed
18	Yellow Ribbon Network		
19	LSCV Fire Protection District Board Representatives	Bend Nelson / Alt. Richter	Bend Nelson / Alt. Richter
20	Lower St. Croix Partnership Team	Palmquist	Palmquist
21	Washington County Groundwater Advisory Committee	Bend	Bend
22	Washington County Water Consortium	Bend	Bend
23	Great Rivers	Palmquist	Ross

Citations for: Afton

1/1/2018 To 1/31/2018

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	1/1/2018	820005800101	170	S. Wittl	Citation	0	MANNING AVE S		VALLEY CREEK RD		Afton	DL-Drive After Revocation/DAR	171.24.2
WCSO	1/3/2018	820027800301	1253	A. Jaring	Written Warning	0	MANNING AVE N		15TH ST S		Afton	MOV-Speed-Exceed Limit	169.14.2(a)
WCSO	1/3/2018	820027800302	1253	A. Jaring	Written Warning	0	MANNING AVE S		30TH ST S		Afton	DL-Drive After Revocation/DAR REG-Motor Vehicle Displaying Expired Registration	171.24.2
WCSO	1/3/2018	820027800302	1253	A. Jaring	Written Warning	0	MANNING AVE S		30TH ST S		Afton	DL-Drive After Revocation/DAR REG-Motor Vehicle Displaying Expired Registration	168.09.4
WCSO	1/3/2018	820027800303	1253	A. Jaring	Written Warning	0	MANNING AVE S		30TH ST S		Afton	MOV-Speed-Exceed Limit	169.14.2(a)
WCSO	1/10/2018	820027800901	1253	A. Jaring	Citation	0	MANNING AVE S		22ND ST S		Afton	MOV-Speed-Exceed Limit	169.14.2(a)
WCSO	1/22/2018	820081802202	1204	A. Hoheisel	Citation	0	I-94		NEAL AVE N		Afton	Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	169A.20.1(5)
WCSO	1/22/2018	820081802202	1204	A. Hoheisel	Citation	0	I-94		NEAL AVE N		Afton	Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	169A.20.1(1)

2/01/18 5:00:01

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for AFTON
For the Period 1/01/18 To 1/31/18

Date	Time	ICR #	ID#	Street Name	Complaint
1/01/18	16:16:39	118000046	0170	MANNING AV	TRAFFIC LETG DAR
1/01/18	19:09:08	118000058	0076	PELLER AV	911 OPEN LINE
1/02/18	17:26:32	118000153	0093	NYBECK AV	ALARM
1/02/18	20:07:07	118000174	0192	TRADING POST TR	VEHICLE OFF THE ROADWAY
1/03/18	5:33:22	118000198	1253	MANNING AV	TRAFFIC - SPEED (63/55)
1/03/18	6:02:18	118000199	1253	MANNING AV	TRAFFIC - DAR/EXPIRED TABS
1/03/18	6:26:47	118000201	1253	MANNING AV	TRAFFIC - SPEED (66/55)
1/03/18	10:48:46	118000227	0130	TOMAHAWK DR	PUBLIC ASSIST 21 RP
1/03/18	14:32:47	118000264	0130	15TH ST	1 VEHICLE ACCIDENT
1/04/18	15:10:41	118000392	0065	STAGECOACH TR	SUSPICIOUS ACTIVITY
1/04/18	17:25:52	118000410	0160	INDIAN TR	RESIDENTAL BURGLARY
1/05/18	9:37:32	118000481	0088	32ND ST	PUBLIC ASSIST
1/05/18	14:50:06	118000540	0063	32ND ST	ALARM
1/05/18	15:29:38	118000543	0097	MANNING AV	PANIC ALARM
1/06/18	5:55:00	118000630	0159	50TH ST	MEDICAL LEVEL 1
1/06/18	8:12:34	118000634	0151	ST CROIX RIVER	POS FIRE
1/06/18	8:46:45	118000636	0151	NEAL AV	VEH LOCKOUT
1/06/18	12:16:39	118000654	0151	EAST OAKGREEN C	911 OPEN LINE
1/06/18	14:31:15	118000665	1280	50TH ST	MEDICAL - LEVEL 3
1/06/18	17:09:16	118000680	1280	SAINT CROIX TR	POSSIBLE INTRUDER
1/06/18	20:10:18	118000690	1280	HUDSON RD	COMMERCIAL BURG ALARM
1/06/18	22:07:34	118000700	0118	NEAL AV	CAR VS DEER
1/07/18	9:39:58	118000728	0130	TRADING POST TR	MEDICAL LEVEL 1
1/07/18	13:14:18	118000747	0063	SAINT CROIX TR	ANIMAL CONCERN
1/08/18	9:59:01	118000821		SAINT CROIX TR	RECEIPT# 180000073
1/08/18	12:43:18	118000839	0095	30TH ST	PHONE SCAM
1/08/18	13:56:00	118000852	0093	NEAL AV	SUSP ACTIVITY
1/08/18	15:44:37	118000871	0090	50TH ST	LOST DOG
1/08/18	16:24:21	118000875	0093	PUTNAM BLVD	OPEN 911 LINE
1/09/18	12:46:40	118000982		STAGECOACH TR	RECEIPT# 180000105
1/09/18	23:55:04	118001050	1253	MANNING AV	TRAFFIC - SPEED (77/55)
1/10/18	11:36:03	118001090	0130	MANNING AV	ACCIDENT UNK INJURIES
1/10/18	11:36:03	118600782		MANNING AV	AOA/ACCIDENT UNK INJURIES
1/10/18	17:44:18	118001158	0097	MANNING AV	ACCIDENT
1/10/18	21:05:59	118001178	0091	VALLEY CREEK TR	ROAD HAZARD
1/11/18	0:38:31	118001187	0079	VALLEY CREEK TR	ROAD CONCERN
1/11/18	13:47:05	118001252	0138	SAINT CROIX TR	911 OPEN LINE
1/11/18	13:49:01	118001253	0088	SAIT CROIX TR	PUBLIC ASSIST
1/11/18	15:25:25	118001267	0192	30TH ST	MEDICAL LEVEL 1
1/11/18	15:35:24	118001270	0100	TRADING POST TR	OFFICER INFORMATION

1/12/18 1:23:08 118001325 0074 AFTON BLVD WELFARE CHECK **CALL RP W
1/12/18 11:57:05 118001386 0138 SAINT CROIX TR ALARM
1/12/18 17:53:43 118001416 0097 TRADING POST TR 911 HANG UP
1/13/18 7:50:42 118001456 0151 15TH ST DOMESTIC/MEDICAL LEVEL 1
1/13/18 13:09:24 118001474 0151 STAGECOACH TR 911 OPEN
1/13/18 18:22:41 118001489 0097 I94 ERRATIC DRIVER
1/14/18 13:24:12 118001532 0096 2ND ST 911 OPEN *** MEDICAL ** LE
1/16/18 5:11:57 118001668 1211 INDIAN TR MEDICAL LEVEL 1
1/16/18 10:22:19 118001697 0095 AFTON HILLS DR INFORMATION
1/16/18 12:33:06 118001707 0130 TRADING POST TR SUSP VEHICLE
1/16/18 19:11:56 118001766 0080 15TH ST ALARM
1/17/18 3:49:31 118001803 0066 42ND ST SUSPICIOUS ACTIVITY/CHECK THE
PRT CONTRACT ICR REPORT MTMANDT Page 2

2/01/18 5:00:01

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for AFTON
For the Period 1/01/18 To 1/31/18

Date Time ICR # ID# Street Name Complaint

1/17/18 9:49:42 118001825 0094 34TH ST PARKING COMPLAINT
1/17/18 9:50:19 118001826 0130 OSGOOD AV RESIDENCE CHECK
1/17/18 10:29:24 118001831 0130 AFTON BLVD AOA
1/17/18 15:48:15 118001889 FAHLSTROM PL RECEIPT# 180000209
1/18/18 11:19:51 118001974 50TH ST RECEIPT# 180000218
1/19/18 9:47:58 118002068 0138 TRADING POST TR ALARM
1/19/18 11:40:48 118002081 0088 MANNING AV DRIVING COMPLAINT
1/19/18 14:30:30 118002113 0138 MANNING AV VEH OFF ROAD - UNK INJ
1/20/18 0:52:14 118002189 0079 44TH ST MEDICAL LEVEL 1
1/20/18 6:24:50 118002204 0079 NEAL AV ALARM
1/20/18 10:14:29 118002213 0088 VALLEY CREEK TR THEFT OF DOG
1/20/18 14:32:39 118002234 0151 8TH ST ANIMAL COMPLAINT RSTK 21
1/20/18 19:54:44 118002263 0076 I94 DRIVING COMPLAINT
1/21/18 12:24:37 118002315 0187 AFTON STATE PAR PARKING QUESTION
1/21/18 15:54:41 118002325 1280 PERROT AV MEDICAL LEVEL 1
1/22/18 4:52:46 118002358 0074 HUDSON RD ALARM
1/22/18 6:49:13 118002361 0170 NEAL AV BUS IN THE DITCH
1/22/18 9:00:42 118002373 INDIAN TR RECEIPT# 180000254
1/22/18 11:48:54 118002390 0085 3RD ST SCAM REPORT
1/22/18 14:40:15 118002416 0095 MANNING AV TRAFFIC CONCERN
1/22/18 15:04:13 118002420 0067 MANNING AV VEHICLE OFF ROAD
1/22/18 16:37:22 118002444 0097 I94 VEHICLE OFF THE ROADWAY
1/22/18 17:20:36 118002452 0097 NEAL AV ABANDONED VEHICLE
1/22/18 20:13:11 118002473 0097 HUDSON RD STUCK VEHICLE
1/23/18 20:28:39 118002623 1280 3RD ST NEIGHBOR COMPLAINT
1/24/18 13:20:42 118002694 0151 15TH ST ANIMAL ASSIST/3RD PARTY
1/24/18 16:14:51 118002725 0134 30TH ST BURGLARY REPORT **RSTK INFO
1/25/18 10:11:47 118002800 0130 50TH ST EXTRA PATROL

1/25/18 13:00:13 118002817 0094 MANNING AV ACCIDENT
1/25/18 13:26:22 118002822 0094 I94 DISABLED VEHICLE
1/25/18 15:05:30 118002843 0097 42ND ST SUSPICIOUS VEHICLE
1/25/18 19:22:15 118002882 0097 MANNING AV VEHICLE OFF ROAD
1/25/18 20:14:58 118002885 0087 OELVIG AV TRESPASSING
1/25/18 21:35:44 118002903 0192 PENFIELD AV MEDICAL LEVEL 1
1/26/18 11:13:28 118002973 0130 57TH ST EXTRA PATROL - PH CALL REQ
1/26/18 11:40:17 118002978 0088 HUDSON RD ROAD HAZARD
1/26/18 12:05:06 118002983 0130 ODELL AV TRESPASSING
1/26/18 22:01:46 118003066 0097 AFTON BLVD 911 OPEN LINE TRANSFER **INFOR
1/26/18 22:59:15 118003069 0064 15TH ST SUSPICIOUS VEH
1/27/18 4:13:17 118003077 1253 30TH ST SUSPICIOUS ACTIVITY
1/27/18 7:23:30 118003078 0130 EAST OAKGREEN C PROPERTY DAMAGE RPT
1/27/18 18:07:10 118003134 0192 MANNING AV DRIVING COMPLAINT
1/27/18 22:59:52 118003153 1209 HUDSON RD SUSPICIOUS ACTIVITY **RESTACK
1/29/18 7:18:48 118003249 0176 AFTON HILLS DR IDENTITY THEFT
1/29/18 9:25:34 118003264 0187 50TH ST POSSIBLE FIRE
1/29/18 13:44:53 118003310 0067 HUDSON RD TRAFFIC DISTURBANCE
1/30/18 10:32:45 118003407 0094 AFTON PUBLIC ASSIST
1/30/18 14:45:38 118003452 0117 NEAL AV CP REPORT RECEIVED
1/30/18 21:58:14 118003504 0097 HUDSON RD COMMERCIAL BURG ALARM
1/31/18 9:21:07 118003544 0151 NEAL AV PROPERTY DAMAGE ACCIDENT
1/31/18 10:36:22 118003557 15TH ST RECEIPT# 180000373
1/31/18 13:53:04 118003580 0151 TOMAHAWK DR VEHICLE LOCKOUT

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for AFTON
For the Period 1/01/18 To 1/31/18

Date Time ICR # ID# Street Name Complaint

1/31/18 14:53:36 118003593 0063 3RD ST SUSPICIOUS VEHICLE
1/31/18 16:53:48 118003611 0097 STAGECOACH TR VEHICLE IN DITCH **RSTK TOW

Total ICRs Processed: 106

** END OF REPORT **

City of Afton – Financial Reports
Full Year 2017 (final except for Y/E transfers)

Description	Pages
Balance Sheet + Cash Position Schedules	A1 to A4
Statement of Changes in Fund Balance: Current Month	B1
Statement of Changes in Fund Balance: Year to Date	C1
Statement of Revenue and Expenditures: General Fund Summary plus Detail for All Other Funds	D1 to D8
Detail Statement of Revenue and Expenditures: General Fund Only	E1 to E6
Special Activities Fund: Summary + YTD Detail	F1 to F4
LTD Summary and YTD Detail of City Infrastructure Fund	G1 to G8

Accountant's Discussion:

The 2017 Annual Financials are considered final except for year end transfers. The General Fund ends the year at a favorable variance to budget of $164,594. The key contributors to the favorable variance were:

1. $60,000 Building Permits (net of inspection expenses)
2. $46,000 Streets including Snow & Ice
3. $24,000 Wages and Benefits
4. $13,000 Utility Franchise and Zoning Fees
5. $13,000 Interest Income
6. $ 9,000 All Other (Net)

The Downtown Projects ended the year in a $300.000 net temporary cash flow transfer from the Street Improvement Fund.

We spent $113,980 on the new Wash Cty Sheriff Deputy Facility and City Garage. Payment from Wash Cty for their share is expected in 2018 once the project is complete.

Accountant's Recommendation for Favorable Variance:

1. $15,000 to Snow and Ice Reserve (Special Activities Fund). Current balance is $15,000 all from 2015.
2. $10,000 Comprehensive Plan (or more). Current balance is $8,947
3. $10,000 City Council Contingency Reserve – currently has only $230 balance.
4. Then put the balance in the Street Improvement Fund after leaving $4,594 in the General Fund.

Prepared by Thomas H. Niedzwiecki, Accountant

City of Afton – Financial Reports
Full Year 2017 (final except for Y/E transfers)

Description	Pages
Balance Sheet + Cash Position Schedules	A1 to A4
Statement of Changes in Fund Balance: Current Month	B1
Statement of Changes in Fund Balance: Year to Date	C1
Statement of Revenue and Expenditures: General Fund Summary plus Detail for All Other Funds	D1 to D8
Detail Statement of Revenue and Expenditures: General Fund Only	E1 to E6
Special Activities Fund: Summary + YTD Detail	F1 to F4
LTD Summary and YTD Detail of City Infrastructure Fund	G1 to G8

Accountant's Discussion:

The 2017 Annual Financials are considered final except for year end transfers. The General Fund ends the year at a favorable variance to budget of $164,594. The key contributors to the favorable variance were:

1. $60,000 Building Permits (net of inspection expenses)
2. $46,000 Streets including Snow & Ice
3. $24,000 Wages and Benefits
4. $13,000 Utility Franchise and Zoning Fees
5. $13,000 Interest Income
6. $ 9,000 All Other (Net)

The Downtown Projects ended the year in a $300.000 net temporary cash flow transfer from the Street Improvement Fund.

We spent $113,980 on the new Wash Cty Sheriff Deputy Facility and City Garage. Payment from Wash Cty for their share is expected in 2018 once the project is complete.

Accountant's Recommendation for Favorable Variance:

1. $15,000 to Snow and Ice Reserve (Special Activities Fund). Current balance is $15,000 all from 2015.
2. $10,000 Comprehensive Plan (or more). Current balance is $8,947
3. $10,000 City Council Contingency Reserve – currently has only $230 balance.
4. Then put the balance in the Street Improvement Fund after leaving $4,594 in the General Fund.

Prepared by Thomas H. Niedzwiecki, Accountant

City of Afton
Balance Sheet
December 31, 2017

Account #	Account Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Serv Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 & 805 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	**Total All Funds**
	Assets												
100	4M Fund: General Fund	1,748,662											**1,748,662**
100.8	Petty Cash	1,099											**1,099**
115	4M Fund: Bldg & Land Capital Fund		15,586										**15,586**
120	4M Fund: Street Imp Fd - Regular			691,658									**691,658**
120	4M Fund: Street Imp Fd - Downtown			204,569									**204,569**
120/725	4M Fund: 2017 Pavement Project										420,833		**420,833**
200	4M Fund: Park Reserve Fund				55,820								**55,820**
250	4M Fund: Special Reserve Fund					460,286							**460,286**
400	4M Fund: 201 Project Fund						1,752						**1,752**
500	4M Fund: Fire Station Debt Serv Fund							2,276					**2,276**
550	4M Fund: Special Activities Fund								368,672.44				**368,672**
600	4M Fund: MN Investment Fund								105,377.87				**105,378**
700	4M Fund: Road Construction Fund												**0**
725	4M Fund: Road Debt Service Fund										433,178		**433,178**
800/805	4M Fund: City Infrastructure Fund									226			**226**
810	4M Fund: City Dock Fund											64,519	**64,519**
	Total Cash and Investments	1,749,761	15,586	896,227	55,820	460,286	1,752	2,276	474,050.31	226	854,011	64,519	**4,574,513**
11xx	Fees & Other Receivables	36,262											**36,262**
2001	Permit Escrow & Fees (net receivable)	0											**0**
1406/2406	Due (Owed): Spec Reserve Fd & City Infrastr	0	0	0	0	0	0	0	0.00	0	0	0	**0**
1407/2407	Due (Owed): Street Imp Fd & City Infrastr Fd	0	0	300,000	0	0	0	0	0.00	(300,000)	0	0	**0**
	Total Assets and Other Debits	1,786,024	15,586	1,196,227	55,820	460,286	1,752	2,276	474,050.31	(299,774)	854,011	64,519	4,610,775
	Liabilities and Fund Balances												
2001	Permit Escrow & Fees (net payable)	35,666											**35,666**
2002	Accounts Payable	1,253,513											**1,253,513**
2022	Accrued Expenses	4,040											**4,040**
2120	Building Surcharges Payable	0											**0**
2200	Payroll Tax Liablities/Withholding	0											**0**
	Total Accounts and Other Payables	1,293,218	0	0	0	0	0	0	0.00	0	0	0	**1,293,218**
2701	2014A Refunding Road Bonds										2,645,000		**2,645,000**
2704	2017B Road Tax Abate Bonds										3,500,000		**3,500,000**
2703	2017A Downtown GO Temp Imp Bonds									1,980,000			**1,980,000**
Various	Fund Balance - Beginning of Year	328,212	111,545	810,218	160,870	522,924	(1,266)	2,185	329,229.20	(1,642,269)	(2,420,261)	60,233	**(1,738,381)**
Various	Current Year Net Increase (Decrease)	164,594	(95,959)	386,009	(105,050)	(62,638)	3,018	91	144,821.11	(637,505)	(2,870,728)	4,285	**(3,069,062)**
Various	Fund Balance - End of Period	492,805	15,586	1,196,227	55,820	460,286	1,752	2,276	474,050.31	(2,279,774)	(5,290,989)	64,519	**(4,807,443)**
	Total Liabilities and Fund Balances	1,786,024	15,586	1,196,227	55,820	460,286	1,752	2,276	474,050.31	(299,774.07)	854,011	64,519	4,610,775

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports Full Year 2017 (Final b4 Transfers).xlsm Worksheet: Balance Sheet 2/12/2018 Page 1 of 1

A1

City of Afton
805 City Infrastructure Fund Balance
YTD December 31, 2017

Date	Memo	Revenue	Expense	Balance
	805 City Infrastructure Fund Balance 12/31/16			**2,119,771.51**
01/31/2017	Interest Income	733.46		2,120,504.97
02/28/2017	Interest Income	718.33		2,121,223.30
02/28/2017	Expense: 2017A Dwntown Temp Imp Bds		11,000.00	2,110,223.30
02/28/2017	Downtown Improvement Projects Expense		28,775.84	2,081,447.46
02/28/2017	Good Faith Deposit: 2017A Dwntown Temp Imp Bds	20,000.00		2,101,447.46
03/31/2017	Interest Income	738.33		2,102,185.79
03/31/2017	Downtown Improvement Projects Expense		72,221.74	2,029,964.05
03/31/2017	Expense: 2017A Dwntown Temp Imp Bds		19,398.20	2,010,565.85
04/01/2017	Closing: 2017A Dwntown Temp Imp Bds	1,968,078.40		3,978,644.25
04/01/2017	Payoff: 2015A Dwntown Temp Imp Bds		3,769,081.25	209,563.00
04/29/2017	Interest Income	52.42		209,615.42
04/30/2017	Expense: 2017A Dwntown Temp Imp Bds		7,000.00	202,615.42
04/30/2017	Downtown Improvement Projects Expense		217,935.77	(15,320.35)
04/30/2017	Wash Cty Share of Downtown Projects	427,172.00		411,851.65
05/01/2017	Interest Income	0.08		411,851.73
05/31/2017	Interest Income	59.83		411,911.56
05/31/2017	2015A Dwntown Temp Imp Bds		150.00	411,761.56
05/31/2017	Wash Cty Share of Downtown Projects	573,688.54		985,450.10
05/31/2017	Downtown Improvement Projects Expense		3,844,932.17	(2,859,482.07)
05/31/2017	Downtown Special Assessments	49,000.00		(2,810,482.07)
06/30/2017	Interest Income	108.83		(2,810,373.24)
06/30/2017	-MULTIPLE-	96,500.00		(2,713,873.24)
06/30/2017	Downtown Improvement Projects Expense		2,062,133.36	(4,776,006.60)

A2 1 of 3

City of Afton
805 City Infrastructure Fund Balance
YTD December 31, 2017

Date	Memo	Revenue	Expense	Balance
07/31/2017	Interest Income	132.24		(4,775,874.36)
07/31/2017	Downtown Project Revenue	6,045,064.85		1,269,190.49
07/31/2017	Downtown Improvement Projects Expense		1,196,438.45	72,752.04
07/31/2017	Expense: 2017A Dwntown Temp Imp Bds		1,900.00	70,852.04
08/31/2017	Interest Income	137.14		70,989.18
08/31/2017	VBWD Grant: 2nd of 10 installments	50,000.00		120,989.18
08/31/2017	Wash Cty Share of Downtown Projects: July 2017	235,405.19		356,394.37
08/31/2017	MPFA PSIG and CWRF Loan/Grant Proceeds	489,696.68		846,091.05
08/31/2017	Downtown Special Assessments	12,625.00		858,716.05
08/31/2017	Downtown Improvement Projects Expense		1,014,240.87	(155,524.82)
08/31/2017	Expense: 2017 PFA Loans		16,060.93	(171,585.75)
09/30/2017	Interest Income	62.52		(171,523.23)
09/30/2017	Wash Cty Share of Downtown Projects: July 2017	183,084.08		11,560.85
09/30/2017	MPFA PSIG and CWRF Loan/Grant Proceeds	380,024.78		391,585.63
09/30/2017	Downtown Special Assessments	13,668.75		405,254.38
09/30/2017	Expense: 2017A Dwntown Temp Imp Bd Interest Payment		16,027.00	389,227.38
09/30/2017	Downtown Improvement Projects Expense		1,185,462.39	(796,235.01)
10/31/2017	Interest Income	46.79		(796,188.22)
10/31/2017	Wash Cty Share of Downtown Projects:	441,777.69		(354,410.53)
10/31/2017	MPFA PSIG and CWRF Loan/Grant Proceeds	418,393.78		63,983.25
10/31/2017	Downtown Special Assessments	14,073.00		78,056.25
10/31/2017	Downtown Improvement Projects Expense		1,236,991.73	(1,158,935.48)
11/30/2017	Interest Income	206.85		(1,158,728.63)
11/30/2017	Wash Cty Share of Downtown Projects:	202,301.37		(956,427.26)
11/30/2017	MPFA PSIG and CWRF Loan/Grant Proceeds	362,155.01		(594,272.25)

A2 2of3

City of Afton
805 City Infrastructure Fund Balance
YTD December 31, 2017

Date	Memo	Revenue	Expense	Balance
11/30/2017	Downtown Special Assessments	12,687.50		(581,584.75)
11/30/2017	DNR Grant - Other	32,281.52		(549,303.23)
11/30/2017	DNR Grant Levy Match by City	47,500.00		(501,803.23)
11/30/2017	City Levies for PFA Loan and Temp Imp Bond	49,000.00		(452,803.23)
11/30/2017	Downtown Improvement Projects Expense		1,557,873.63	(2,010,676.86)
12/31/2017	Interest Income	308.99		(2,010,367.87)
12/31/2017	Wash Cty Share of Downtown Projects:	448,829.06		(1,561,538.81)
12/31/2017	MPFA PSIG and CWRF Loan/Grant Proceeds	673,791.89		(887,746.92)
12/31/2017	DNR Grant - Other	1,578,824.77		691,077.85
12/31/2017	Downtown Improvement Projects Expense		990,426.92	(299,349.07)
12/31/2017	Expense: 2017A Dwntown Temp Imp Bds		425.00	(299,774.07)
12/31/2017	City Infrastructure Fd: Due to Street Imp Fd re. Downtown Project	300,000.00		225.93
		0.00		225.93
	805 City Infrastructure Fund Balance	**25,447,929.67**	**27,567,475.25**	**225.93**

A2 3of3

City of Afton
120 Street Improvement Fund Balance
YTD December 31, 2017

Date	Memo	Street Improvements - Regular	Downtown Improvement Project	2017 Street Pavement Project	Total Balance 120 Street Improvement Fund
	120 Street Improvement Fund Balance 12/31/16	**145,217.64**	**435,000.00**		**580,217.64**
01/31/2017	Interest Income	183.17			**580,400.81**
02/28/2017	Interest Income	183.50			**580,584.31**
02/28/2017	Street Imp Revenue: Y/E Transfer	230,000.00			**810,584.31**
02/28/2017	Street Imp Expenses:	(616.50)		(20,064.00)	**789,903.81**
03/31/2017	Interest Income	240.06			**790,143.87**
03/31/2017	Street Imp Expenses:		(4,383.00)	(61,940.37)	**723,820.50**
04/29/2017	Interest Income	281.51			**724,102.01**
04/30/2017	Street Imp Expenses:		(3,484.49)	(35,184.00)	**685,433.52**
05/31/2017	Interest Income	293.59			**685,727.11**
05/31/2017	Street Imp Expenses:		(324.94)	(2,916.50)	**682,485.67**
06/30/2017	Interest Income	350.38			**682,836.05**
06/30/2017	Wash Cty: 1st Half Street Imp Levy	137,500.00	50,000.00		**870,336.05**
06/30/2017	Street Imp Expenses:			(1,002,695.34)	**(132,359.29)**
07/31/2017	Interest Income	425.79			**(131,933.50)**
07/31/2017	St of MN: 1st Half 2017 Small City Assistance	19,456.50			**(112,477.00)**
07/31/2017	Street Imp Expenses:			(285,372.84)	**(397,849.84)**
07/31/2017	Trf fr Road Debt Service (2017B Road Bond Proceeds)			1,408,173.05	**1,010,323.21**
08/31/2017	Interest Income	441.49			**1,010,764.70**
08/31/2017	Street Imp Expenses:			(999,402.97)	**11,361.73**
08/31/2017	Trf fr Road Debt Service (2017B Road Bond Proceeds)			999,402.97	**1,010,764.70**
09/30/2017	Interest Income	596.28			**1,011,360.98**
09/30/2017	Street Imp Expenses:			(465,770.04)	**545,590.94**
09/30/2017	Trf fr Road Debt Service (2017B Road Bond Proceeds)			465,770.04	**1,011,360.98**
10/31/2017	Interest Income	526.76			**1,011,887.74**
10/31/2017	Street Imp Expenses:			(82,137.04)	**929,750.70**
10/31/2017	Trf fr Road Debt Service (2017B Road Bond Proceeds)			82,137.04	**1,011,887.74**
11/30/2017	Interest Income	366.92			**1,012,254.66**
11/30/2017	Wash Cty: 2nd Half Street Imp Levy	137,500.00	50,000.00		**1,199,754.66**
11/30/2017	Street Imp Expenses:	(1,293.50)	55,437.75	(77,810.00)	**1,176,088.91**
11/30/2017	Trf fr Road Debt Service (2017B Road Bond Proceeds)			77,810.00	**1,253,898.91**
12/31/2017	Interest Income	547.96			**1,254,446.87**
12/31/2017	St of MN: 2nd Half 2017 Small City Assistance	19,456.50			**1,273,903.37**
12/31/2017	Street Imp Expenses:	0.00	(77,676.32)	(41,845.50)	**1,154,381.55**
12/31/2017	Trf fr Road Debt Service (2017B Road Bond Proceeds)			41,845.50	**1,196,227.05**
12/31/2017	Trf to Infrastructure Fund to cover Downtown Project Expenses	0.00	(300,000.00)		**896,227.05**
					896,227.05
	120 Street Improvement Fund Balance	**691,658.05**	**204,569.00**	**0.00**	**896,227.05**

A3

City of Afton
725 Road Debt Service Fund Balance
YTD December 31, 2017

Date	Memo	2014A Refunding Road Bonds	2017B Road Bond	Due from City Infrastructure Fund (Temporary Cash Flow Transfers)	Total Balance 725 Road Debt Service Fund
	725 Road Debt Service Balance 12/31/16	**430,114.36**			**430,114.36**
01/31/2017	2/1/17 2014A Road Bond Payment	(213,450.00)			**216,664.36**
01/31/2017	Interest Income	101.65			**216,766.01**
02/28/2017	Interest Income	87.74			**216,853.75**
03/31/2017	Interest Income	90.43			**216,944.18**
04/29/2017	Interest Income	106.11			**217,050.29**
04/30/2017	2017B Road Bonds: Issuance and Admin Exp		(9,775.00)		**207,275.29**
04/30/2017	Good Faith Deposit: 2017B Road Bonds		35,000.00		**242,275.29**
05/31/2017	2017B Road Bonds: Balance of Proceeds		3,465,000.00		**3,707,275.29**
05/31/2017	Interest Income	116.20			**3,707,391.49**
05/31/2017	2017B Road Bonds: Issuance and Admin Exp		(27,610.68)		**3,679,780.81**
05/31/2017	2017B Road Bonds: Reoffering Prem less Underwriter Disc		48,478.50		**3,728,259.31**
06/30/2017	Interest Income	135.49			**3,728,394.80**
06/30/2017	Wash Cty: 1st Half 2017 Levy (2014A Refunding Bond)	130,000.00			**3,858,394.80**
06/30/2017	2017B Road Bonds: Issuance and Admin Exp		(11,531.50)		**3,846,863.30**
07/31/2017	Interest Income	158.34			**3,847,021.64**
07/31/2017	2017B Refunding Road Bonds: Admin Exp		(3,590.00)		**3,843,431.64**
07/31/2017	8/1/17 2014A Road Bond Payment	(45,975.00)			**3,797,456.64**
07/31/2017	Trf to Street Imp Fund re. 2017 Street Pavement Project Expenses		(1,408,173.05)		**2,389,283.59**
08/31/2017	Interest Income	165.12			**2,389,448.71**
08/31/2017	Trf to Street Imp Fund re. 2017 Street Pavement Project Expenses		(999,402.97)		**1,390,045.74**
09/30/2017	Interest Income	987.53			**1,391,033.27**
09/30/2017	Trf to Street Imp Fund re. 2017 Street Pavement Project Expenses		(465,770.04)		**925,263.23**
10/31/2017	Interest Income	256.97			**925,520.20**
10/31/2017	Trf to Street Imp Fund re. 2017 Street Pavement Project Expenses		(82,137.04)		**843,383.16**
11/30/2017	Interest Income	220.25			**843,603.41**
11/30/2017	Wash Cty: 2nd Half 2017 Levy (2014A Refunding Bond)	130,000.00			**973,603.41**
11/30/2017	Trf to Street Imp Fund re. 2017 Street Pavement Project Expenses		(77,810.00)		**895,793.41**
12/31/2017	Interest Income	63.15			**895,856.56**
12/31/2017	Trf to Street Imp Fund re. 2017 Street Pavement Project Expenses		(41,845.50)		**854,011.06**
12/31/2017	Trf to Infrastructure Fund to cover Downtown Project Expenses	0.00	0.00	0.00	**854,011.06**
	725 Road Debt Service Balance 12/31/17	**433,178.34**	**420,832.72**	**0.00**	**854,011.06**
01/31/2018	2/1/18 2014A Road Bond Payment	(225,975.00)			**628,036.06**
01/31/2018	2/1/18 2017B Road Bond Payment		(51,847.44)		**576,188.62**
01/31/2018	Interest Income	0.00			**628,036.06**
	725 Road Debt Service Balance 1/31/18	**207,203.34**	**368,985.28**	**0.00**	**576,188.62**

A4

City of Afton - Statement of Changes in Fund Balances
for Month of December 2017

#	Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Service Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 & 805 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	**Total All Funds**
A	**Beginning Fund Balances**	**627,476**	**18,756**	**1,253,899**	**74,031**	**460,178**	**2,622**	**2,258**	**429,737**	**(3,990,677)**	**(5,249,207)**	**64,464**	**(6,306,464.29)**
	Section I. Revenues												
1	Property Taxes	20,598	0	0	0	0	0	0	0	0	0	0	**20,598**
	Intergovernmental Revenues	6,600	0	19,457	0	0	0	0	0	0	0	0	**26,057**
19	Charges for Services	12	0	0	0	0	121	0	0	0	0	0	**134**
21	Fines and Forfeitures	598	0	0	0	0	0	0	0	0	0	0	**598**
	Licenses, Fees and Permits	27,249	0	0	0	0	0	0	0	0	0	0	**27,249**
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	**0**
35	Misc Revenue/Gaming Tax	1,068	0	0	0	0	0	0	80	0	0	0	**1,148**
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	2,701,446	0	0	**2,701,446**
36	Other Grants/State Fire Aid	0	0	0	0	0	0	0	0	0	0	0	**0**
	Interest Income	1,941	91	548	41	108	2	18	318	309	63	55	**3,494**
37	TIF District/MN Inv Fund Loan	0	0	0	0	0	0	0	0	0	0	0	**0**
	Park Fees	0	0	0	0	0	0	0	0	0	0	0	**0**
		0	0	0	0	0	0	0	0	0	0	0	**0**
B	**Total Revenue**	**58,066**	**91**	**20,004**	**41**	**108**	**124**	**18**	**398**	**2,701,755**	**63**	**55**	**2,780,722**
C	**Other Financing Sources/Transfers**	**0**	**0**	**41,846**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**41,846**
	Section II. Expenditures												
	General and Administrative												
1	Wages and Benefits	25,623	0	0	0	0	0	0	0	0	0	0	**25,623**
2	Professional Services	15,904	0	0	0	0	0	0	0	0	0	0	**15,904**
3	Other Expenditures	2,984	0	0	0	0	0	0	1,145	0	0	0	**4,129**
	Total General and Administrative	44,511	0	0	0	0	0	0	1,145	0	0	0	**45,656**
5	Public Safety/State Fire Aid	89,134	0	0	0	0	0	0	0	0	0	0	**89,134**
9	Public Health/Cons of Natural Resources	25	0	0	0	0	0	0	(45,060)	0	0	0	**(45,035)**
11	Streets	56,704	0	0	0	0	0	0	0	0	0	0	**56,704**
13	Downtown Improvement Projects	0	0	0	0	0	0	0	0	990,427	0	0	**990,427**
13	Other Street Imp/Road Paving Project	267	0	119,522	0	0	993	0	0	0	0	0	**120,782**
14	Buildings and Land/City Dock	1,425	3,261	0	0	0	0	0	0	0	0	0	**4,686**
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	**0**
15	Parks and Recreation	670	0	0	18,252	0	0	0	0	0	0	0	**18,922**
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	425	41,846	0	**42,271**
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	**0**
D	**Total Expenditures**	**192,736**	**3,261**	**119,522**	**18,252**	**0**	**993**	**0**	**(43,916)**	**990,852**	**41,846**	**0**	**1,323,546**
E	**Other Financing Uses/Transfers**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
E	**Revenues Over (Under) Expenditures**	**(134,671)**	**(3,170)**	**(57,672)**	**(18,211)**	**108**	**(870)**	**18**	**44,314**	**1,710,903**	**(41,782)**	**55**	**1,499,021**
F	**Ending Fund Balances**	**492,805**	**15,586**	**1,196,227**	**55,820**	**460,286**	**1,752**	**2,276**	**474,050**	**(2,279,774)**	**(5,290,989)**	**64,519**	**(4,807,443)**

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports Full Year 2017 (Final b4 Transfers).xlsm Sheet: Funds Monthly
2/12/2018

City of Afton - Statement of Changes in Fund Balances
for Year to Date December 31, 2017

#	Description	#100 General Fund	#115 Buildings & Land Capital Fund	#120 Street Imp Capital Fund	#200 Park Reserve Fund	#250 Special Reserve Fund	#400 201 Project Fund	#500 Fire Station: Debt Service Fund	#550 Spec Act Fd + #600 MN Investment Fd	#800 & 805 City Infrastructure Improvement Fund	#725 Road Debt Serv Fd	#810 City Dock Fund	**Total All Funds**
A	**Beginning Fund Balances**	**328,212**	**111,545**	**810,218**	**160,870**	**522,924**	**(1,266)**	**2,185**	**329,229**	**(1,642,269)**	**(2,420,261)**	**60,233**	**(1,738,380.81)**
	Section I. Revenues												
1	Property Taxes	1,612,329	0	0	0	0	0	49,833	0	0	260,000	0	**1,922,162**
	Intergovernmental Revenues	9,854	0	38,913	0	0	0	0	0	0	0	0	**48,767**
19	Charges for Services	68	0	0	0	0	5,891	0	0	0	0	3,850	**9,809**
21	Fines and Forfeitures	11,061	0	0	0	0	0	0	0	0	0	0	**11,061**
	Licenses, Fees and Permits	279,359	0	0	0	0	0	0	0	0	0	0	**279,359**
25	Special Assessments	0	0	0	0	0	0	0	0	102,054	0	0	**102,054**
35	Misc Revenue/Gaming Tax	1,832	0	0	0	0	0	0	411	0	0	0	**2,243**
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	12,492,491	0	0	**12,492,491**
36	Other Grants/State Fire Aid	8,710	0	0	2,400	0	0	0	55,856	50,000	0	0	**116,966**
	Interest Income	12,772	696	4,437	878	2,862	10	91	2,449	3,306	2,489	435	**30,425**
37	TIF District/MN Invest Fund Proceeds	0	0	0	0	0	0	0	0	0	0	0	**0**
	Park Fees	0	0	0	10,000	0	0	0	0	0	0	0	**10,000**
		0	0	0	0	0	0	0	0	0	0	0	**0**
B	**Total Revenue**	**1,935,984**	**696**	**43,350**	**13,278**	**2,862**	**5,901**	**49,924**	**58,716**	**12,647,851**	**262,489**	**4,285**	**15,025,337**
C	**Other Financing Sources/Transfers**	**0**	**21,000**	**3,450,139**	**0**	**9,500**	**0**	**0**	**155,450**	**193,000**	**0**	**0**	**3,829,089**
	Section II. Expenditures												
	General and Administrative												
1	Wages and Benefits	242,814	0	0	0	0	0	0	0	0	0	0	**242,814**
2	Professional Services	210,229	0	0	0	0	0	0	0	0	0	0	**210,229**
3	Other Expenditures	46,974	0	0	0	0	0	0	18,435	0	0	0	**65,409**
	Total General and Administrative	500,017	0	0	0	0	0	0	18,435	0	0	0	**518,452**
5	Public Safety/State Fire Aid	420,994	0	0	0	0	0	0	43,475	0	0	0	**464,470**
9	Public Health/Cons of Natural Resources	1,270	0	0	0	0	0	0	5,000	0	0	0	**6,270**
11	Streets	241,863	0	0	0	0	0	0	0	0	0	0	**241,863**
13	Downtown Improvement Projects	0	0	0	0	0	0	0	0	13,407,433	0	0	**13,407,433**
13	Other Street Imp/Road Paving Project	1,864	0	3,107,480	0	0	2,884	0	0	0	0	0	**3,112,227**
14	Buildings and Land/City Dock	8,823	117,655	0	0	0	0	0	2,435	0	0	0	**128,912**
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	**0**
15	Parks and Recreation	15,459	0	0	118,328	0	0	0	0	0	0	0	**133,787**
16	Debt Service - Interest Expense	0	0	0	0	0	0	49,833	0	70,923	3,133,217	0	**3,253,974**
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	**0**
D	**Total Expenditures**	**1,190,291**	**117,655**	**3,107,480**	**118,328**	**0**	**2,884**	**49,833**	**69,344**	**13,478,356**	**3,133,217**	**0**	**21,267,388**
E	**Other Financing Uses/Transfers**	**581,100**	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**656,100**
E	**Revenues Over (Under) Expenditures**	**164,594**	**(95,959)**	**386,009**	**(105,050)**	**(62,638)**	**3,018**	**91**	**144,821**	**(637,505)**	**(2,870,728)**	**4,285**	**(3,069,062)**
F	**Ending Fund Balances**	**492,805**	**15,586**	**1,196,227**	**55,820**	**460,286**	**1,752**	**2,276**	**474,050**	**(2,279,774)**	**(5,290,989)**	**64,519**	**(4,807,442.93)**

Prepared by Thomas H. Niedzwiecki, Accountant

File: Afton Financial Reports Full Year 2017 (Final b4 Transfers).xlsm Sheet: Funds YTD
2/12/2018

C1

City of Afton

Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

#100 GENERAL FUND	Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Remaining Budget $	YTD Act as % of Annual Budget
A: REVENUES								
1-PROPERTY TAXES	1,634,042	1,676,572	1,861,437	20,598	2,020,162	2,041,901	21,739	98.9%
2-INTERGOVERNMENTAL REVENUES	4,715	8,998	9,076	6,600	9,854	2,734	(7,120)	360.4%
3-CHARGES FOR SERVICES	70	137	114	12	68	135	67	50.4%
4-FINES AND FORFEITURES	10,359	15,861	15,086	598	11,061	14,250	3,189	77.6%
5-LICENSES, FEES, PERMITS	162,119	190,172	281,870	27,249	279,359	152,250	(127,109)	183.5%
7-MISCELLANEOUS REVENUE	4,043	4,700	4,357	1,068	1,832	2,500	668	73.3%
9-OTHER GRANTS	8,378	8,410	8,410	0	8,710	8,290	(420)	105.1%
10-INTEREST INCOME	54	144	955	1,941	12,772	50	(12,722)	25543.2%
11-TIF DISTRICT	0	0	0	0	0	0	0	
TOTAL REVENUES	1,823,780	1,904,993	2,181,305	58,066	2,343,817	2,222,110	(121,707)	105.5%
B: EXPENDITURES								
GENERAL AND ADMINISTRATIVE								
1-WAGES & BENEFITS	213,147	234,446	241,650	25,623	242,814	261,481	18,667	92.9%
2-PROFESSIONAL SERVICES	133,198	153,655	193,329	15,904	210,229	160,750	(49,479)	130.8%
4-OTHER EXPENDITURES	53,668	58,017	47,538	2,984	46,974	67,900	20,926	69.2%
TOTAL GENERAL & ADMINISTRATIVE	400,012	446,119	482,517	44,511	500,017	490,131	(9,886)	102.0%
5-PUBLIC SAFETY	384,098	392,065	413,237	89,134	420,994	422,296	1,302	99.7%
6-PUBLIC HEALTH	1,780	1,087	1,784	25	1,270	2,000	730	63.5%
7-STREETS	274,047	218,410	162,992	56,704	241,863	287,700	45,837	84.1%
9-OTHER PUBLIC WORKS	2,836	1,914	1,910	267	1,864	5,050	3,186	36.9%
10-BUILDINGS & LAND	10,446	10,334	8,296	1,425	8,823	12,000	3,177	73.5%
11-TIF DISTRICT	0	0	0	0	0	0	0	
12-PARKS & RECREATION	5,018	3,921	13,181	670	15,459	14,000	(1,459)	110.4%
TOTAL EXPENDITURES	1,078,237	1,073,850	1,083,917	192,736	1,190,291	1,233,177	42,886	96.5%
C: OTHER FINANCING SOURCES (USES)	(708,350)	(805,133)	(1,096,493)	0	(988,933)	(988,933)	0	
Net GENERAL FUND	37,193	26,010	895	(134,671)	164,594	0	(164,594)	

D1

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	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	0	6,000	6,000	0	100.0%
4022	Levy: Afton Septic System - City Bldgs	15,000	15,000	15,000	0	15,000	15,000	0	100.0%
4600	Grant/Insurance: City Hall	(64)	0	750	0	0	0	0	
4831	Trf in re. Park Structures	0	0	0	0	0	0	0	
6910	Trf in fr General Fund (Non Budgeted)	0	20,000	25,000	0	0	0	0	
4906	Interest - Bldg & Land Fund	3	17	158	91	696	0	(696)	
	TOTAL REVENUE	20,939	41,017	46,908	91	21,696	21,000	(696)	103.3%
B: Expenditures									
6003	City Hall Improvements	4,114	2,563	17,091	0	1,200	0	(1,200)	
6004	Bldg Repair & Maintenance	0	0	0	0	221	0	(221)	
6005	City Garage Improvements	0	0	0	0	0	0	0	
6007	Wash Cty Sheriff Deputy Office Facility	0	0	0	1,007	113,980	0	(112,973)	
6022	Septic System Operations	0	0	0	2,254	2,254	0	(2,254)	
	TOTAL EXPENDITURES	4,114	2,563	17,091	3,261	117,655	0	(117,655)	
Net BLDG & LAND CAPITAL FUND		16,825	38,454	29,817	(3,170)	(95,959)	21,000	116,959	-456.9%
#120 STREET IMP CAPITAL FUND									
A: Revenues									
4013	Current Tax Levy - Street Improvements	200,000	200,000	200,000	0	375,000	375,000	0	100.0%
4907	Interest - Street Imp Fund	66	130	1,078	548	4,437	0	(4,437)	
4016	MN Small City Assistance for Streets	0	60,510	0	19,457	38,913	0	(38,913)	
	TOTAL REVENUE	200,066	260,640	201,078	20,004	418,350	375,000	(43,350)	111.6%
B: Expenditures									
7935	Pennington Av Improvements	2,227	0	0	0	0	0	0	
7937	Bridge Repair & Replacement	2,469	1,806	2,902	0	1,910	0	(1,910)	
7938	Culvert Repair & Replacement	0	0	0	0	0	0	0	
7936	General Street Projects (Various)	3,143	73	31,886	0	0	0	0	
7943	2017 Street Projects	0	0	0	41,846	3,075,139	0	(3,075,139)	
7981	Village Local Road Improvements	89,427	250,099	86,205	77,015	29,240	0	(29,240)	
7982	CR21 Improvement Project	23,269	23,383	3,527	662	1,191	0	(1,191)	
		0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	120,535	275,360	124,520	119,522	3,107,480	0	(3,107,480)	
C: Oth Fin Sources (Uses)/Transfers									
6910	Oper Trf fr General Fd (Non Budgeted)	0	43,500	230,000	0	0	0	0	
6848	Oper Trf from Road Debt/Construction Fund	0	0	0	41,846	3,075,139	0	(3,075,139)	
	TOTAL OTH FIN SOURCES (USES)	0	43,500	230,000	41,846	3,075,139	0	(3,075,139)	
Net STREET IMP CAPITAL FUND		79,531	28,780	306,558	(57,672)	386,009	375,000	(11,009)	102.9%

D2

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Remaining Budget $	YTD Act as % of Annual Budget
#200 PARK RESERVE FUND									
A: Revenues									
4425	Park Dedication Fees	10,000	54,743	56,360	0	10,000	0	(10,000)	
4426	Afton Donation Program - Parks	1,200	0	0	0	2,400	0	(2,400)	
4903	Interest Income - 4M Fund	7	26	229	41	878	0	(878)	
		0	0	0	0	0	0	0	
	TOTAL REVENUE	11,207	54,769	56,589	41	13,278	0	(13,278)	
B: Expenditures									
6115	Park & Open Space Public Works	10,803	280	1,450	18,252	118,328	0	(118,328)	
6117	Grant - Lucy Winton Bell Athletic Fields	0	0	0	0	0	0	0	
6125	Bike Trail Improvements	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	10,803	280	1,450	18,252	118,328	0	(118,328)	
C: Oth Fin Sources (Uses)/Transfers									
	Transfer to City Infrastructure Imp Fund	0	0	0	0	0	0	0	
	TOTAL OTH FIN SOURCES (USES)	0	0	0	0	0	0	0	
Net PARK RESERVE FUND		404	54,489	55,139	(18,211)	(105,050)	0	105,050	
#250 SPECIAL RESERVE FUND									
A: Revenues									
6936	Levy/Trf from Genl Fd - Special Reserve	294	5,000	88,000	0	9,500	9,500	0	100.0%
4912	Interest - Spec Reserve 4M Fund	34	102	955	108	2,862	0	(2,862)	
	TOTAL REVENUE	328	5,102	88,955	108	12,362	9,500	(2,862)	130.1%
B: Expenditures									
6918	Trf to General/Special Act Funds	0	0	0	0	75,000	0	(75,000)	
	TOTAL EXPENDITURES	0	0	0	0	75,000	0	(75,000)	
Net SPECIAL RESERVE FUND		328	5,102	88,955	108	(62,638)	9,500	72,138	-659.3%
#400 201 PROJECT FUND									
A: Revenues									
4625	201 Project Revenue	1,347	3,787	6,450	121	5,891	0	(5,891)	
4904	Interest - 201 Project	(1)	0	1	2	10	0	(10)	
	TOTAL REVENUE	1,346	3,787	6,451	124	5,901	0	(5,901)	
B: Expenditures									
5915	201 Project maintenance	696	9,160	5,718	993	2,884	0	(2,884)	
5918	201 Project Mgmt	10	0	0	0	0	0	0	
	TOTAL EXPENDITURES	706	9,160	5,718	993	2,884	0	(2,884)	
Net 201 PROJECT FUND		641	(5,373)	734	(870)	3,018	0	(3,018)	

D3

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Remaining Budget $	YTD Act as % of Annual Budget
#500 FIRE STATION DEBT SERV FUND									
A: Revenues									
4050	Fire Station Curr Tax Levy	57,356	57,933	49,893	0	49,833	49,834	1	100.0%
4904	Interest - Fire Station 4M Fund	2	1	30	18	91	0	(91)	
	TOTAL REVENUE	57,358	57,934	49,923	18	49,924	49,834	(90)	100.2%
B: Expenditures									
6850	Fire Station Debt Service Expense	57,356	57,933	49,898	0	49,833	49,834	1	100.0%
		0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	57,356	57,933	49,898	0	49,833	49,834	1	100.0%
Net FIRE STATION DEBT SERV FUND		2	1	25	18	91	0	(91)	
#550 SPECIAL ACTIVITIES FUND									
A. 4914	Interest - Spec Activity Fd (Unallocated)	23	59	464	228	1,706	0	(1,706)	
B. Cable Comm/4th of July Reserve/CC Contingency/Comm Garden									
4815	Cable Distributions Received	0	9,115	6,253	0	10,881	0	(10,881)	
4816	Community Garden	(2,478)	88	0	0	0	0	0	
4817	MN Historic Preservation Design Guidelines	5,267	8,000	(8,225)	0	0	0	0	
4818	City Share High Speed Internet	0	0	0	0	124,850	0	(124,850)	
4819	Afton Residents for Preservation & Conservation	0	0	0	0	1,500	0	(1,500)	
6910	Oper Trf fr Gen'l Fd/City Council Contingency	0	(1,200)	0	0	0	0	0	
6366	City Council Contingency Reserve	0	0	(5,006)	0	(4,539)	0	4,539	
5561	Communications Expenses	(10,867)	(2,605)	(17,594)	(1,145)	(12,346)	0	12,346	
Total B. Cable Comm/4th of July Reserve		(8,078)	13,399	(24,572)	(1,145)	120,346	0	(120,346)	
C. Codification/Comp Plan/Moratoria									
6934	Oper Trf fr Gen'l Fd - Codification + Oth Rev	100	100	100	0	100	100	0	100.0%
6935	Oper Trf fr Gen'l Fund - Comprehensive Plan	2,000	2,000	3,000	0	4,000	4,000	0	
6958	Comm Growth Options (1000 Friends Grant)	0	0	0	0	0	0	0	
6356	Comprehensive Plan Expenses	(1,518)	(8,208)	0	0	0	0	0	
6358	Community Growth Options: Expense	0	0	0	0	0	0	0	
Total C. Codification of Ordinances		582	(6,108)	3,100	0	4,100	4,100	0	100.0%

D4

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Remaining Budget $	YTD Act as % of Annual Budget
D. Flood & Storm Water Control and Mitigation									
6931	Oper Trf fr Gen'l Fund (Flood Control)	5,500	5,500	3,500	0	5,500	5,500	0	100.0%
6932	Oper Trf fr Gen'l Fund (Storm Water Run-off)	3,500	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	
7833	TAG re. Wastewater Community Assessment	(8,881)	15,982	0	0	0	0	0	
7836	Flood & Storm Water Exp - General	0	6,440	(200)	0	0	0	0	
7842	Engineering Exp re. Old Village Public Process	0	0	0	0	0	0	0	
7843	Snow & Ice Reserve	0	15,000	0	0	0	0	0	
Total D. Flood Control & Mitigation		119	46,423	8,800	0	9,000	9,000	0	100.0%
E. Charitable Gaming Fund									
4950	10% Charitable Gaming Tax	0	0	84	80	411	0	(411)	
5450	Charitable Gaming Expenditures	0	0	0	0	0	0	0	
Total E. Charitable Gaming Fund		0	0	84	80	411	0	(411)	
F. Developer/Applicant Pass-Thru Expenses									
4341	Engineering Services Reimbursed	4,696	18,177	0	0	0	0	0	
4342	Legal Services Reimbursed	0	700	0	0	0	0	0	
4343	Planner Services Reimbursed	3,991	2,400	0	0	0	0	0	
4344	Other Dev Fees Reimbursed	0	0	0	0	0	0	0	
5341	Engineering Services Pass-Thru	(4,696)	(18,177)	0	0	0	0	0	
5342	Legal Services Pass-Thru	0	(700)	0	0	0	0	0	
5343	Planner Services Pass-Thru	(3,991)	(2,400)	0	0	0	0	0	
5344	Other Dev Fees Pass-Thru	0	0	0	0	0	0	0	
Total F. Developer/Applicant Pass-Thru Expenses		0	0	0	0	0	0	0	
G. TIF District No. 1 (Afton Market Square)									
4924	TIF District #1 Taxes	0	0	0	0	0	0	0	
5424	TIF District #1 Distributions/Expenses	0	(849)	0	0	0	0	0	
Total G. TIF District No. 1 (Afton Market Square)		0	(849)	0	0	0	0	0	
H. State Fire Aid									
4940	State Fire Aid Received	44,687	47,348	49,011	0	43,475	45,000	1,525	96.6%
5440	State Fire Aid Distributed	(44,687)	(47,348)	(49,011)	0	(43,475)	(45,000)	(1,525)	
Total H. State Fire Aid		0	0	0	0	0	0	0	
I. City Vehicles/Equipment									
69xx	Oper Trf fr Gen'l - City Vehicles	2,500	2,500	2,500	0	2,500	2,500	0	100.0%
5508	City Equipment	0	0	0	0	(2,435)	0	2,435	
5977	John Deere X749 Tractor	0	0	0	0	0	0	0	
Total I. City Vehicles		2,500	2,500	2,500	0	65	2,500	2,435	2.6%

D5

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Remaining Budget $	YTD Act as % of Annual Budget
K. Audit/Legal Reserve									
4842	Oper Trf fr Gen'l - Audit/Legal	100	100	1,000	0	1,000	1,000	0	100.0%
6342	Legal Exp - Deductible/CoPays	0	0	0	0	0	0	0	
Total K. Audit/Legal Reserve		100	100	1,000	0	1,000	1,000	0	100.0%
L. MN Unemployment Claims									
4843	Oper Trf fr Gen'l - MN Unemployment	3,000	3,000	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	
6343	MN Unemployment Claim Expense	0	0	0	0	0	0	0	
6344	Severance Pay	0	0	0	0	0	0	0	
6345	Vacation, Sick & Other PTO	0	0	0	0	0	0	0	
Total L. MN Unemployment Claims		3,000	3,000	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	0	5,500	5,500	0	100.0%
4846	Oper Trf fr Gen'l - Sidewalk	2,000	2,000	2,000	0	2,000	2,000	0	100.0%
6348	Parks Capital Repairs/Trail & Ped Bridge Expense	0	0	0	45,060	(5,000)	0	5,000	
Total M. Parks Capital Repairs/Trail & Ped Bridge & Sidewalk		7,500	7,500	7,500	45,060	2,500	7,500	5,000	33.3%
N. Election Expense Reserve									
4847	Oper Trf fr Gen'l - Election Levy	5,500	5,500	5,500	0	5,500	5,500	0	100.0%
6347	Election Expenses	(6,122)	(121)	(7,207)	0	(1,550)	0	1,550	
Total N. Election Expense Reserve		(622)	5,379	(1,707)	0	3,950	5,500	1,550	71.8%
Net SPECIAL ACTIVITIES FUND		5,125	71,403	(1,831)	44,224	144,078	24,100	(115,028)	597.8%
#600 MN INVESTMENT FUND									
A: Revenues									
4886	Chandler Exhibits Loan Repayment	9,204	0	0	0	0	0	0	
4904	Interest - MN Invest 4M Fund	43	48	226	90	743	0	(743)	
	TOTAL REVENUE	9,247	48	226	90	743	0	(743)	
B: Expenditures									
8986	Chandler Exhibits Repay MN Invest Fd	5,871	0	0	0	0	0	0	
	TOTAL EXPENDITURES	5,871	0	0	0	0	0	0	
Net MN INVESTMENT FUND		3,376	48	226	90	743	0	(743)	

D6

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Remaining Budget $	YTD Act as % of Annual Budget
#725 ROAD PAVING DEBT SERVICE FUND									
A: Revenues									
4725	Road Paving Debt Levy Proceeds	305,000	310,000	260,000	0	260,000	260,000	0	100.0%
4916	Interest - Road Debt Service 4M Fund	63	99	513	63	2,489	0	(2,489)	
	TOTAL REVENUE	305,063	310,099	260,513	63	262,489	260,000	(2,489)	101.0%
B: Expenditures									
6948	Oper Trf to Street Imp Fd re. 2017 Pavement Project	130,632	10,853	0	41,846	3,075,139	0	(3,075,139)	
7726	2005A Bond Admin Expense	425	0	0	0	0	0	0	
7735	Interest Expense - 2014A Refunding Bonds	0	104,751	97,250	0	54,050	105,000	50,950	51.5%
7736	2014A Refunding Bonds Admin Expense	38,845	(234,040)	1,900	0	0	0	0	
7741	2017B Road Tax Abate Bds Issue/Admin Expense	0	0	0	0	4,029	0	(4,029)	
7742	Interest Expense - 2017B Road Tax Abate Bds	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	169,902	(118,437)	99,150	41,846	3,133,217	105,000	(3,028,217)	2984.0%
Net ROAD PAVING DEBT SERV FUND		135,161	428,536	161,363	(41,782)	(2,870,728)	155,000	3,025,728	-1852.1%

City of Afton
Statement of Revenue and Expenditures
General Fund Summary plus Detail for All Other Funds
Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Remaining Budget $	YTD Act as % of Annual Budget
#800/805 CITY INFRASTRUCTURE IMP FD									
A: Revenues									
4917	Interest Income	3	395	4,602	309	3,306	0	(3,306)	
4852	VBWD Grant $50M/Yr for 10 Yrs	0	0	50,000	0	50,000	0	(50,000)	
4853	Wash Cty Share Downtown/Village Road Project	0	0	0	448,829	4,092,589	0	(4,092,589)	
486x	CWRF and PSIG Proceeds	0	0	0	673,792	6,788,796	0	(6,788,796)	
4879	Downtown Special Assessments	0	0	0	0	102,054	0	(102,054)	
4894	DNR Flood Imp Grant	0	0	0	1,578,825	1,611,106	0	(1,611,106)	
4895	PFA/Imp Bd Levy	0	48,937	98,000	0	98,000	98,000	0	100.0%
4896	DNR Flood Imp Grant Match - Tax Levy	95,000	95,000	95,000	0	95,000	95,000	0	100.0%
	TOTAL REVENUE	95,003	144,332	247,602	2,701,755	12,840,851	193,000	(12,647,851)	6653.3%
B: Expenditures									
8870	Downtown - Special Assessment Exp	0	0	0	15,616	105,179	0	(105,179)	
8871	Wetland Credits	0	0	0	0	51,748	0	(51,748)	
8891	Downtown Property Purchase/Expense	0	0	1,727	24	541	0	(541)	
8892	Dwntown Imp - Easements & Damages	0	0	9,200	0	33,121	0	(33,121)	
8894	Septic Permits, Fees, Admin	0	0	85,087	16,271	116,239	0	(116,239)	
8895	DNR Flood Imp Proj - Engineering	0	0	67,891	0	14,066	0	(14,066)	
8896	Sanitary Sewer Improvements	0	0	152,851	11,689	73,817	0	(73,817)	
8897	Septic Construction Engineering	0	0	8,545	8,286	151,858	0	(151,858)	
8898	Flood Mitigation/ROW Services	523,191	1,240,442	18,935	532	14,086	0	(14,086)	
8899	Village Improvements	0	0	22,670	217,679	1,305,268	0	(8,545)	
8901	Septic Construction	0	0	0	720,331	11,541,511	0	(8,545)	
	TOTAL EXPENDITURES	523,191	1,240,442	366,905	990,427	13,407,433	0	(577,745)	
C: Oth Fin Sources (Uses)/Trfs incl Debt Service									
7737/7739	Interest Exp - Downtown Temp Imp Bond	0	0	(28,163)	0	(23,068)	0	23,068	
7738/7740	Bond Issue Expense	0	0	(1,608)	(425)	(47,856)	0	47,856	
	TOTAL OTH FIN SOURCES (USES)	0	0	(29,771)	(425)	(70,923)	0	70,923	
Net 800 CITY INFRASTRUCTURE IMPROVEMEN		(428,188)	(1,096,109)	(149,074)	1,710,903	(637,505)	193,000	(11,999,183)	-330.3%
#810 CITY DOCK FUND									
A: Revenues									
4812	Lease of City Docks	3,850	3,850	3,850	0	3,850	3,850	0	100.0%
4909	Interest Income - 4M Fund	22	25	125	55	435	0	(435)	
	TOTAL REVENUE	3,872	3,875	3,975	55	4,285	3,850	(435)	111.3%
B: Expenditures									
8930	Dock Improvements	1,115	0	0	0	0	0	0	
	TOTAL EXPENDITURES	1,115	0	0	0	0	0	0	
Net 810 CITY DOCK FUND		2,757	3,875	3,975	55	4,285	3,850	(435)	111.3%

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Full Year Actual Favorable (Unfavorable) to Budget $	%
#100 GENERAL FUND									
1-PROPERTY TAXES:									
4000	Current Tax Levy	860,094	899,578	961,378	20,598	974,335	1,003,443	(29,108)	-2.9%
4005	Fiscal Disparity	47,649	44,904	44,674	0	46,265	49,525	(3,260)	-6.6%
4015	Delinq Taxes, Penalties, Int & Adj	17,950	5,456	23,892	0	10,629	0	10,629	
4013	Street Improvement Capital Fund	200,000	200,000	200,000	0	375,000	375,000	0	0.0%
6928	Special Reserve Fund	294	5,000	3,000	0	9,500	9,500	0	0.0%
6932	Stormwater Fund	3,500	3,500	3,500	0	3,500	3,500	0	0.0%
6933	Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	0	2,500	2,500	0	0.0%
6935	Comprehensive Plan	2,000	2,000	3,000	0	4,000	4,000	0	0.0%
6936	Flood Fund	5,500	5,500	5,500	0	5,500	5,500	0	0.0%
6937	DNR Grant Match	95,000	95,000	95,000	0	95,000	95,000	0	0.0%
6934	Codification	100	100	100	0	100	100	0	0.0%
4843	MN Unemployment Claims	3,000	3,000	1,000	0	1,000	1,000	0	0.0%
4847	Election Fund	5,500	5,500	5,500	0	5,500	5,500	0	0.0%
6910	City Council Contingency Fund	0	0	0	0	0	0	0	
4842	Audit and Legal Reserve	100	100	1,000	0	1,000	1,000	0	0.0%
4844	Parks Capital Repairs/Trail & Ped Bridge	5,500	5,500	5,500	0	5,500	5,500	0	0.0%
4022	Afton Septic System - City Bldgs	15,000	15,000	15,000	0	15,000	15,000	0	0.0%
4846	Sidewalk	2,000	2,000	2,000	0	2,000	2,000	0	0.0%
4012	Bldg & Land Capital Fund	6,000	6,000	6,000	0	6,000	6,000	0	0.0%
4818	City Share High Speed Internet	0	0	75,000	0	50,000	50,000	0	0.0%
4050	Debt Service Levy, Fire Hall Remodeling	57,356	57,933	49,893	0	49,833	49,833	0	0.0%
4898	Debt Serv Levy - Downtown Imp Tmp Bond	0	0	28,000	0	28,000	28,000	0	0.0%
4899	Debt Serv Levy - Downtown Imp PFA Loans	0	8,000	70,000	0	70,000	70,000	0	0.0%
4725	Debt Serv Levy - Road Construction Bonds	305,000	310,000	260,000	0	260,000	260,000	0	0.0%
	TOTAL PROPERTY TAXES	1,634,042	1,676,572	1,861,437	20,598	2,020,162	2,041,901	(21,739)	-1.1%
2-INTERGOVERNMENTAL REVENUE:									
4100	Gravel Tax/West Lakeland Cent College	(2,374)	(2,333)	(2,160)	0	(2,267)	(2,400)	133	-5.6%
4108	Market Value Credit - Ag	5,797	10,033	9,596	5,219	10,423	4,000	6,423	160.6%
4112	PERA Rate Increase Aid	634	634	634	317	634	634	0	0.0%
4175	Agricultural perserve credit	659	663	1,005	1,064	1,064	500	564	112.8%
	TOTAL INTERGOVT REVENUES	4,715	8,998	9,076	6,600	9,854	2,734	7,120	260.4%
3-CHARGES FOR SERVICES:									
4205	Assessment Search	50	20	80	10	60	35	25	71.4%
4210	Sale of City Data (Various Media)	20	117	34	2	8	100	(92)	-92.0%
	TOTAL CHARGES FOR SERVICES	70	137	114	12	68	135	(67)	-49.6%

E1

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Full Year Actual Favorable (Unfavorable) to Budget $	%
4-FINES & FORFEITURES:									
4300	County Fines & Fees	10,359	15,861	14,422	598	11,061	14,000	(2,939)	-21.0%
4305	Other Fines & Forfeitures	0	0	664	0	0	250	(250)	-100.0%
	TOTAL FINES & FORFEITURES	10,359	15,861	15,086	598	11,061	14,250	(3,189)	-22.4%
5-LICENSES, FEES, PERMITS:									
4400	Building Permit Fees - Afton	86,885	117,818	206,416	7,924	193,823	86,000	107,823	125.4%
4401	Building & Eng'g Inspection Fees	800	1,050	1,550	0	2,390	250	2,140	856.0%
4404	4th of July permits	250	0	0	0	0	0	0	
4405	Pet License & Impound Fees	335	1,025	325	55	1,055	300	755	251.7%
4410	Liquor Licenses	3,000	3,000	5,023	3,500	3,500	2,600	900	34.6%
4415	Other Licenses	413	260	589	770	1,119	350	769	219.8%
4435	Street Opening & Utility Permit Fees	750	500	2,250	0	3,500	1,750	1,750	100.0%
4437	Utility Franchise Fees	59,438	59,554	57,833	15,000	62,497	58,000	4,497	7.8%
4440	Zoning Fees & Permits	10,248	6,965	7,886	0	11,475	3,000	8,475	282.5%
	TOTAL LICENSES, FEES, PERMITS	162,119	190,172	281,870	27,249	279,359	152,250	127,109	83.5%
7-MISCELLANEOUS REVENUE:									
4601	Insurance dividend	3,208	3,271	3,972	998	998	2,000	(1,002)	-50.1%
4604	Park rental & cleaning fees	825	560	225	0	225	500	(275)	-55.0%
4615	Settlements/Other Income/Transfer	10	869	160	70	609	0	609	
	TOTAL MISCELLANEOUS REVENUE	4,043	4,700	4,357	1,068	1,832	2,500	(668)	-26.7%
9-OTHER GRANTS:									
4810	County Grant-recycling grant	7,178	7,210	7,210	0	7,210	7,090	120	1.7%
4815	Cable Commission Grant	1,200	1,200	1,200	0	1,500	1,200	300	25.0%
	TOTAL OTHER GRANTS	8,378	8,410	8,410	0	8,710	8,290	420	5.1%
10-INTEREST REVENUES:									
4901	Interest - 4M Fund General	54	144	955	1,941	12,772	50	12,722	25443.2%
	TOTAL INTEREST REVENUES	54	144	955	1,941	12,772	50	12,722	25443.2%
	TOTAL REVENUES	1,823,780	1,904,993	2,181,305	58,066	2,343,817	2,222,110	121,707	5.5%

E2

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Full Year Actual Favorable (Unfavorable) to Budget	
								$	%
B: EXPENDITURES									
1-WAGES & BENEFITS:									
5002	Mayor & Council	13,200	13,400	13,200	1,100	13,200	13,200	0	0.0%
5004	Administrator	81,575	88,150	91,483	7,679	92,150	97,759	5,609	5.7%
5005	Intern (s)	0	0	0	0	0	4,500	4,500	100.0%
5007	Office Assistant	17,717	16,059	18,272	2,534	21,793	16,556	(5,237)	-31.6%
5008	Office Manager/Clerk	38,593	38,922	38,798	6,011	28,930	44,150	15,220	34.5%
5115	Contract Office - Administration	0	0	0	0	5,221			
5020	Maintenance Personnel incl Vehicle Allowance	17,849	17,300	18,816	2,990	24,076	24,669	593	2.4%
5014	FICA & Medicare	13,425	17,702	17,854	1,654	18,047	15,364	(2,683)	-17.5%
5018	Insurance Benefits (Disability)	642	646	648	28	227	720	493	68.5%
5037	Other Financial Benefits	16,200	26,400	26,400	2,200	26,400	26,400	0	0.0%
5053	PERA	11,416	12,178	13,008	1,427	12,771	15,063	2,292	15.2%
5024	Workers Comp Insurance	2,530	3,689	3,171	0	0	3,100	3,100	100.0%
	TOTAL WAGES & BENEFITS	213,147	234,446	241,650	25,623	242,814	261,481	23,888	9.1%
2-PROFESSIONAL SERVICES:									
5120	Contract - Videographer	606	710	1,807	194	2,475	2,000	(475)	-23.8%
5302	Assessor Fees	20,191	20,716	21,269	0	22,215	21,850	(365)	-1.7%
5304	Accounting fees	13,365	14,375	15,247	2,715	17,130	16,500	(630)	-3.8%
5305	Auditing fees	5,350	5,450	5,350	950	6,600	8,700	2,100	24.1%
5310	Engineering Fees	12,722	17,707	23,561	2,654	24,410	20,000	(4,410)	-22.0%
5315	Recording fees	151	46	0	0	0	300	300	100.0%
5320	Legal fees - Prosecution	29,698	25,140	23,160	4,197	27,943	28,000	57	0.2%
5321	Legal fees - General/Civil	13,772	20,447	21,951	3,460	19,082	22,000	2,918	13.3%
5330	Planning Fees	0	0	0	558	6,200	4,000	(2,200)	-55.0%
5335	Other Fees for Service	0	0	(433)	0	1,150	1,500	350	23.3%
5350	Building Inspection Fees - Stensland	36,910	48,921	80,054	1,177	82,429	34,400	(48,029)	-139.6%
5360	Misc Dev Fees	(200)	(345)	0	0	0	0	0	
5370	Well Monitoring Program	144	0	768	0	0	1,000	1,000	100.0%
5380	Watershed Management	488	488	595	0	596	500	(96)	-19.2%
	TOTAL PROFESSIONAL SERVICES	133,198	153,655	193,329	15,904	210,229	160,750	(49,479)	-30.8%

E3

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Full Year Actual Favorable (Unfavorable) to Budget	
								$	%
4-OTHER EXPENDITURES:									
5500	Office Equipment	176	1,612	576	0	0	700	700	100.0%
5505	Bank/IRS Fees/Penalties/Sales Tax	135	347	262	11	314	400	86	21.5%
5510	Comp Svc (All Hard/Software, GIS, Web, Email)	4,825	5,396	5,610	899	6,900	9,500	2,600	27.4%
5516	Copier Lease	6,424	6,796	3,243	230	2,760	7,000	4,240	60.6%
5520	Equipment Maintenance	62	0	0	0	0	1,000	1,000	100.0%
5525	Insurance-General Liability	18,377	17,886	17,250	0	15,962	21,000	5,038	24.0%
5535	Misc. Expense	230	956	21	46	574	2,000	1,426	71.3%
5540	Office Supplies	2,673	2,953	2,631	138	3,563	4,000	437	10.9%
5545	Other Administration	475	713	400	0	320	500	180	36.0%
5550	Postage	4,816	3,439	3,281	999	3,847	3,500	(347)	-9.9%
5555	Publishing & Printing	2,336	3,656	2,201	71	407	2,800	2,393	85.5%
5560	Newsletter	5,281	6,058	5,339	290	4,804	6,000	1,196	19.9%
5565	Telephone	2,759	2,682	2,703	300	3,051	3,500	449	12.8%
5575	Travel & Mileage	180	0	132	0	186	500	314	62.8%
5580	Membership & Dues	2,987	3,158	3,207	0	3,229	3,000	(229)	-7.6%
5585	Seminars & Education	1,932	2,364	682	0	1,059	2,500	1,441	57.7%
	TOTAL OTHER EXPENDITURES	53,668	58,017	47,538	2,984	46,974	67,900	20,926	30.8%
SUBTOTAL GENERAL & ADMINISTRATIVE		400,012	446,119	482,517	44,511	500,017	490,131	(4,665)	-1.0%
5-PUBLIC SAFETY:									
5605	Animal Control	1,899	2,823	1,959	0	1,280	4,000	2,720	68.0%
5625	Fire & Ambulance Service	213,705	219,953	232,893	0	243,296	243,296	0	0.0%
5626	Fire Relief Association	0	0	0	0	0	0	0	
5635	Police Service - County	168,494	169,289	178,385	89,134	176,419	175,000	(1,419)	-0.8%
	TOTAL PUBLIC SAFETY	384,098	392,065	413,237	89,134	420,994	422,296	1,302	0.3%
6-PUBLIC HEALTH:									
5705	Recycling - Afton	150	268	1,076	25	525	500	(25)	-5.0%
5720	Refuse Hauling - City Hall	1,630	819	708	0	745	1,500	755	50.3%
	TOTAL PUBLIC HEALTH	1,780	1,087	1,784	25	1,270	2,000	730	36.5%

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Full Year Actual Favorable (Unfavorable) to Budget	
								$	%
7-STREETS:									
5820	Gravel Road Maintenance	1,755	3,530	7,944	86	13,721	4,000	(9,721)	-243.0%
5825	Crackseal/Seal Coat/Gravel Shouldering	90,685	51,829	11,701	32,804	33,098	75,000	41,902	55.9%
5830	Snow & Ice Control	115,692	62,431	78,910	22,497	76,152	110,000	33,848	30.8%
5835	Surf maint/Sweeping/Pothole Repair	29,844	49,873	33,139	222	28,672	46,000	17,328	37.7%
5845	Brush,Tree,Mow,Bridge,Culvert,Guardrail	25,502	40,117	21,136	697	80,978	39,000	(41,978)	-107.6%
5850	Street Lighting	3,982	4,286	3,164	309	4,494	5,000	506	10.1%
5855	Gas Lamps - Operating Costs	2,851	2,491	1,889	74	1,236	2,700	1,464	54.2%
5856	Gas Lamps - Capital	0	0	0	0	0	0	0	
5860	Signs & Signals	2,977	3,247	3,413	0	2,624	4,000	1,376	34.4%
5870	Other - Road Maint.	758	605	1,696	16	888	2,000	1,112	55.6%
	TOTAL STREETS	274,047	218,410	162,992	56,704	241,863	287,700	45,837	15.9%
9-OTHER PUBLIC WORKS EXPENDITURES:									
5910	Flood Control (Operate Pump/Dike)	803	0	0	0	0	1,600	1,600	100.0%
5920	Repair & Maint - Equipment	1,312	1,080	1,324	172	1,506	1,500	(6)	-0.4%
5925	Fuel & Lubricants	478	558	311	75	263	1,000	737	73.7%
5930	Tools & Minor Equipment	243	277	275	20	95	950	855	90.0%
	TOTAL OTHER PUBLIC WORKS	2,836	1,914	1,910	267	1,864	5,050	3,186	63.1%
SUBTOTAL STREETS, REHAB & PUBLIC WORKS		276,883	220,324	164,902	56,971	243,727	292,750	49,023	16.7%
9-BUILDINGS & LAND:									
6010	Gas Heat	2,060	1,937	1,071	0	533	2,200	1,667	75.8%
6020	Electricity	1,822	1,731	1,635	140	2,039	2,000	(39)	-1.9%
6030	Miscellaneous Expense	777	1,036	944	33	910	800	(110)	-13.8%
6035	Cleaning	1,031	874	273	0	13	2,000	1,987	99.3%
6040	Repair & Maintenance	898	1,910	902	1,010	2,644	2,000	(644)	-32.2%
6045	City Garage Expense	3,264	2,557	3,182	226	2,147	2,500	353	14.1%
6050	Supplies	594	288	289	16	536	500	(36)	-7.2%
	TOTAL BUILDINGS & LAND	10,446	10,334	8,296	1,425	8,823	12,000	3,177	26.5%

E5

City of Afton

Detail Statement of Revenue and Expenditures - General Fund Only

Year to Date 12/31/17

		Audited 2014	Audited 2015	Audited 2016	Months of Dec-17	YTD Actual 12/31/17	Annual Budget 2017	Full Year Actual Favorable (Unfavorable) to Budget $	%
12-PARKS & RECREATION:									
6105	4th of July Celebration	3,691	3,500	3,500	0	3,500	3,500	0	0.0%
6135	Park Maintenance	1,275	359	569	316	2,587	1,200	(1,387)	-115.6%
6140	Miscellaneous expense	52	62	112	0	18	300	282	94.0%
6205	Cemetery maintenance	0	0	9,000	354	9,354	9,000	(354)	-3.9%
	TOTAL PARKS & RECREATION	5,018	3,921	13,181	670	15,459	14,000	(1,459)	-10.4%
OVERALL TOTAL EXPENDITURES		1,078,237	1,073,850	1,083,917	192,736	1,190,291	1,233,177	48,107	3.9%
C: OTHER FINANCING SOURCES (USES)									
4725	Tax Levy to Road Debt Service Fund	(305,000)	(310,000)	(260,000)	0	(260,000)	(260,000)	0	0.0%
4898	Tax Levy to Dwntwn Imp Tmp Bonds	0	0	(28,000)	0	(28,000)	(28,000)	0	0.0%
4899	Tax Levy to Dwntwn Imp PFA Loans	0	0	(70,000)	0	(70,000)	(70,000)	0	0.0%
4050	Tax Levy to Fire Hall Debt Service Fund	(57,356)	(57,933)	(49,893)	0	(49,833)	(49,833)	0	0.0%
6920	Oper trf to Bldg & Land Fund - Budgeted	(6,000)	(6,000)	(6,000)	0	(6,000)	(6,000)	0	0.0%
6920	Oper trf to Bldg & Land Fund - UnBudgeted	0	(20,000)	(25,000)	0	0	0	0	
6921	Oper trf to Street Imp -UnBudgeted	0	(43,500)	(230,000)	0	0	0	0	
6925	Oper trf to Street Imp -Budgeted	(200,000)	(200,000)	(200,000)	0	(375,000)	(375,000)	0	0.0%
6928	Oper Trf from(to) Special Reserve Fund	(294)	(5,000)	(3,000)	0	(9,500)	(9,500)	0	0.0%
6932	Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	0	(3,500)	(3,500)	0	0.0%
6933	Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	0	(2,500)	(2,500)	0	0.0%
6935	Oper Trf to Comprehensive Plan	(2,000)	(2,000)	(3,000)	0	(4,000)	(4,000)	0	0.0%
6936	Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%
6937	Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	0	(95,000)	(95,000)	0	0.0%
6934	Oper trf to Codification (Spec Act Fd)	(100)	(100)	(100)	0	(100)	(100)	0	0.0%
4843	Oper Trf to MN Unemployment Claims	(3,000)	(3,000)	(1,000)	0	(1,000)	(1,000)	0	0.0%
4847	Oper Trf to Election Expense Fund	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%
6910	City Council Contingency Fund	0	0	0	0	0	0	0	
4842	Oper Trf to Audit and Legal Reserve	(100)	(100)	(1,000)	0	(1,000)	(1,000)	0	0.0%
4844	Oper Trf to Parks Capital Repairs/Trail & Ped Bridge	(5,500)	(5,500)	(5,500)	0	(5,500)	(5,500)	0	0.0%
4022	Oper Trf to Afton Septic System - City Bldgs	(15,000)	(15,000)	(15,000)	0	(15,000)	(15,000)	0	0.0%
4818	Oper Trf to Spec Act Fd re High Speed Internet	0	(8,000)	(75,000)	0	(50,000)	(50,000)	0	0.0%
4846	Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	0	(2,000)	(2,000)	0	0.0%
6929	Trf (to)/from Special Activities Fund (Various)	0	(15,000)	**(10,000)**	0	0	0	0	
	TOTAL OTH FINANCING/TRANSFERS	(708,350)	(805,133)	(1,096,493)	0	(988,933)	(988,933)	0	0.0%
REVENUES OVER (UNDER) EXPENDITURES		**37,193**	**26,010**	**895**	**(134,671)**	**164,594**	**$0**	**$164,594**	
	Fund Balance - Beginning of Period	**264,114**	**301,307**	**327,317**		**$328,212**			
	Fund Balance - End of Period	**301,307**	**327,317**	**328,212**		**$492,805**			

E6

City of Afton
Summary of Special Activities and MN Investment Funds
YTD 12/31/17

#550 Special Activities Fund	Balance 12/31/2013	Balance 12/31/2014	Balance 12/31/2015	Balance 12/31/2016	Receipts	Disbursements	Transfers	Balance 12/31/2017
A. Interest (unallocated)	3,848.46	3,871.67	3,930.92	4,394.61	1,705.90			6,100.51
B1. Cable Commission (Communications)	23,978.90	18,378.87	24,889.73	13,549.11	10,880.57	12,345.94		12,083.74
B2. 4th of July Reserve	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		4,538.80		229.76
B4. Community Garden	(87.88)	(87.88)	(0.00)	(0.00)				(0.00)
B4. MN Historic Preservation Design Guidelines	0.00	0.00	8,000.00	(225.00)				(225.00)
B5. Afton Residents for Preservation & Conservation	0.00	0.00	0.00	0.00	1,500.00			1,500.00
C1. Codification	3,650.20	3,750.20	3,850.20	3,950.20	100.00			4,050.20
C2. Comprehensive Plan	7,673.28	8,155.36	1,947.36	4,947.36	4,000.00			8,947.36
D1. Flood Control (Acct 7836)	8,445.20	5,063.99	17,004.27	22,304.27	5,500.00			27,804.27
D2. Storm Water Control	17,933.70	21,433.70	24,933.70	28,433.70	3,500.00			31,933.70
D3. Snow & Ice Reserve	0.00	0.00	15,000.00	15,000.00				15,000.00
D6. TAG Wastewater Comm Assessmnt (Acct 7833)	(15,982.34)	(15,982.34)	0.00	0.00				0.00
E. Charitable Gaming Fund	0.00	0.00	0.00	84.47	411.33			495.80
F. Applicant Pass-Thru Expenses	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
H. State Fire Aid (Pass-Thru)	0.00	0.00	0.00	0.00	43,475.17	43,475.17		0.00
I. City Vehicles	1,648.96	4,148.96	6,648.96	9,148.96	2,500.00	2,434.57		9,214.39
K. Audit/Legal Reserve	38,336.57	38,436.57	38,536.57	39,536.57	1,000.00			40,536.57
L. MN UI Claims, Severance & Oth PTO	20,788.53	23,788.53	26,788.53	27,788.53	1,000.00			28,788.53
M. Parks Capital, Pedestrian Bike Trail & Bridge	10,959.94	16,459.94	21,959.94	27,459.94	50,560.47	50,060.47		27,959.94
N. Election Expense	6,402.20	5,780.27	11,159.33	9,452.67	5,500.00	1,550.00		13,402.67
O. Sidewalk	8,000.00	10,000.00	12,000.00	14,000.00	2,000.00			16,000.00
P. High Speed Internet	0.00	0.00	0.00	0.00	125,000.00	150.00		124,850.00
Total #550 Special Activities Fund	149,897.33	155,021.85	226,424.51	224,593.95	258,633.44	114,554.95	0.00	368,672.44
#600 MN Investment Fund								
4886/8986 Chandler Exhibits	100,985.08	104,361.13	104,409.10	104,635.25	742.62		0.00	105,377.87
Total #600 MN Investment Fund	100,985.08	104,361.13	104,409.10	104,635.25	742.62	0.00	0.00	105,377.87

F1

City of Afton
Special Activities Fund - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
4815 · Cable Commission Distributions							
Depo...	03/31/2017	2016		Cable Commission: 2016 year end distribution		10,880.57	10,880.57
Total 4815 · Cable Commission Distributions					0.00	10,880.57	10,880.57
4818 · Levy City Share HSpeed Internet							
Depo...	06/30/2017			City Share High Speed Internet		25,000.00	25,000.00
Gene...	07/01/2017	HS Internet		Trf fr Spec Reserve to Spec Act re. 2016 High Speed Internet		75,000.00	100,000.00
Bill	08/31/2017	10081	Private Underground	5 primary power by Stan Ross: 3418 St Croix Trail S	150.00		99,850.00
Depo...	11/30/2017			City Share High Speed Internet		25,000.00	124,850.00
Total 4818 · Levy City Share HSpeed Internet					150.00	125,000.00	124,850.00
4819 · 4819 Aft Residents Pres & Cons							
Depo...	07/31/2017	6755506275		Afton Residents for Preservation & Conservation: Grant		1,500.00	1,500.00
Total 4819 · 4819 Aft Residents Pres & Cons					0.00	1,500.00	1,500.00
4842 · Oper Trf Audit/Legal Reserve							
Depo...	06/30/2017			Audit and Legal		500.00	500.00
Depo...	11/30/2017			Audit and Legal		500.00	1,000.00
Total 4842 · Oper Trf Audit/Legal Reserve					0.00	1,000.00	1,000.00
4843 · Oper Trf - MN Unemploy Claims							
Depo...	06/30/2017			MN Unemployment Claims		500.00	500.00
Depo...	11/30/2017			MN Unemployment Claims		500.00	1,000.00
Total 4843 · Oper Trf - MN Unemploy Claims					0.00	1,000.00	1,000.00
4844 · Oper Trf - Pedestrian Bike Trai							
Depo...	06/30/2017			Parks Capital		2,750.00	2,750.00
Depo...	11/30/2017			Parks Capital		2,750.00	5,500.00
Total 4844 · Oper Trf - Pedestrian Bike Trai					0.00	5,500.00	5,500.00
4846 · Oper Trf in - Sidewalk							
Depo...	06/30/2017			Sidewalk		1,000.00	1,000.00
Depo...	11/30/2017			Sidewalk		1,000.00	2,000.00
Total 4846 · Oper Trf in - Sidewalk					0.00	2,000.00	2,000.00
4847 · Oper Trf In - Election Levy							
Depo...	06/30/2017			Election		2,750.00	2,750.00
Depo...	11/30/2017			Election		2,750.00	5,500.00
Total 4847 · Oper Trf In - Election Levy					0.00	5,500.00	5,500.00
4914 · Special Activity - Interest							
Gene...	01/31/2017	interest		Interest Income		73.38	73.38
Gene...	02/28/2017	interest		Interest Income		73.49	146.87
Gene...	03/31/2017	interest		Interest Income		94.03	240.90
Gene...	04/29/2017	interest		Interest Income		110.28	351.18
Gene...	05/31/2017	interest		Interest Income		113.26	464.44
Gene...	06/30/2017	interest		Interest Income		115.99	580.43
Gene...	07/31/2017	interest		Interest Income		140.95	721.38
Gene...	08/01/2017	interest		Interest Income	0.01		721.37
Gene...	08/31/2017	interest		Interest Income		146.18	867.55
Gene...	09/30/2017	interest		Interest Income		194.26	1,061.81
Gene...	10/31/2017	interest		Interest Income		216.25	1,278.06
Gene...	11/30/2017	interest		Interest Income		199.99	1,478.05
Gene...	12/31/2017	interest		Interest Income		227.85	1,705.90
Total 4914 · Special Activity - Interest					0.01	1,705.91	1,705.90
4940 · State Fire Aid Received							
Depo...	04/01/2017	5048902		St of MN: Firefighters Relief Assoc 2017 820100 SBR		1,000.00	1,000.00
Depo...	09/28/2017	5723843		2017 State Fire Aid Supplemental		8,275.37	9,275.37

F2

City of Afton
Special Activities Fund - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Depo...	09/28/2017	5723844		2017 State Fire Aid		34,199.80	43,475.17
Total 4940 · State Fire Aid Received					0.00	43,475.17	43,475.17
4950 · 10% Charitable Gaming Tax							
Depo...	03/31/2017	11010		Merrick, Inc. Feb2017 Charitable Gaming - Lumberyard Pub		44.35	44.35
Depo...	03/31/2017	10942		Merrick, Inc. Jan2017 Charitable Gaming - Lumberyard Pub		67.76	112.11
Depo...	06/21/2017	11139		Merrick: April 2017 Lumberyard Pub		70.55	182.66
Depo...	07/10/2017	11212		Merrick at Lumberyard Pub May 2017		4.91	187.57
Depo...	07/31/2017	11274		Merrick: June 2017 Charitable Gaming Lumberyard Pub		122.19	309.76
Depo...	10/16/2017	11407		Merrick: Lumberyard Pub Aug 2017		21.50	331.26
Depo...	12/19/2017	11631		Merrick at Lumberyard Pub: Oct 2017		80.07	411.33
Total 4950 · 10% Charitable Gaming Tax					0.00	411.33	411.33
6932 · Oper Trf - Stormwater Run-off							
Depo...	06/30/2017			Stormwater		1,750.00	1,750.00
Depo...	11/30/2017			Stormwater		1,750.00	3,500.00
Total 6932 · Oper Trf - Stormwater Run-off					0.00	3,500.00	3,500.00
6933 · Oper Trf - City Vehicles							
Depo...	06/30/2017			City Vehicles		1,250.00	1,250.00
Depo...	11/30/2017			City Vehicles		1,250.00	2,500.00
Total 6933 · Oper Trf - City Vehicles					0.00	2,500.00	2,500.00
6934 · Oper Trf - Codification							
Depo...	06/30/2017			Codification		100.00	100.00
Depo...	11/30/2017			Codification	0.00		100.00
Total 6934 · Oper Trf - Codification					0.00	100.00	100.00
6935 · Oper Trf - Comprehensive Plan							
Depo...	06/30/2017			Comp Plan		2,000.00	2,000.00
Depo...	11/30/2017			Comp Plan		2,000.00	4,000.00
Total 6935 · Oper Trf - Comprehensive Plan					0.00	4,000.00	4,000.00
6936 · Oper Trf - Flood Control							
Depo...	06/30/2017			Flood Control		2,750.00	2,750.00
Depo...	11/30/2017			Flood Control		2,750.00	5,500.00
Total 6936 · Oper Trf - Flood Control					0.00	5,500.00	5,500.00
5440 · State Fire Aid Paid							
Bill	04/19/2017	FireAid SBR	LSCV Fire Relief Assn (State Aid)	2017 State Fire Aid 820100 SBR	1,000.00		(1,000.00)
Bill	09/30/2017	2017StateFire Aid	LSCV Fire Relief Assn (State Aid)	2017 State Fire Aid $34,199.80 + $8,275.37 Supplemental	42,475.17		(43,475.17)
Total 5440 · State Fire Aid Paid					43,475.17	0.00	(43,475.17)
5508 · City Equipment							
Bill	11/30/2017	5201135	Frontier Ag & Turf (New Richmond)	JD 54" quick hitch two stage snow blower	2,434.57		(2,434.57)
Total 5508 · City Equipment					2,434.57	0.00	(2,434.57)
5561 · Communications							
Bill	05/17/2017	12908	Audio Logic Systems	New City Hall Communications system	6,483.97		(6,483.97)
Bill	05/31/2017	TV for CC	Moorse, Ron {DD} (Reimb Exp)	Large screen TV & accessories for Council Chambers	1,593.38		(8,077.35)
Bill	07/31/2017	44821	StarTech Computing, Inc	HP ProBook 450 G4, MS Office Std	1,184.00		(9,261.35)
Bill	07/31/2017	44113	StarTech Computing, Inc	Power supply Dell PowerEdge T320	275.00		(9,536.35)
Bill	08/31/2017	44985	StarTech Computing, Inc	laptop port replicator, MS publisher	221.51		(9,757.86)
Bill	08/31/2017	44952	StarTech Computing, Inc	monitor	159.58		(9,917.44)
Bill	08/31/2017	45071	StarTech Computing, Inc	FlexNet	593.90		(10,511.34)
Bill	10/31/2017	41129	Cities Digital	Lasefiche hardware and software + support package	690.00		(11,201.34)
Bill	12/27/2017	45788	StarTech Computing, Inc	HP Desktop and software	1,144.60		(12,345.94)
Total 5561 · Communications					12,345.94	0.00	(12,345.94)

F3

City of Afton
Special Activities Fund - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
6347 · Elections Expense							
Bill	02/28/2017	113242	Wash Cty (Elections)	2017 election maintenenca fees	1,550.00		(1,550.00)
Total 6347 · Elections Expense					1,550.00	0.00	(1,550.00)
6348 · Pedestrian Bike Trl/Bridge Exp							
Bill	02/28/2017	100	Lower St Croix Valley Community Foundatio	Lower St Croix Trail resurfacing project	5,000.00		(5,000.00)
Bill	05/17/2017	120117	Wash Cty (Rd & Bridge)(Trans & Phys Dev)	CSAH 18 St Croix Trail: Bike/Pedestrian Trail Improvements 10% Down	4,508.75		(9,508.75)
Bill	08/31/2017	126546	Wash Cty (Rd & Bridge)(Trans & Phys Dev)	CSAH 18 St Croix Trail: Bike/Pedestrian Trail Improvements	40,551.72		(50,060.47)
Depo...	12/19/2017	014464		St Croix Valley Foundation: City/County Coop Agreement #10717: Afton Pedistrian Trail		45,060.47	(5,000.00)
Total 6348 · Pedestrian Bike Trl/Bridge Exp					50,060.47	45,060.47	(5,000.00)
6366 · City Council Contingency Exp							
Bill	01/31/2017	22730	Northwest Assoc (City Projects)	Carlson property	461.70		(461.70)
Bill	02/28/2017	030717	Northwest Assoc (Private Projects)	Carlson subd	499.80		(961.50)
Bill	03/31/2017	Mar2017	Youth Service Bureau	YSB Services - 2017	1,500.00		(2,461.50)
Bill	05/31/2017	22946	Northwest Assoc (Private Projects)	Carlson subd	2,037.30		(4,498.80)
Bill	06/30/2017	10162	Telephone Warehouse Inc.	speaker phone in chambers	40.00		(4,538.80)
Total 6366 · City Council Contingency Exp					4,538.80	0.00	(4,538.80)
6910 · Trf fr General Fund							
Depo...	06/30/2017			Trf from Cable Reserve	0.00		0.00
Depo...	11/30/2017			Trf from Cable Reserve	0.00		0.00
Total 6910 · Trf fr General Fund					0.00	0.00	0.00
TOTAL					**114,554.96**	**258,633.45**	**144,078.49**

F4

City of Afton
City Infra-Structure Improvement Projects - LTD Summary
April 2011 through December 2017

	Apr - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17	TOTAL
120 Street Imp Capital Fd								
B. Exp								
7981 Village Local Rd Imp	0.00	0.00	(6,079.50)	(89,427.00)	(250,098.57)	(86,205.18)	(29,240.07)	(461,050.32)
7982 CR21 Imp Proj	0.00	0.00	(2,827.50)	(23,269.25)	(23,382.75)	(3,527.00)	(1,190.93)	(54,197.43)
Total B. Exp	0.00	0.00	(8,907.00)	(112,696.25)	(273,481.32)	(89,732.18)	(30,431.00)	(515,247.75)
Total 120 Street Imp Capital Fd	0.00	0.00	(8,907.00)	(112,696.25)	(273,481.32)	(89,732.18)	(30,431.00)	(515,247.75)
800 City InfraStructure Imp Fd								
A. Rev								
4917 Interest Income	0.00	2.04	2.55	3.26	395.48	4,602.22	3,305.81	8,311.36
4849 DNR BWSR Grant	0.00	0.00	129,850.00	0.00	0.00	0.00	0.00	129,850.00
4850 Park Reserve Trf re. Dwntwn Imp	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00
4851 VBWD Easement	0.00	0.00	0.00	0.00	5,800.00	0.00	0.00	5,800.00
4852 VBWD Grant $50M/Yr 10 Yrs	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	100,000.00
4853 County Share Dwntwn/Septic Proj	0.00	0.00	0.00	0.00	0.00	0.00	4,092,588.89	4,092,588.89
4861 CWRF G 054	0.00	0.00	0.00	0.00	0.00	0.00	349,938.00	349,938.00
4862 CWRF L 054	0.00	0.00	0.00	0.00	0.00	0.00	656,371.52	656,371.52
4863 CWRF G 055	0.00	0.00	0.00	0.00	0.00	0.00	398,320.00	398,320.00
4864 CWRF L 055	0.00	0.00	0.00	0.00	0.00	0.00	1,001,173.03	1,001,173.03
4865 PSIG G 056	0.00	0.00	0.00	0.00	0.00	0.00	4,382,993.48	4,382,993.48
4871 Rental Inc - Flood Levee Prop	0.00	850.00	1,700.00	0.00	0.00	0.00	0.00	2,550.00
4894 MnDNR Grant - Other	0.00	9,247.38	10,024.53	0.00	35,137.00	0.00	1,611,106.29	1,665,515.20
4895 MnDNR Grant - Land Purchase	0.00	351,673.70	616,669.52	0.00	0.00	0.00	0.00	968,343.22
4896 Flood Levy Imp Proj - Tax Levy	0.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	570,000.00
Total A. Rev	0.00	456,773.12	953,246.60	95,003.26	136,332.48	149,602.22	12,640,797.02	14,431,754.70
B. Exp								
8870 Dwtn Imp - Special Assess Exp	0.00	0.00	0.00	0.00	0.00	0.00	(105,179.00)	(105,179.00)
8871 Wetland Credits	0.00	0.00	0.00	0.00	0.00	0.00	(51,747.88)	(51,747.88)
8891 Dwntown Prop Purch/Exp	0.00	(372,221.16)	(780,944.33)	(933.95)	(2,481.58)	(1,726.95)	(540.66)	(1,158,848.63)
8892 Dwntown Imp - Easemnts & Damag...	0.00	0.00	0.00	(11,700.00)	(633,200.00)	(9,200.00)	(33,120.68)	(687,220.68)
8894 Septic Permits, Fees, Admin	0.00	0.00	0.00	(10,558.00)	(42,355.31)	(85,086.73)	(116,238.58)	(254,238.62)
8895 DNR Flood Imp Proj - Engineer	(6,673.00)	(54,384.11)	(29,242.00)	(157,437.85)	(198,277.10)	(67,890.74)	(14,066.00)	(527,970.80)
8896 Sanitary Sewer Imp	0.00	(395.00)	(87,311.07)	(293,780.46)	(194,199.55)	(152,850.73)	(73,817.14)	(802,353.95)
8897 Septic Construction Eng'g	0.00	0.00	0.00	(540.77)	(9,048.00)	(8,545.49)	(151,858.16)	(169,992.42)
8898 Flood Mitigation/ROW Serv	0.00	(9,754.75)	(4,480.00)	(19,787.25)	(87,667.80)	(18,935.00)	(14,085.50)	(154,710.30)
8899 Village Improvements	0.00	0.00	(33,513.00)	(28,452.75)	0.00	(22,669.68)	(1,305,268.17)	(1,389,903.60)
8901 Septic Construction	0.00	0.00	0.00	0.00	0.00	0.00	(11,541,511.10)	(11,541,511.10)
Total B. Exp	(6,673.00)	(436,755.02)	(935,490.40)	(523,191.03)	(1,167,229.34)	(366,905.32)	(13,407,432.87)	(16,843,676.98)
Total 800 City InfraStructure Imp Fd	(6,673.00)	20,018.10	17,756.20	(428,187.77)	(1,030,896.86)	(217,303.10)	(766,635.85)	(2,411,922.28)
805 Downtown Imp Debt Service								
4879 Dwntwn Spec Assessments	0.00	0.00	0.00	0.00	0.00	0.00	102,054.25	102,054.25
4897 Levy PFA Loan Interest	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	8,000.00

G1

City of Afton
City Infra-Structure Improvement Projects - LTD Summary
April 2011 through December 2017

	Apr - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17	TOTAL
4898 Levy Dwntwn Imp Tmp Imp Bd	0.00	0.00	0.00	0.00	0.00	28,000.00	28,000.00	56,000.00
4899 Levy Dwntwn Imp Bond	0.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00	140,000.00
7737 Int Exp 2015A Dwntwn Tmp Imp Bd	0.00	0.00	0.00	0.00	(19,948.45)	(28,162.50)	(7,040.61)	(55,151.56)
7738 2015A Dwntwn Tmp Imp Bond Issue ...	0.00	0.00	0.00	0.00	(53,263.75)	(1,608.00)	(575.00)	(55,446.75)
7739 Int Exp 2017A Dwntwn Tmp Imp Bd	0.00	0.00	0.00	0.00	0.00	0.00	(16,027.00)	(16,027.00)
7740 2017A Dwntwn Tmp Imp Bond Issue ...	0.00	0.00	0.00	0.00	0.00	0.00	(31,219.80)	(31,219.80)
7743 2017 Storm Wtr PFA Issue Exp	0.00	0.00	0.00	0.00	0.00	0.00	(8,000.00)	(8,000.00)
7745 2017 Sanitary Sewer PFA Issue Exp	0.00	0.00	0.00	0.00	0.00	0.00	(8,060.93)	(8,060.93)
Total 805 Downtown Imp Debt Service	0.00	0.00	0.00	0.00	(65,212.20)	68,229.50	129,130.91	132,148.21
TOTAL	**(6,673.00)**	**20,018.10**	**8,849.20**	**(540,884.02)**	**(1,369,590.38)**	**(238,805.78)**	**(667,935.94)**	**(2,795,021.82)**

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
4852 · VBWD Grant $50M/Yr 10 Yrs							
Deposit	08/31/2017	4429		VBWD 2nd of 10 Annual Payments		50,000.00	50,000.00
Total 4852 · VBWD Grant $50M/Yr 10 Yrs					0.00	50,000.00	50,000.00
4853 · County Share Dwntwn/Septic Proj							
Deposit	04/30/2017	444477		Washington County: 10% Share of Downtown/Septic Project		427,172.00	427,172.00
Deposit	05/31/2017	445760		Washington County: Downtown/Septic Project		573,688.54	1,000,860.54
Deposit	07/01/2017	446704		Wash Cty: Share of Downtown Project 6/20/17		649,421.81	1,650,282.35
Deposit	07/20/2017	448210		Wash Cty: Land Acquisition		312,711.28	1,962,993.63
Deposit	07/27/2017	448484		Wash Cty: June 2017 Share of Downtown Projects		618,197.87	2,581,191.50
Deposit	08/22/2017	449678		Wash Cty: July 2017 Share of Downtown Projects		235,405.19	2,816,596.69
Deposit	09/21/2017	452050		Wash Cty: August 2017 Share of Downtown Projects		183,084.08	2,999,680.77
Deposit	10/24/2017	453466		Wash Cty: Sep 2017 Share of Downtown Projects		441,777.69	3,441,458.46
Deposit	11/15/2017	455301		Wash Cty: Oct 2017 Share of Downtown Projects		202,301.37	3,643,759.83
Deposit	12/28/2017	456673		Wash Cty: Nov 2017 Share of Downtown Projects		448,829.06	4,092,588.89
Total 4853 · County Share Dwntwn/Septic Proj					0.00	4,092,588.89	4,092,588.89
4861 · CWRF G 054							
Deposit	07/25/2017	1500004943		MPFA CWRF G 054 FY 2017		349,938.00	349,938.00
Total 4861 · CWRF G 054					0.00	349,938.00	349,938.00
4862 · CWRF L 054							
Deposit	07/25/2017	1500004944		MPFA CWRF L 054 FY 2017		203,159.28	203,159.28
Deposit	08/22/2017	1500005000		MPFA CWRF L 054 FY 2017 2		84,326.10	287,485.38
Deposit	09/28/2017	1500005060		MPFA CWRF L 054 FY 2017 3		66,818.48	354,303.86
Deposit	10/24/2017	1500005130		MPFA CWRF L 054 FY 2017		92,069.28	446,373.14
Deposit	11/28/2017	1500005191		MPFA CWRF L 054 FY 2017 5		84,921.43	531,294.57
Deposit	12/26/2017	1500005267		MPFA CWRF L 054 FY 2017 6		125,076.95	656,371.52
Total 4862 · CWRF L 054					0.00	656,371.52	656,371.52
4863 · CWRF G 055							
Deposit	07/25/2017	1500004945		MPFA CWRF G 055 FY 2017		250,000.00	250,000.00
Deposit	12/26/2017	1500005268		MPFA CWRF G 055 FY 2017 3		148,320.00	398,320.00
Total 4863 · CWRF G 055					0.00	398,320.00	398,320.00
4864 · CWRF L 055							
Deposit	07/25/2017	1500004946		MPFA CWRF L 055 FY 2017		1,000,000.00	1,000,000.00
Deposit	08/22/2017	1500005001		MPFA CWRF L 055 FY 2017 2		1,173.03	1,001,173.03
Total 4864 · CWRF L 055					0.00	1,001,173.03	1,001,173.03
4865 · PSIG G 056							
Deposit	07/25/2017	1500004947		MPFA PSIG G 056 FY 2017		2,661,636.61	2,661,636.61
Deposit	08/22/2017	1500005003		MPFA PSIG G 056 FY 2017 2B		360,622.40	3,022,259.01
Deposit	08/22/2017	1500005002		MPFA PSIG G 056 FY 2017 2A		43,575.15	3,065,834.16
Deposit	09/28/2017	1500005062		MPFA PSIG G 056 FY 2017 3B		282,828.01	3,348,662.17
Deposit	09/28/2017	1500005061		MPFA PSIG G 056 FY 2017		30,378.29	3,379,040.46
Deposit	10/24/2017	1500005131		MPFA PSIG G 056 FY 2017		326,324.50	3,705,364.96
Deposit	11/28/2017	1500005192		MPFA PSIG G 056 FY 2017 5		277,233.58	3,982,598.54
Deposit	12/26/2017	1500005269		MPFA PSIG G 056 FY 2017 6		400,394.94	4,382,993.48
Total 4865 · PSIG G 056					0.00	4,382,993.48	4,382,993.48
4879 · Downtown Special Assessments							
Deposit	05/31/2017	5267		George Gathje 3193 Pennington Av S: 2202820110031		11,500.00	11,500.00
Deposit	05/31/2017	6631		Nancy P Freppert 15859 Upper 34th S PO Box 216 2202820140043		12,500.00	24,000.00
Deposit	05/31/2017	1523		Anerson Family Rev Liv Trs 3167 Pennington Av S 2202820110030		11,500.00	35,500.00
Deposit	05/31/2017	2566		Elaine M Mucciacciaro Trs 3786 River Rd PO Box 304		13,500.00	49,000.00
Deposit	08/31/2017	1529		Barton and Susan Anderson 3167 Pennington Av S (includes interest of $125)		12,625.00	61,625.00
Deposit	09/30/2017	11767		Louis & Linda K Tilton 4201 River Rd S $13,500 Assessment		13,500.00	75,125.00
Deposit	09/30/2017	11766		Louis & Linda K Tilton 4201 River Rd S $168.75 Interest on Assessment		168.75	75,293.75
Deposit	10/16/2017	488		Mathew and Christen Snelling: Downtown Assessment 15991 Upper 34th St S		13,900.00	89,193.75
Deposit	10/16/2017	487		Mathew and Christen Snelling: Interest on Downtown Assessment 15991 Upper 34th St S		173.00	89,366.75

G3

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Deposit	11/21/2017	2825		Valerie J Stoehr and Carol A Iwata: 15800 36th St S. $12,500 + Interest $187.50		12,687.50	102,054.25
Total 4879 · Downtown Special Assessments					0.00	102,054.25	102,054.25
4894 · MnDNR Grant - Other							
Deposit	11/20/2017	FM00462788		DNR OMB Pay Request #13: 651-259-5566		32,281.52	32,281.52
Deposit	12/14/2017	FM00466794		DNR OMB Pay Request #14: 651-259-5566		1,578,824.77	1,611,106.29
Total 4894 · MnDNR Grant - Other					0.00	1,611,106.29	1,611,106.29
4896 · Flood Levy Imp Proj - Tax Levy							
Deposit	06/30/2017			DNR Match		47,500.00	47,500.00
Deposit	11/30/2017			DNR Match		47,500.00	95,000.00
Total 4896 · Flood Levy Imp Proj - Tax Levy					0.00	95,000.00	95,000.00
4898 · Levy Dwntwn Imp Tmp Imp Bd							
Deposit	06/30/2017			Levy Downtown Temp Imp Bond		14,000.00	14,000.00
Deposit	11/30/2017			Levy Downtown Temp Imp Bond		14,000.00	28,000.00
Total 4898 · Levy Dwntwn Imp Tmp Imp Bd					0.00	28,000.00	28,000.00
4899 · Levy Dwntwn Imp Bond							
Deposit	06/30/2017			Levy PFA Loan(s)		35,000.00	35,000.00
Deposit	11/30/2017			Levy PFA Loan(s)		35,000.00	70,000.00
Total 4899 · Levy Dwntwn Imp Bond					0.00	70,000.00	70,000.00
4917 · Int Inc - City Infrastructr Fd							
General Jou...	01/31/2017	interest		Interest Income		733.46	733.46
General Jou...	02/28/2017	interest		Interest Income		718.33	1,451.79
General Jou...	03/31/2017	interest		Interest Income		738.33	2,190.12
General Jou...	04/29/2017	interest		Interest Income		52.42	2,242.54
General Jou...	05/01/2017	interest		Interest Income		0.08	2,242.62
General Jou...	05/31/2017	interest		Interest Income		59.83	2,302.45
General Jou...	06/30/2017	interest		Interest Income		108.83	2,411.28
General Jou...	07/31/2017	interest		Interest Income		132.24	2,543.52
General Jou...	08/31/2017	interest		Interest Income		137.14	2,680.66
General Jou...	09/30/2017	interest		Interest Income		62.52	2,743.18
General Jou...	10/31/2017	interest		Interest Income		46.79	2,789.97
General Jou...	11/30/2017	interest		Interest Income		206.85	2,996.82
General Jou...	12/31/2017	interest		Interest Income		308.99	3,305.81
Total 4917 · Int Inc - City Infrastructr Fd					0.00	3,305.81	3,305.81
7737 · 2015A Int Exp Dwntwn Tmp Imp Bd							
General Jou...	01/31/2017	DwntwnImpBd	805 Downtown Imp Debt Service:7737 Int Exp...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	2,346.88		(2,346.88)
General Jou...	02/28/2017	DwntwnImpBd	805 Downtown Imp Debt Service:7737 Int Exp...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	2,346.88		(4,693.76)
General Jou...	03/31/2017	DwntwnImpBd	805 Downtown Imp Debt Service:7737 Int Exp...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	2,346.88		(7,040.64)
General Jou...	04/01/2017	DwntwnImpBd	805 Downtown Imp Debt Service:7737 Int Exp...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond		0.03	(7,040.61)
Total 7737 · 2015A Int Exp Dwntwn Tmp Imp Bd					7,040.64	0.03	(7,040.61)
7738 · 2015A Adm Exp Dwntwn Temp Imp B							
Bill	05/30/2017	2015ATmpBds	Niedzwiecki, Thomas H.	2015A Tmp Imp Bonds:Prep of Arbitrage Compliance Info for IRS	150.00		(150.00)
Bill	12/30/2017	DowntownImp2017	Niedzwiecki, Thomas H.	Assistance with downtown improvement projects	425.00		(575.00)
Total 7738 · 2015A Adm Exp Dwntwn Temp Imp B					575.00	0.00	(575.00)
7739 · 2017A Int Exp Dwntwn Tmp Imp Bd							
Bill	09/19/2017	2017ATmpImp 10/1/17	US Bank (Bonds)	2017A Tmp Imp Bond: Interest Payment 3/23/17 to 9/30/17	16,027.00		(16,027.00)
Total 7739 · 2017A Int Exp Dwntwn Tmp Imp Bd					16,027.00	0.00	(16,027.00)
7740 · 2017A Dwntwn Imp Bonds Adm Exp							
Bill	02/28/2017	11324863	S&P Global Ratings	analytical services	11,000.00		(11,000.00)
Bill	03/30/2017	2017A TmpBds	Niedzwiecki, Thomas H.	Assistance with Issuance of 2017A Temporary Improvement Bonds	500.00		(11,500.00)
Bill	03/31/2017	106-1	Springsted Incorporated	Services preliminary to issuance of 2017A Temp Imp Bond	18,098.20		(29,598.20)
Bill	03/31/2017	4591991	US Bank (Bonds)	MN GO Temp Improvement Bonds 2017A	800.00		(30,398.20)

G4

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
General Jou...	04/03/2017	TempBond		Premium GO Tmp Imp Bonds, Series 2017A 1.55% Mat 4/1/2020		16,394.40	(14,003.80)
General Jou...	04/03/2017	TempBond		Underwriter Disc GO Tmp Imp Bonds, Series 2017A 1.55% Mat 4/1/2020	8,316.00		(22,319.80)
Bill	04/30/2017	596597	Briggs & Morgan	General Obligation Temporary Improvement Bonds, Series 2017A	7,000.00		(29,319.80)
Bill	07/31/2017	1129.999 - 1	Springsted Incorporated	April 2015 to April 2017 Arbitrage calculations	1,900.00		(31,219.80)
Total 7740 · 2017A Dwntwn Imp Bonds Adm Exp					47,614.20	16,394.40	(31,219.80)
7743 · 2017 Storm Wtr PFA Issue Exp							
Bill	08/31/2017	604383	Briggs & Morgan	GO storm water improvement note of 2017 (PFA)	8,000.00		(8,000.00)
Total 7743 · 2017 Storm Wtr PFA Issue Exp					8,000.00	0.00	(8,000.00)
7745 · 2017 Sanity Sewer PFA Issue Exp							
Bill	08/31/2017	604384	Briggs & Morgan	GO Sanitary Sewer improvement note of 2017 (PFA)	8,060.93		(8,060.93)
Total 7745 · 2017 Sanity Sewer PFA Issue Exp					8,060.93	0.00	(8,060.93)
7900 · Street Imp Capital Projects							
7981 · Village Local Road Improvements							
Bill	03/31/2017	400-39	WSB (Village Local Road Imp)	Village Local Road Improvements	4,383.00		(4,383.00)
Bill	04/30/2017	400-40	WSB (Village Local Road Imp)	Village Local Road Improvements	2,618.50		(7,001.50)
General Jou...	11/01/2017	VoidCheck		Void Check #20866 WSB (Village Local Road Imp) 2/16/16		19,602.50	12,601.00
General Jou...	11/01/2017	VoidCheck		Void Check #21010 WSB (Village Local Road Imp) 4/19/16		12,720.25	25,321.25
General Jou...	11/01/2017	VoidCheck		Void Check #21075 WSB (Village Local Road Imp) 5/17/16		12,619.50	37,940.75
General Jou...	11/01/2017	VoidCheck		Void Check #21370 WSB (Village Local Road Imp) 9/20/16		9,834.00	47,774.75
Bill	12/27/2017	743577760	Finance and Commerce	Village Landscape Imp Project	265.57		47,509.18
Bill	12/31/2017	400-27 Jan2016	WSB (Village Local Road Imp)	Village Local Road Improvements	9,520.00		37,989.18
Bill	12/31/2017	400-26 Dec2015	WSB (Village Local Road Imp)	Village Local Road Improvements	19,602.50		18,386.68
Bill	12/31/2017	400-29 Mar2016	WSB (Village Local Road Imp)	Village Local Road Improvements	12,619.50		5,767.18
Bill	12/31/2017	400-32 Jun2016	WSB (Village Local Road Imp)	Village Local Road Improvements	9,834.00		(4,066.82)
Bill	12/31/2017	400-38 Jan2017	WSB (Village Local Road Imp)	Village Local Road Improvements	12,453.00		(16,519.82)
Bill	12/31/2017	400-28 Feb2016	WSB (Village Local Road Imp)	Village Local Road Improvements	12,720.25		(29,240.07)
Total 7981 · Village Local Road Improvements					84,016.32	54,776.25	(29,240.07)
7982 · CR 21 Improvement Project							
Bill	04/30/2017	12980	Rumpca Excavating Inc	lime rock: cartway	695.99		(695.99)
Bill	04/30/2017	124	Tri-County Services (Streets, Other)	Trading Post gravel: 201 and cartway	170.00		(865.99)
Bill	05/31/2017	ReimbTowing	Pat Donahue	Honda winch out 5/21/17 by Jerry's Towing: 36th St off St Croix Trl. Muddy street	324.94		(1,190.93)
General Jou...	11/01/2017	VoidCheck		Void Check #21010 WSB (Village Local Road Imp) 4/19/16		661.50	(529.43)
Bill	12/31/2017	390/28 Feb16	WSB (CR21 Improvements)	CR 21 Improvement Project	661.50		(1,190.93)
Total 7982 · CR 21 Improvement Project					1,852.43	661.50	(1,190.93)
Total 7900 · Street Imp Capital Projects					85,868.75	55,437.75	(30,431.00)
8800 · DNR Flood Imp Expense							
8870 · Dwtn Imp - Special Assess Exp							
Bill	04/30/2017	612035	Felhaber Larson	Special Assessments: Notice of Hearing, Appeal, Resident Letter	1,664.00		(1,664.00)
Bill	05/17/2017	612658	Felhaber Larson	Special Assessments: Public Hearing, strategy, resolution	7,568.00		(9,232.00)
Bill	05/31/2017	17-0321AFJH	McKinzie Metro Appraisal	appraisal updates; Parcels 40,42,50&61,100	6,000.00		(15,232.00)
Bill	05/31/2017	614317	Felhaber Larson	Special Assessments: Waivers, Appeals, Appraisals, Data Practices	9,840.00		(25,072.00)
Bill	07/31/2017	615631	Felhaber Larson	Special Assessments: Waivers, Appeals, Appraisals, Data Practices	11,408.00		(36,480.00)
Bill	08/31/2017	616987	Felhaber Larson	Special Assessments: Village Wastewater Treatment Facility	9,292.00		(45,772.00)
Bill	09/30/2017	617943	Felhaber Larson	Special Assessments: Village Wastewater Treatment Facility	6,924.00		(52,696.00)
Bill	10/31/2017	619057	Felhaber Larson	Special Assessment Appeals: Village Wastewater Treatment Facility	12,584.60		(65,280.60)
Bill	10/31/2017	621038	Felhaber Larson	Special Assessment Appeals: Village Wastewater Treatment Facility	17,242.40		(82,523.00)
Bill	11/30/2017	621806	Felhaber Larson	Special Assessment Appeals: Village Wastewater Treatment Facility	7,040.00		(89,563.00)
Bill	12/31/2017	623133	Felhaber Larson	Special Assessment Appeals: Village Wastewater Treatment Facility	15,616.00		(105,179.00)
Total 8870 · Dwtn Imp - Special Assess Exp					105,179.00	0.00	(105,179.00)
8871 · Wetland Credits							
Bill	04/01/2017	WetlandCredits	Paumen Farms	Purchase of Wetland Credits	49,059.45		(49,059.45)
Bill	04/01/2017	WetlandCredits	BWSR	Wetland Credits from Paumen Farms	2,688.43		(51,747.88)
Total 8871 · Wetland Credits					51,747.88	0.00	(51,747.88)

G5

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
8891 · DNR Flood Imp - Prop Purch/Exp							
Bill	01/31/2017	013117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	21.74		(21.74)
Deposit	02/23/2017	531074		CP Energy Refund 9859256		21.43	(0.31)
Bill	02/28/2017	537046531	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	21.39		(21.70)
Bill	03/31/2017	033117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	21.74		(43.44)
Bill	03/31/2017	033117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	21.39		(64.83)
General Jou...	05/01/2017	Utility Adj		Adjust Utility Auto Pays: Xcel, CP Energy, Comcast		21.39	(43.44)
Bill	05/31/2017	053117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	21.43		(64.87)
Bill	05/31/2017	053117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	60.90		(125.77)
Bill	06/30/2017	063017	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	45.12		(170.89)
Bill	07/31/2017	073117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	47.87		(218.76)
General Jou...	08/01/2017	Utility Adj		Adjust Utility Auto Pays: Xcel, CP Energy, Comcast		0.31	(218.45)
General Jou...	08/01/2017	Utility Adj		Adjust Utility Auto Pays: Xcel, CP Energy, Comcast		21.43	(197.02)
Bill	08/31/2017	083117	CP Energy {EFT} (10076343-2)	36301 170th St - meter # M20111530045	30.12		(227.14)
Bill	08/31/2017	083117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	42.70		(269.84)
Bill	09/30/2017	093017	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	31.31		(301.15)
Bill	09/30/2017	169332	Stillwater Towing	Construction Towing	160.69		(461.84)
Bill	10/31/2017	103117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	29.56		(491.40)
Bill	11/30/2017	113017	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	25.05		(516.45)
Bill	12/31/2017	123117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	24.21		(540.66)
Total 8891 · DNR Flood Imp - Prop Purch/Exp					605.22	64.56	(540.66)
8892 · Dwntwn Imp - Easemnts & Damages							
Bill	08/17/2017	TreeLoss07062017	Weed, George and Katherine	Downtown Improvement Project, Tree Loss Compensation	7,635.00		(7,635.00)
Bill	08/17/2017	EasementExtension	Gehrke, James	Downtown Improvement Project, easement extension to 4/15/20	6,000.00		(13,635.00)
Bill	08/17/2017	EasementExtension	Gehrke, Judith	Downtown Improvement Project, easement extension to 4/15/20	6,000.00		(19,635.00)
Bill	09/25/2017	EasementExtension	Afton St. Croix Company	Downtown Improvement Project, easements and damages	10,000.00		(29,635.00)
Bill	09/30/2017	7237.5	BRKW Appraisals, Inc.	Special Benefits Appraisal Services, 28 Cmcl Zoned Properties, Afton downtown street, Sanitary a...	1,838.00		(31,473.00)
Bill	11/30/2017	54	Afton St. Croix Company	Downtown Improvement Project: Damage to handrails Hotel	1,647.68		(33,120.68)
Total 8892 · Dwntwn Imp - Easemnts & Damages					33,120.68	0.00	(33,120.68)
8894 · Septic Permits, Fees, Admin							
Bill	01/31/2017	16063	Environmental Law Group	Environmental review and permitting issues	364.00		(364.00)
Bill	03/31/2017	16121	Environmental Law Group	Environmental review and permitting issues	84.00		(448.00)
Bill	03/31/2017	Mar2017	Holstad & Knaak, PLC	Condemnation	323.00		(771.00)
Bill	04/26/2017	10000024631	Minnesota Pollution Control Agency	Afton WWTP 2318 St Croix Trl S: Wastewater Annual permit fees	505.00		(1,276.00)
Bill	04/30/2017	16200	Environmental Law Group	Environmental review and permitting issues	1,876.00		(3,152.00)
Bill	04/30/2017	2017047-001	Blondo Consulting LLC	Archaeological Site Monitoring	13,350.00		(16,502.00)
Bill	05/31/2017	2017047-002	Blondo Consulting LLC	Archaeological Site Monitoring	8,062.50		(24,564.50)
Bill	05/31/2017	053117	Holstad & Knaak, PLC	Condemnation	1,012.50		(25,577.00)
Bill	06/30/2017	PSIG fee: 1/2 of 1%	Minnesota Public Facilities Authority	PSIG fee: 1/2 of 1% of the grant amount	28,712.58		(54,289.58)
Bill	08/31/2017	2017047-003	Blondo Consulting LLC	Archaeological Site Monitoring	14,175.00		(68,464.58)
Bill	08/31/2017	2017-047-005	Blondo Consulting LLC	Archaeological Site Monitoring	8,662.50		(77,127.08)
Bill	08/31/2017	Aug2017	Holstad & Knaak, PLC	Litigation	31.00		(77,158.08)
Bill	08/31/2017	2017-047-004	Blondo Consulting LLC	Archaeological Site Monitoring	8,268.75		(85,426.83)
Bill	09/30/2017	Sept2017	Holstad & Knaak, PLC	Litigation	0.00		(85,426.83)
Bill	10/18/2017	2017-047-005.01	Blondo Consulting LLC	Archaeological Site Monitoring	6,755.75		(92,182.58)
Bill	10/31/2017	Oct272016	Holstad & Knaak, PLC	Condemnation	278.00		(92,460.58)
Bill	10/31/2017	2017-047-07	Blondo Consulting LLC	Archaeological Site Monitoring	7,507.50		(99,968.08)
Bill	12/20/2017	Nov2017	Holstad & Knaak, PLC	Condemnation	1,007.50		(100,975.58)
Bill	12/31/2017	2017-047-08	Blondo Consulting LLC	Archaeological Site Monitoring	9,262.50		(110,238.08)
Bill	12/31/2017	2017-047-09	Blondo Consulting LLC	Archaeological Site Monitoring	5,297.50		(115,535.58)
Bill	12/31/2017	122716	Holstad & Knaak, PLC	Condemnation	703.00		(116,238.58)
Total 8894 · Septic Permits, Fees, Admin					116,238.58	0.00	(116,238.58)
8895 · DNR Flood Imp Proj - Engineer							
Bill	02/28/2017	327-2	WSB (DNR Flood Imp)	Flood protection improvements	9,123.25		(9,123.25)
Bill	03/31/2017	327-3	WSB (DNR Flood Imp)	Flood protection improvements	4,088.75		(13,212.00)
Bill	04/30/2017	327-4	WSB (DNR Flood Imp)	Flood protection improvements	514.00		(13,726.00)
Bill	04/30/2017	320-61	WSB (DNR Flood Imp)	Flood protection improvements	340.00		(14,066.00)
Total 8895 · DNR Flood Imp Proj - Engineer					14,066.00	0.00	(14,066.00)
8896 · Sanitary Sewer Improvements							

G6

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Bill	01/31/2017	11700121	Wenck Associates Inc.	Wastewater System Engineering	420.50		(420.50)
Bill	02/28/2017	11700901	Wenck Associates Inc.	Afton LSTS - bidding, construction & post-construction services	5,577.59		(5,998.09)
Bill	02/28/2017	11701073	Wenck Associates Inc.	Wastewater system engineering	2,022.05		(8,020.14)
Bill	02/28/2017	410-38	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	10,904.75		(18,924.89)
Bill	03/31/2017	11701751	Wenck Associates Inc.	Wastewater system engineering	5,787.22		(24,712.11)
Bill	03/31/2017	11701754	Wenck Associates Inc.	Wastewater system engineering	8,204.76		(32,916.87)
Bill	03/31/2017	410-39	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	7,668.25		(40,585.12)
Bill	04/30/2017	BL 0000006206	TrueNorth Steel	culverts	22,614.32		(63,199.44)
Bill	04/30/2017	BL0000006235	TrueNorth Steel	culverts	15,798.98		(78,998.42)
Bill	04/30/2017	410-40	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	2,125.00		(81,123.42)
Bill	05/31/2017	138	Tri-County Services (Streets, Other)	Sanitary Sewer Imp (Culverts)	67,200.00		(148,323.42)
Bill	05/31/2017	BL0000006480	TrueNorth Steel	culverts	2,069.53		(150,392.95)
Bill	06/30/2017	11704031	Wenck Associates Inc.	Wastewater System Engineering	1,196.43		(151,589.38)
General Jou...	06/30/2017	TrueNorth	800 City InfraStructure Imp Fd:B. Exp:8896 Sa...	Reclass True North Culvert invoice to 2017 Road Pavement Proj		40,482.83	(111,106.55)
Bill	09/29/2017	Draft100517	Wenck Associates Inc.	Wastewater system engineering	1,184.61		(112,291.16)
Bill	09/30/2017	99-1	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	292.25		(112,583.41)
Bill	09/30/2017	99 120115 to 013117	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	16,303.25		(128,886.66)
Bill	10/31/2017	11701751/2nd	Wenck Associates Inc.	Wastewater System Engineering	441.75		(129,328.41)
General Jou...	11/01/2017	Reclass	800 City InfraStructure Imp Fd:B. Exp:8896 Sa...	Reclass Tri County Inv #138 for Culverts to 2017 Street Pavement Project		67,200.00	(62,128.41)
Bill	12/27/2017	094658	Petersen Management Co. LLC	outside service chemical fill	847.98		(62,976.39)
Bill	12/31/2017	410/36 Nov17	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	10,840.75		(73,817.14)
Total 8896 · Sanitary Sewer Improvements					181,499.97	107,682.83	(73,817.14)
8897 · Septic Construction Eng'g							
Bill	04/30/2017	11702427	Wenck Associates Inc.	LSTS - bidding, construction, post construction services	23,762.29		(23,762.29)
Bill	05/31/2017	11703271	Wenck Associates Inc.	LSTS - bidding, construction, post construction services	26,797.04		(50,559.33)
Bill	06/30/2017	11704032	Wenck Associates Inc.	LSTS - bidding, construction, post construction services	28,981.60		(79,540.93)
Bill	07/31/2017	11704962	Wenck Associates Inc.	Afton LSTS - bidding, construction, & post-construction services	18,187.83		(97,728.76)
Bill	08/31/2017	11705767	Wenck Associates Inc.	Afton LSTS - bidding, construction, & post-construction services	8,207.80		(105,936.56)
Bill	09/30/2017	11706640	Wenck Associates Inc.	Afton LSTS - bidding, construction, & post-construction services	14,635.70		(120,572.26)
Bill	10/31/2017	11707461	Wenck Associates Inc.	Afton LSTS bidding, construction and post-constructiom	14,991.90		(135,564.16)
Bill	11/30/2017	11708277	Wenck Associates Inc.	Afton LSTS bidding, construction and post-constructiom	8,008.00		(143,572.16)
Bill	12/31/2017	11709075	Wenck Associates Inc.	Afton LSTS bidding, construction and post-construction services	8,286.00		(151,858.16)
Total 8897 · Septic Construction Eng'g					151,858.16	0.00	(151,858.16)
8898 · Flood Mitigation/ROW Serv							
Bill	07/31/2017	321-45	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	1,754.50		(1,754.50)
Bill	08/31/2017	321-46	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	2,836.50		(4,591.00)
Bill	09/30/2017	47	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	1,406.00		(5,997.00)
Bill	09/30/2017	99 120115 to 022916	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	2,754.50		(8,751.50)
Bill	10/31/2017	321-49	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	1,831.50		(10,583.00)
Bill	10/31/2017	321-48	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	2,970.50		(13,553.50)
Bill	12/31/2017	321/50 Nov17	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	532.00		(14,085.50)
Total 8898 · Flood Mitigation/ROW Serv					14,085.50	0.00	(14,085.50)
8899 · Village Improvements							
Bill	02/28/2017	321-41	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	342.00		(342.00)
Bill	03/31/2017	321-42	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	494.00		(836.00)
Bill	03/31/2017	520-3	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	20,166.00		(21,002.00)
Bill	04/30/2017	321-43	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	1,786.00		(22,788.00)
Bill	04/30/2017	520-4	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	76,388.30		(99,176.30)
Bill	05/31/2017	44 thru 4/30/17	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	2,750.00		(101,926.30)
Bill	05/31/2017	5 thru 4/30/17	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	122,684.25		(224,610.55)
Bill	06/30/2017	24340	ZoneOne Locating	Locate Labor and travel	343.50		(224,954.05)
Bill	07/31/2017	520-6	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	166,654.76		(391,608.81)
Bill	07/31/2017	Aug2017	SavATree	tree trimming due to pole relocation	1,500.00		(393,108.81)
Bill	08/31/2017	520-7	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	167,642.75		(560,751.56)
Bill	09/30/2017	8	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	120,072.28		(680,823.84)
Bill	09/30/2017	4710348	SavATree	tree trimming due to pole relocation	2,250.00		(683,073.84)
Bill	10/31/2017	520-10	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	112,588.00		(795,661.84)
Bill	10/31/2017	520/8	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	138,562.58		(934,224.42)
Bill	11/30/2017	11	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	153,365.00		(1,087,589.42)
Bill	12/19/2017	4723726	SavATree	tree trimming due to pole relocation	750.00		(1,088,339.42)

G7

City of Afton
City Infra-Structure Imp Projects - Detail by Account
January through December 2017

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Bill	12/19/2017	4738658	SavATree	tree trimming due to pole relocation	2,400.00		(1,090,739.42)
Bill	12/31/2017	520/12 Nov17	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	144,522.75		(1,235,262.17)
Bill	12/31/2017	520-13 (Dec 2017)	WSB (Downtown Village Imp Proj)	Downtown Village Improvement Project No. 01856-520	70,006.00		(1,305,268.17)
Total 8899 · Village Improvements					1,305,268.17	0.00	(1,305,268.17)
8901 · Septic Construction							
Bill	03/31/2017	Pay App#1: 161016	Ellingson Drainage, Inc.	Pay App#1: Large Subsurface Sewage Treatment System Total $1,831,985	25,362.63		(25,362.63)
Bill	04/19/2017	30% Down Security	Get Connected Tech	30% Downpayment on Security System for Wastewater Treatment Plant	1,640.00		(27,002.63)
Bill	04/30/2017	FinalPymt	Get Connected Tech	Final Payment on Security System for Wastewater Treatment Plant	3,824.00		(30,826.63)
Bill	05/17/2017	PayApp#1 01856-52	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay App #1	1,141,927.15		(1,172,753.78)
Bill	05/17/2017	Pay App#2	Ellingson Drainage, Inc.	Pay App#2: Large Subsurface Sewage Treatment System Total $1,831,985	259,801.62		(1,432,555.40)
Bill	05/31/2017	546578014	Xcel Energy (Special)	Rebuild existing single phase line to Phase 3: Troy Nodes 651-458-1253	10,195.94		(1,442,751.34)
Bill	05/31/2017	161016 060817	Ellingson Drainage, Inc.	Pay App#3: Large Subsurface Sewage Treatment System Total $1,984,309	664,498.87		(2,107,250.21)
Bill	05/31/2017	PayApp#2 01856-52	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #2. Total $12,565,669.67	1,514,463.83		(3,621,714.04)
Bill	06/30/2017	Pay Estimate #4	Ellingson Drainage, Inc.	Pay App#4: Large Subsurface Sewage Treatment System Total $1,984,309	636,326.02		(4,258,040.06)
Bill	06/30/2017	PayVoucher#3	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #3. Total $12,565,669.67	1,407,010.94		(5,665,051.00)
Bill	07/31/2017	Pay Voucher #4	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #4	851,496.77		(6,516,547.77)
Bill	07/31/2017	Pay Est #5	Ellingson Drainage, Inc.	Pay App#5: Large Subsurface Sewage Treatment System Total $1,984,309	145,193.72		(6,661,741.49)
Bill	07/31/2017	151035	Get Connected Tech	monthly cellular monitoring fee	195.00		(6,661,936.49)
Bill	08/31/2017	Pay Estimate #6	Ellingson Drainage, Inc.	Pay App#6: Large Subsurface Sewage Treatment System Total $1,984,309	80,651.20		(6,742,587.69)
Bill	08/31/2017	PayVoucher#5	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #5	694,787.29		(7,437,374.98)
Bill	09/30/2017	Pay Estimate No 7	Ellingson Drainage, Inc.	Pay App#7: Large Subsurface Sewage Treatment System Total $1,984,309	26,346.78		(7,463,721.76)
Bill	09/30/2017	Pay Voucher # 6	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #6	981,263.02		(8,444,984.78)
Bill	10/31/2017	PayVoucher #7	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #7	921,207.69		(9,366,192.47)
Bill	11/30/2017	Pay Estimate #8	Ellingson Drainage, Inc.	Pay App#8: Large Subsurface Sewage Treatment System Total $1,984,309	83,024.29		(9,449,216.76)
Bill	11/30/2017	PayVoucher#8	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #8	1,371,963.61		(10,821,180.37)
Bill	12/31/2017	PV No 9	Geislinger and Sons, Inc.	Proj 01856-52: Downtown Village Imp: Pay Voucher #9	720,330.73		(11,541,511.10)
Total 8901 · Septic Construction					11,541,511.10	0.00	(11,541,511.10)
Total 8800 · DNR Flood Imp Expense					13,515,180.26	107,747.39	(13,407,432.87)
TOTAL					**13,688,366.78**	**13,020,430.84**	**(667,935.94)**

G8

CITY OF AFTON

APPLICATION FOR APPOINTMENT TO A CITY COMMITTEE OR COMMISSION

DATE 1/21/2018

PLEASE CHECK ONE: _x_ New Application __ Reappointment

NAME David Husebye

ADDRESS _5830 Osgood Avenue Court South AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE 651-436-4442 CELL612-802-7357 WORK NA

EMAIL ADDRESS dhusebye@gmail.com

YEARS AS AFTON RESIDENT 15 (moved in 5/2003) WARD 1

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Natural Resources and Groundwater Committee

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

None

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

Science background (chemistry degree)

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

Work towards preservation of water as a long term safe resource for residents of Afton and the surrounding areas

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

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

City of Afton
3033 St. Croix Trail South
PO Box 219
Afton, MN 55001
Or email: **deputyclerk@ci.afton.mn.us** or fax: **(651) 436-1453**

City of Afton
Claims to be Approved
January 17, 2018 thru February 20, 2018

Checks Numbered

From	To	Description	To Be Approved
22339		Doug Kropeinicki: City Garage, Deputy Office Facility	$40,354.70
22340	22343	1/31/18 Staff Payroll & Benefits	$1,019.80
22344	22353	Routine Vendor Bills	$3,507.58
22354		Doug Kropeinicki: City Garage, Deputy Office Facility	$15,972.74
22355	22368	More Routine Vendor Bills	$4,694.65
22369	22385	Significant Vendor Bills	$215,608.65
22386		Geislinger & Sons: Pay Voucher #10	$127,450.58
22387		MN PFA: Interest on PFA Loans	$8,997.86
22388		US Bank: Interest on Temp Imp Bond	$15,345.00
22389	22392	More Routine Vendor Bills	$901.10
22393	22397	2/15/18 Staff & Council Payroll	$1,325.35
22398	22411	Election Judge Payroll	$2,153.49
22412	22415	One Significant & 3 Routine Vendor Bills	$17,358.85
201802001	201801009	EFT/Direct Deposit: 1/31/18 Staff Payroll + Videographer + PERA & Payroll Taxes	$9,155.41
201802010	201801022	EFT: Copier Lease + Utility Bills + Postage	$2,478.90
201802023	201801032	EFT/Dir Dep: 2/15/18 Staff & Council Pay/Exp + PERA & Payroll Taxes	$11,087.40
		Claims to be approved at 2/20/18 meeting	**$477,412.06**

Submitted by Thomas H. Niedzwiecki, Accountants
File: Afton 2018 Claim Summary.xlsm Worksheet: Jan18 2/13/2018

City of Afton
Claims to be Approved
January 17, 2018 thru February 20, 2018

Checks Numbered

From	To	Description	To Be Approved
22339		Doug Kropeinicki: City Garage, Deputy Office Facility	$40,354.70
22340	22343	1/31/18 Staff Payroll & Benefits	$1,019.80
22344	22353	Routine Vendor Bills	$3,507.58
22354		Doug Kropeinicki: City Garage, Deputy Office Facility	$15,972.74
22355	22368	More Routine Vendor Bills	$4,694.65
22369	22385	Significant Vendor Bills	$215,608.65
22386		Geislinger & Sons: Pay Voucher #10	$127,450.58
22387		MN PFA: Interest on PFA Loans	$8,997.86
22388		US Bank: Interest on Temp Imp Bond	$15,345.00
22389	22392	More Routine Vendor Bills	$901.10
22393	22397	2/15/18 Staff & Council Payroll	$1,325.35
22398	22411	Election Judge Payroll	$2,153.49
22412	22415	One Significant & 3 Routine Vendor Bills	$17,358.85
201802001	201801009	EFT/Direct Deposit: 1/31/18 Staff Payroll + Videographer + PERA & Payroll Taxes	$9,155.41
201802010	201801022	EFT: Copier Lease + Utility Bills + Postage	$2,478.90
201802023	201801032	EFT/Dir Dep: 2/15/18 Staff & Council Pay/Exp + PERA & Payroll Taxes	$11,087.40
		Claims to be approved at 2/20/18 meeting	**$477,412.06**

Submitted by Thomas H. Niedzwiecki, Accountants
File: Afton 2018 Claim Summary.xlsm Worksheet: Jan18 2/13/2018

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -Ch...	**01/20/2018**	**22339**	**Douglas Kropelnicki Construction Inc.**		**100 · 4M Fund/US Bank - General Fund**	**(40,354.70)**
Bill	01/20/2018	1549	115 Bldg & Land Capital Fund:B. Exp:6007 Garage, Deputy Office Facility	Final invoice less 10% retainer of total contract price $159,727.44	6007 · Garage, Deputy Office Facility	40,354.70
TOTAL						40,354.70
Bill Pmt -Ch...	**01/20/2018**	**22340**	**Thomas W Pahl (Reimb Exp)**	**Replace Lost Paycheck #22275 12/29/17**	**100 · 4M Fund/US Bank - General Fund**	**(169.92)**
Bill	01/20/2018	Replace PayCk...		Replace Lost Paycheck #22275 12/29/17	1190 · Other Receivables	169.92
TOTAL						169.92
Paycheck	**01/31/2018**	**22341**	**Johnson, Kenneth L**		**100 · 4M Fund/US Bank - General Fund**	**(479.08)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5020 · Maintenance Person	588.92
					2302 · PERA Payable - Staff	(38.28)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5053 · PERA Contribution - Employer	44.17
					2302 · PERA Payable - Staff	(44.17)
					1190 · Other Receivables	37.48
					2210 · Federal Withholding	(40.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5051 · Social Security Tax - Employer	36.51
					2205 · Soc Sec Payable - Employer	(36.51)
					2204 · Social Security W/H - Employee	(36.51)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5052 · Medicare Tax - Employer	8.53
					2213 · Medicare Payable - Employer	(8.53)
					2212 · Medicare W/H - Employee	(8.53)
					2208 · MN State Withholding	(24.00)
TOTAL						479.08
Paycheck	**01/31/2018**	**22342**	**Pahl, Thomas W**		**100 · 4M Fund/US Bank - General Fund**	**(233.64)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5020 · Maintenance Person	253.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5051 · Social Security Tax - Employer	15.69
					2205 · Soc Sec Payable - Employer	(15.69)
					2204 · Social Security W/H - Employee	(15.69)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5052 · Medicare Tax - Employer	3.67
					2213 · Medicare Payable - Employer	(3.67)
					2212 · Medicare W/H - Employee	(3.67)
TOTAL						233.64
Liability Che...	**01/31/2018**	**22343**	**Madison National Life**	**103815000000000**	**100 · 4M Fund/US Bank - General Fund**	**(137.16)**
				103815000000000	2325 · Madison Life ST & LT Disability	108.81
				103815000000000	2325 · Madison Life ST & LT Disability	28.35
TOTAL						137.16
Bill Pmt -Ch...	**01/31/2018**	**22344**	**Donald Salverda & Associates**		**100 · 4M Fund/US Bank - General Fund**	**(600.00)**
Bill	01/31/2018	Jan2018	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5585 Seminars & Education	East Metro Area Manager and Admin 2018 Leadership	5585 · Seminars & Education	600.00
TOTAL						600.00
Bill Pmt -Ch...	**01/31/2018**	**22345**	**Freeway Electric, Inc**		**100 · 4M Fund/US Bank - General Fund**	**(550.00)**
Bill	01/31/2018	12630	115 Bldg & Land Capital Fund:B. Exp:6004 Bldg Repair & Maint	City Hall: 2 outside LED building fixtures - entrance and flagpole	6004 · Bldg Repair & Maintenance	550.00
TOTAL						550.00

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -Ch...	**01/31/2018**	**22346**	**Gopher State One Call**	**Acct No. MN00128**	**100 · 4M Fund/US Bank - General Fund**	**(50.00)**
Bill	01/31/2018	80000151	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	50.00
TOTAL						50.00
Bill Pmt -Ch...	**01/31/2018**	**22347**	**Innovative Office Solutions LLC**	**customer # V105001**	**100 · 4M Fund/US Bank - General Fund**	**(40.93)**
Bill	01/31/2018	1900193	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	supplies	5540 · Office Supplies	40.93
TOTAL						40.93
Bill Pmt -Ch...	**01/31/2018**	**22348**	**LMC (conferences)**		**100 · 4M Fund/US Bank - General Fund**	**(225.00)**
Bill	01/31/2018	268075	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5585 Seminars & Education	2018 Leadership Conf., Richard Bend	5585 · Seminars & Education	225.00
TOTAL						225.00
Bill Pmt -Ch...	**01/31/2018**	**22349**	**Menards - Hudson**		**100 · 4M Fund/US Bank - General Fund**	**(234.24)**
Bill	01/31/2018	65447	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	31.75
Bill	01/31/2018	64039	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	62.01
Bill	01/31/2018	64192	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	96.63
Bill	01/31/2018	64670	115 Bldg & Land Capital Fund:B. Exp:6007 Garage, Deputy Office Facility	supplies	6007 · Garage, Deputy Office Facility	14.48
			100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	29.37
TOTAL						234.24
Bill Pmt -Ch...	**01/31/2018**	**22350**	**Pioneer Press**	**Acct # 415245**	**100 · 4M Fund/US Bank - General Fund**	**(71.29)**
Bill	12/31/2017	1217415245	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing & Printing	Legals- advertise for bids	5555 · Publishing & Printing	71.29
TOTAL						71.29
Bill Pmt -Ch...	**01/31/2018**	**22351**	**River Valley Printing**	**Cust No. 1483**	**100 · 4M Fund/US Bank - General Fund**	**(290.00)**
Bill	01/31/2018	6098	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	1250 4-pg newsletters	5560 · Newsletter Expenses	290.00
TOTAL						290.00
Bill Pmt -Ch...	**01/31/2018**	**22352**	**Rumpca Excavating Inc**		**100 · 4M Fund/US Bank - General Fund**	**(1,219.29)**
Bill	12/31/2017	13517	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	lime rock, 10/11/2017 201 city pile	5915 · 201 Project Maintenance	82.62
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5820 Gravel Road ...	lime rock 10/25/17 Division Circle	5820 · Gravel Road Maintenance	85.86
Bill	12/31/2017	13609	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6205 Cemetery Maintenance	lime rock Mt Hope	6205 · Cemetary Maintenance	353.97
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5845 Brush/Tree/M...	lime rock Afton roads 42nd St, Odell, Trading post, 34th and Norstead	5845 · Brush/Tree/Sod/Seed	696.84
TOTAL						1,219.29
Bill Pmt -Ch...	**01/31/2018**	**22353**	**Wash Cty (Sheriff)**	**Acct No. 20490**	**100 · 4M Fund/US Bank - General Fund**	**(226.83)**
Bill	01/31/2018	134307	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:5635 Police Ser...	2018 CodeRED	5635 · Police Services	226.83
TOTAL						226.83
Bill Pmt -Ch...	**01/31/2018**	**22354**	**Douglas Kropelnicki Construction Inc.**		**100 · 4M Fund/US Bank - General Fund**	**(15,972.74)**
Bill	01/31/2018	1549a	115 Bldg & Land Capital Fund:B. Exp:6007 Garage, Deputy Office Facility	Final invoice less $2,500 for Spring Painting: Total contract price $159,727.44	6007 · Garage, Deputy Office Facility	15,972.74

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						15,972.74
Bill Pmt -Ch...	**01/31/2018**	**22355**	**Seestedt's**		**100 · 4M Fund/US Bank - General Fund**	**(243.54)**
Bill	01/31/2018	Add'l Carpet S...	115 Bldg & Land Capital Fund:B. Exp:6007 Garage, Deputy Office Facility	Carpet Deputy office	6007 · Garage, Deputy Office Facility	243.54
TOTAL						243.54
Bill Pmt -Ch...	**02/15/2018**	**22356**	**Croix Crystal Water Treatment**	**cooler lease and water**	**100 · 4M Fund/US Bank - General Fund**	**(27.00)**
Bill	01/31/2018	55534	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & Land	27.00
TOTAL						27.00
Bill Pmt -Ch...	**02/15/2018**	**22357**	**Culligan of Stillwater**	**Account # 306-0227421-5-0**	**100 · 4M Fund/US Bank - General Fund**	**(125.85)**
Bill	01/31/2018	306x01087608	200 Park Reserve Fd:B. Exp:6115 Pub Wks - Park & Open Space	Town Square Park restroom	6115 · Park & Open Space Public Works	125.85
TOTAL						125.85
Bill Pmt -Ch...	**02/15/2018**	**22358**	**Econo Signs**		**100 · 4M Fund/US Bank - General Fund**	**(207.27)**
Bill	01/31/2018	10-942592	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5860 Signs & Signals	12 x 18 prismatic signs no parking	5860 · Signs & Signals	90.97
Bill	01/31/2018	10-942503	115 Bldg & Land Capital Fund:B. Exp:6007 Garage, Deputy Office Facility	Barricade Light for City Garage	6007 · Garage, Deputy Office Facility	116.30
TOTAL						207.27
Bill Pmt -Ch...	**02/15/2018**	**22359**	**Hudson Bagel & Coffee Co.**		**100 · 4M Fund/US Bank - General Fund**	**(210.66)**
Bill	01/31/2018	012918	550 Special Activities Fund:N. Elections:6347 Election Expense	Food for Election Judges	6347 · Elections Expense	210.66
TOTAL						210.66
Bill Pmt -Ch...	**02/15/2018**	**22360**	**Innovative Office Solutions LLC**	**customer # V105001**	**100 · 4M Fund/US Bank - General Fund**	**(93.83)**
Bill	01/31/2018	1910748	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	supplies	5540 · Office Supplies	93.83
TOTAL						93.83
Bill Pmt -Ch...	**02/15/2018**	**22361**	**Menards - Hudson**	**Account No. 30890280**	**100 · 4M Fund/US Bank - General Fund**	**(7.37)**
Bill	01/31/2018	66207	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	7.37
TOTAL						7.37
Bill Pmt -Ch...	**02/15/2018**	**22362**	**Newman Traffic Signs**	**Cust No. AFT020**	**100 · 4M Fund/US Bank - General Fund**	**(124.50)**
Bill	01/31/2018	TI-0317819	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5860 Signs & Signals	No Snowmobile	5860 · Signs & Signals	124.50
TOTAL						124.50
Bill Pmt -Ch...	**02/15/2018**	**22363**	**Pioneer Press**	**Acct # 415245**	**100 · 4M Fund/US Bank - General Fund**	**(120.73)**
Bill	01/31/2018	0118415245	550 Special Activities Fund:N. Elections:6347 Election Expense	Legals: Notice of public accuracy test (election)	6347 · Elections Expense	120.73
TOTAL						120.73
Bill Pmt -Ch...	**02/15/2018**	**22364**	**StarTech Computing, Inc**		**100 · 4M Fund/US Bank - General Fund**	**(988.90)**

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	01/31/2018	46011	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Software	Flexnet	5510 · Computer Service/Software	988.90
TOTAL						988.90
Bill Pmt -Ch...	**02/15/2018**	**22365**	**Tri-County Services (Streets, Other)**		**100 · 4M Fund/US Bank - General Fund**	**(85.00)**
Bill	01/31/2018	319	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	boom truck lights	6045 · City Garage Expense	85.00
TOTAL						85.00
Bill Pmt -Ch...	**02/15/2018**	**22366**	**US Bank (Admin Fee)**	**Acct No. 0020325NS**	**100 · 4M Fund/US Bank - General Fund**	**(450.00)**
Bill	01/31/2018	Admin 2014A	725 Road Paving Debt Service Fund:7736 2014A Refund Bd Admin Exp	2018 Admin Fee: GO Tax Abatement 2014A	7736 · 2014A Refunding Bds Admin Exp	450.00
TOTAL						450.00
Bill Pmt -Ch...	**02/15/2018**	**22367**	**Wash Cty (Elections)**		**100 · 4M Fund/US Bank - General Fund**	**(1,550.00)**
Bill	01/31/2018	134390	550 Special Activities Fund:N. Elections:6347 Election Expense	2018 Automark Ext Maint Fees	6347 · Elections Expense	1,550.00
TOTAL						1,550.00
Bill Pmt -Ch...	**02/15/2018**	**22368**	**Wash Cty (Recorder)**		**100 · 4M Fund/US Bank - General Fund**	**(460.00)**
Bill	01/31/2018	020118	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5535 Misc Expense	DCRs 1/8/2018	5535 · Miscellaneous Expense	460.00
TOTAL						460.00
Bill Pmt -Ch...	**02/20/2018**	**22369**	**Get Connected Tech**		**100 · 4M Fund/US Bank - General Fund**	**(3,030.00)**
Bill	01/31/2018	151052	800 City InfraStructure Imp Fd:B. Exp:8901 Septic Construction	Installed video verified security system for Afton Sewage	8901 · Septic Construction	3,030.00
TOTAL						3,030.00
Bill Pmt -Ch...	**02/20/2018**	**22370**	**Holstad & Knaak, PLC**	**Legal Services**	**100 · 4M Fund/US Bank - General Fund**	**(4,000.00)**
Bill	01/31/2018	012918	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Legal Fees	Civil / General	5321 · Legal Fees - General	1,548.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution - Legal Fees	Prosecution	5320 · Legal Fees - Prosecution	2,303.00
			800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, Admin	Condemnation	8894 · Septic Permits, Fees, Admin	149.00
TOTAL						4,000.00
Bill Pmt -Ch...	**02/20/2018**	**22371**	**Middle St. Croix Watershed Mgmt Org**		**100 · 4M Fund/US Bank - General Fund**	**(596.15)**
Bill	01/31/2018	Full Year 2018	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5380 Middle St. Croix Valley WMO	Full Year 2018 WMO contribution	5380 · Middle St. Croix Valley WMO	596.15
TOTAL						596.15
Bill Pmt -Ch...	**02/20/2018**	**22372**	**Niedzwiecki, Thomas H.**	**Accounting Services**	**100 · 4M Fund/US Bank - General Fund**	**(1,396.00)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Monthly charge for Accounting Services per Contract	5304 · Accounting Fees	1,226.00
			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	30.00
			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
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting Fees	Attendance at CC Meeting	5304 · Accounting Fees	100.00
TOTAL						1,396.00
Bill Pmt -Ch...	**02/20/2018**	**22373**	**Northwest Assoc (City Projects)**	**Technical Assistance - City Projects**	**100 · 4M Fund/US Bank - General Fund**	**(49.60)**

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	01/31/2018	23383	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5330 Planning Fees	City grading regulations	5330 · Planning Fees	49.60
TOTAL						49.60
Bill Pmt -Ch...	**02/20/2018**	**22374**	**Northwest Assoc (Private Projects)**	**Technical Assistance - Private Projects**	**100 · 4M Fund/US Bank - General Fund**	**(2,726.15)**
Bill	01/31/2018	23384	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5330 Planning Fees	Afton Creek Preserve Preliminary Plat	5330 · Planning Fees	2,726.15
TOTAL						2,726.15
Bill Pmt -Ch...	**02/20/2018**	**22375**	**Petersen Management Co. LLC**		**100 · 4M Fund/US Bank - General Fund**	**(3,016.66)**
Bill	01/31/2018	094913	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Operation and Management Fees Jan 2018	8896 · Sanitary Sewer Improvements	1,508.33
Bill	01/31/2018	095241	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Operation and Management Fees Feb 2018	8896 · Sanitary Sewer Improvements	1,508.33
TOTAL						3,016.66
Bill Pmt -Ch...	**02/20/2018**	**22376**	**Stensland Inspection Services**	**Building Inspection Services**	**100 · 4M Fund/US Bank - General Fund**	**(1,141.00)**
Bill	01/31/2018	Jan2018	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	1,141.00
TOTAL						1,141.00
Bill Pmt -Ch...	**02/20/2018**	**22377**	**Tri-County Services (Snow Ice)**		**100 · 4M Fund/US Bank - General Fund**	**(22,801.25)**
Bill	01/31/2018	317	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Snow & Ice C...	Snow & Ice Control Jan 2018	5830 · Snow & Ice Control	22,801.25
TOTAL						22,801.25
Bill Pmt -Ch...	**02/20/2018**	**22378**	**Wash Cty (Rd & Bridge)(Trans & Phys Dev)**	**Account No. 20490**	**100 · 4M Fund/US Bank - General Fund**	**(7,749.05)**
Bill	12/31/2017	133254	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Snow & Ice C...	sand and salt Dec 2017	5830 · Snow & Ice Control	7,749.05
TOTAL						7,749.05
Bill Pmt -Ch...	**02/20/2018**	**22379**	**Wash Cty (Sheriff)**	**Acct No. 20490**	**100 · 4M Fund/US Bank - General Fund**	**(89,134.42)**
Bill	12/31/2017	JUL-DEC 2017	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:5635 Police Ser...	Jul-Dec 2017 Police Services	5635 · Police Services	89,134.42
TOTAL						89,134.42
Bill Pmt -Ch...	**02/20/2018**	**22380**	**Wenck Associates Inc.**	**project 2656-04**	**100 · 4M Fund/US Bank - General Fund**	**(2,557.50)**
Bill	01/31/2018	11800255	800 City InfraStructure Imp Fd:B. Exp:8897 Septic Construction Eng'g	Afton LSTS bidding, construction and post-construction services	8897 · Septic Construction Eng'g	2,557.50
TOTAL						2,557.50
Bill Pmt -Ch...	**02/20/2018**	**22381**	**West Lakeland Township**	**PropID: 04.028.20.21.0005 Scannell Prop#107 LLC**	**100 · 4M Fund/US Bank - General Fund**	**(2,510.12)**
Bill	01/31/2018	013118	100 Gen'l Fd:A. Rev:A02 Intergovernmental Revenue:4100 Gravel Tax/West Lakeland	Prop Taxes: West Lakeland Township re. Century College (2017 taxes of $1...	4100 · Gravel Tax/West Lakeland	2,510.12
TOTAL						2,510.12
Bill Pmt -Ch...	**02/20/2018**	**22382**	**WSB (Applicants)**	**Customer No. 01856**	**100 · 4M Fund/US Bank - General Fund**	**(1,299.00)**
Bill	12/31/2017	5	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	Afton Creek Preserve Plan Review	5310 · Engineering Fees	1,299.00
TOTAL						1,299.00

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -Ch...	**02/20/2018**	**22383**	**WSB (City Engineer)**	**01856**	**100 · 4M Fund/US Bank - General Fund**	**(1,993.75)**
Bill	12/31/2017	560-12 (Dec20...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2017 City Engineering	5310 · Engineering Fees	1,993.75
TOTAL						1,993.75
Bill Pmt -Ch...	**02/20/2018**	**22384**	**WSB (Downtown Village Imp Proj)**	**Downtown Village Imp Proj No. 01856-520**	**100 · 4M Fund/US Bank - General Fund**	**(70,006.00)**
Bill	12/31/2017	520-13 (Dec 2...	800 City InfraStructure Imp Fd:B. Exp:8899 Village Improvements	Downtown Village Improvement Project No. 01856-520	8899 · Village Improvements	70,006.00
TOTAL						70,006.00
Bill Pmt -Ch...	**02/20/2018**	**22385**	**WSB (Street Imp)**	**Project # 01856**	**100 · 4M Fund/US Bank - General Fund**	**(1,602.00)**
Bill	12/31/2017	1 Dec 2017	120 Street Imp Capital Fd:B. Exp:7943 2017 Street Projects	Pavement Coring 30th Street	7943 · 2017 Street Projects	1,602.00
TOTAL						1,602.00
Bill Pmt -Ch...	**02/20/2018**	**22386**	**Geislinger and Sons, Inc.**	**Project 01856-52 Afton**	**100 · 4M Fund/US Bank - General Fund**	**(127,450.58)**
Bill	01/31/2018	Pay Voucher ...	800 City InfraStructure Imp Fd:B. Exp:8901 Septic Construction	Proj 01856-52: Downtown Village Imp: Pay Voucher #10	8901 · Septic Construction	127,450.58
TOTAL						127,450.58
Bill Pmt -Ch...	**02/20/2018**	**22387**	**Minnesota Public Facilities Authority**	**PFA Loans**	**100 · 4M Fund/US Bank - General Fund**	**(8,997.86)**
Bill	02/20/2018	PFA Loans Int...	805 Downtown Imp Debt Service:7744 2017 Storm Wtr PFA Interest Exp 805 Downtown Imp Debt Service:7746 2017 Sanitary Sewer PFA Int Exp	PFA Interest: MPFA CWRF L 054 FY17 PFA Interest: MPFA CWRF L 055 FY17	7744 · 2017 Storm Wtr PFA Interest Exp 7746 · 2017 Sanitary Sewer PFA Int Exp	2,792.22 6,205.64
TOTAL						8,997.86
Bill Pmt -Ch...	**02/20/2018**	**22388**	**US Bank (Bonds)**	**Acct No. 0045210NS**	**100 · 4M Fund/US Bank - General Fund**	**(15,345.00)**
Bill	02/20/2018	040118 Tmp B...	805 Downtown Imp Debt Service:7739 Int Exp 2017A Dwntwn Tmp Imp Bd	2017A Tmp Imp Bond: Interest Payment 10/1/17 to 4/1/18	7739 · 2017A Int Exp Dwntwn Tmp Imp Bd	15,345.00
TOTAL						15,345.00
Bill Pmt -Ch...	**02/20/2018**	**22389**	**Floyd Total Security**	**Acct No. 120857**	**100 · 4M Fund/US Bank - General Fund**	**(86.85)**
Bill	01/31/2018	1224453	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintenance	Base Alarm Monitoring 2/20/18 to 5/19/18	6040 · City Property Maintenance	86.85
TOTAL						86.85
Bill Pmt -Ch...	**02/20/2018**	**22390**	**Knutson, Kim**		**100 · 4M Fund/US Bank - General Fund**	**(420.00)**
Bill	01/31/2018	Carpet 2/6/18	115 Bldg & Land Capital Fund:B. Exp:6007 Garage, Deputy Office Facility	Carpet Squares - Sheriff's Office	6007 · Garage, Deputy Office Facility	420.00
TOTAL						420.00
Bill Pmt -Ch...	**02/20/2018**	**22391**	**Petersen Management Co. LLC**	**Cust No. 3477**	**100 · 4M Fund/US Bank - General Fund**	**(184.25)**
Bill	01/31/2018	095318	115 Bldg & Land Capital Fund:B. Exp:6022 Septic System Operations	Operation and Management Fees Lab Fees 1/24/18	6022 · Septic System Operations	184.25
TOTAL						184.25
Bill Pmt -Ch...	**02/20/2018**	**22392**	**StarTech Computing, Inc**		**100 · 4M Fund/US Bank - General Fund**	**(210.00)**
Bill	01/31/2018	46157	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Garden:5561 Communi...	MS Server 2016 Std Licenss	5561 · Communications	210.00

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						210.00
Paycheck	**02/15/2018**	**22393**	**Johnson, Kenneth L**		**100 · 4M Fund/US Bank - General Fund**	**(702.98)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5020 · Maintenance Person	904.71
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	59.75
					2302 · PERA Payable - Staff	(62.69)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5053 · PERA Contribution - Employer	67.85
			550 Special Activities Fund:N. Elections:6347 Election Expense		5053 · PERA Contribution - Employer	4.48
					2302 · PERA Payable - Staff	(72.33)
					2210 · Federal Withholding	(82.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5051 · Social Security Tax - Employer	56.10
			550 Special Activities Fund:N. Elections:6347 Election Expense		5051 · Social Security Tax - Employer	3.70
					2205 · Soc Sec Payable - Employer	(59.80)
					2204 · Social Security W/H - Employee	(59.80)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5052 · Medicare Tax - Employer	13.12
			550 Special Activities Fund:N. Elections:6347 Election Expense		5052 · Medicare Tax - Employer	0.87
					2213 · Medicare Payable - Employer	(13.99)
					2212 · Medicare W/H - Employee	(13.99)
					2208 · MN State Withholding	(43.00)
TOTAL						702.98
Paycheck	**02/15/2018**	**22394**	**Pahl, Thomas W**		**100 · 4M Fund/US Bank - General Fund**	**(61.07)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5020 · Maintenance Person	66.13
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5051 · Social Security Tax - Employer	4.10
					2205 · Soc Sec Payable - Employer	(4.10)
					2204 · Social Security W/H - Employee	(4.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Maint Wages &...		5052 · Medicare Tax - Employer	0.96
					2213 · Medicare Payable - Employer	(0.96)
					2212 · Medicare W/H - Employee	(0.96)
TOTAL						61.07
Paycheck	**02/15/2018**	**22395**	**Nelson, Randall P**		**100 · 4M Fund/US Bank - General Fund**	**(187.10)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5002 · Mayor & Council Wages	200.00
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	**02/15/2018**	**22396**	**Palmquist, William B**		**100 · 4M Fund/US Bank - General Fund**	**(187.10)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5002 · Mayor & Council Wages	200.00
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	**02/15/2018**	**22397**	**Richter, Joseph J**		**100 · 4M Fund/US Bank - General Fund**	**(187.10)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5002 · Mayor & Council Wages	200.00

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor & Council Wa...		5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
Paycheck	**02/15/2018**	**22398**	**Arco, Laurie**		**100 · 4M Fund/US Bank - General Fund**	**(466.49)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	350.00
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	116.49
TOTAL						466.49
Paycheck	**02/15/2018**	**22399**	**Grodahl, Donnelle**		**100 · 4M Fund/US Bank - General Fund**	**(238.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	238.00
TOTAL						238.00
Paycheck	**02/15/2018**	**22400**	**Jahn, Roxane**		**100 · 4M Fund/US Bank - General Fund**	**(80.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	80.00
TOTAL						80.00
Paycheck	**02/15/2018**	**22401**	**Jensen, Mary S**		**100 · 4M Fund/US Bank - General Fund**	**(160.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	160.00
TOTAL						160.00
Paycheck	**02/15/2018**	**22402**	**Kiefner, Janice A**		**100 · 4M Fund/US Bank - General Fund**	**(80.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	80.00
TOTAL						80.00
Paycheck	**02/15/2018**	**22403**	**Kopitzke, Karen**		**100 · 4M Fund/US Bank - General Fund**	**(80.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	80.00
TOTAL						80.00
Paycheck	**02/15/2018**	**22404**	**Loving, Denise**		**100 · 4M Fund/US Bank - General Fund**	**(80.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	80.00
TOTAL						80.00
Paycheck	**02/15/2018**	**22405**	**McDonald, Lee Ann**		**100 · 4M Fund/US Bank - General Fund**	**(80.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	80.00
TOTAL						80.00
Paycheck	**02/15/2018**	**22406**	**Nalipinski, Daniel A**		**100 · 4M Fund/US Bank - General Fund**	**(252.00)**

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	252.00
TOTAL						252.00
Paycheck	**02/15/2018**	**22407**	**Peterson, Cynthia**		**100 · 4M Fund/US Bank - General Fund**	**(80.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	80.00
TOTAL						80.00
Paycheck	**02/15/2018**	**22408**	**Reyers, Bonnie**		**100 · 4M Fund/US Bank - General Fund**	**(80.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	80.00
TOTAL						80.00
Paycheck	**02/15/2018**	**22409**	**Schmitz, Ted**		**100 · 4M Fund/US Bank - General Fund**	**(65.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	65.00
TOTAL						65.00
Paycheck	**02/15/2018**	**22410**	**Shouman, Kristen**		**100 · 4M Fund/US Bank - General Fund**	**(160.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	160.00
TOTAL						160.00
Paycheck	**02/15/2018**	**22411**	**Showalter, John J**		**100 · 4M Fund/US Bank - General Fund**	**(252.00)**
			550 Special Activities Fund:N. Elections:6347 Election Expense		6347 · Elections Expense	252.00
TOTAL						252.00
Bill Pmt -Ch...	**02/20/2018**	**22412**	**Wash Cty (Prop Records & Taxpayer Serv)**	**PROP ID 04.028.20.43.0005**	**100 · 4M Fund/US Bank - General Fund**	**(320.00)**
Bill	01/31/2018	135826	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	2017 Tax Levy Book	5302 · Assessor Fees	320.00
TOTAL						320.00
Bill Pmt -Ch...	**02/20/2018**	**22413**	**Wash Cty (Public Health)**		**100 · 4M Fund/US Bank - General Fund**	**(1,075.20)**
Bill	01/31/2018	120817	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5370 Well Monitoring Program	testing for nitrates (45 @ $12.80)	5370 · Well Monitoring Program	576.00
Bill	01/31/2018	071117	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5370 Well Monitoring Program	testing for nitrates (39 @ $12.80)	5370 · Well Monitoring Program	499.20
TOTAL						1,075.20
Bill Pmt -Ch...	**02/20/2018**	**22414**	**Felhaber Larson**	**File No. 0299687.00001**	**100 · 4M Fund/US Bank - General Fund**	**(15,808.00)**
Bill	01/31/2018	624588	800 City InfraStructure Imp Fd:B. Exp:8870 Dwtn Imp - Special Assess Exp	Special Assessment Appeals: Village Wastewater Treatment Facility	8870 · Dwtn Imp - Special Assess Exp	15,808.00
TOTAL						15,808.00
Bill Pmt -Ch...	**02/20/2018**	**22415**	**Petersen Management Co. LLC**	**Cust No. 3477**	**100 · 4M Fund/US Bank - General Fund**	**(155.65)**
Bill	01/31/2018	095376	115 Bldg & Land Capital Fund:B. Exp:6022 Septic System Operations	Operation and Management Fees Lab Fees 1/26/18	6022 · Septic System Operations	155.65
TOTAL						155.65

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -Ch...	**01/31/2018**	**201802001**	**Spencer D Klover (DD)**	**Videographer $25.00/hour**	**100 · 4M Fund/US Bank - General Fund**	**(200.00)**
Bill	01/31/2018	VideoJan2018	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - Video Meetings	8.0 hours @ $25	5120 · Contract - Video Meetings	200.00
TOTAL						200.00
Paycheck	**01/31/2018**	**201802002**	**Meade, Debra J**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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	790.65
				Direct Deposit	2302 · PERA Payable - Staff	(51.39)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5053 · PERA Contribution - Employer	59.30
				Direct Deposit	2302 · PERA Payable - Staff	(59.30)
				Direct Deposit	2210 · Federal Withholding	(66.00)
			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	49.02
				Direct Deposit	2205 · Soc Sec Payable - Employer	(49.02)
				Direct Deposit	2204 · Social Security W/H - Employee	(49.02)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5052 · Medicare Tax - Employer	11.46
				Direct Deposit	2213 · Medicare Payable - Employer	(11.46)
				Direct Deposit	2212 · Medicare W/H - Employee	(11.46)
				Direct Deposit	2208 · MN State Withholding	(20.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(592.78)
TOTAL						0.00
Paycheck	**01/31/2018**	**201802003**	**Yoho, Julie D**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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	1,967.94
				Direct Deposit	2302 · PERA Payable - Staff	(127.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5053 · PERA Contribution - Employer	147.60
				Direct Deposit	2302 · PERA Payable - Staff	(147.60)
				Direct Deposit	2210 · Federal Withholding	(85.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5051 · Social Security Tax - Employer	122.02
				Direct Deposit	2205 · Soc Sec Payable - Employer	(122.02)
				Direct Deposit	2204 · Social Security W/H - Employee	(122.02)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5052 · Medicare Tax - Employer	28.54
				Direct Deposit	2213 · Medicare Payable - Employer	(28.54)
				Direct Deposit	2212 · Medicare W/H - Employee	(28.54)
				Direct Deposit	2208 · MN State Withholding	(51.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(1,553.46)
TOTAL						0.00
Paycheck	**01/31/2018**	**201802004**	**Moorse, Ronald J**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5053 · PERA Contribution - Employer	287.97
				Direct Deposit	2302 · PERA Payable - Staff	(287.97)
				Direct Deposit	2302 · PERA Payable - Staff	(249.57)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5037 · Flexible Benefits	1,100.00
			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	(588.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5051 · Social Security Tax - Employer	306.26
				Direct Deposit	2205 · Soc Sec Payable - Employer	(306.26)
				Direct Deposit	2204 · Social Security W/H - Employee	(306.26)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5052 · Medicare Tax - Employer	71.63
				Direct Deposit	2213 · Medicare Payable - Employer	(71.63)
				Direct Deposit	2212 · Medicare W/H - Employee	(71.63)
				Direct Deposit	2208 · MN State Withholding	(278.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,337.31)
TOTAL						0.00

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Check	**01/30/2018**	**201802005**	**QuickBooks Payroll Service**	**Created by Direct Deposit Service on 01/29/2018**	**100 · 4M Fund/US Bank - 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...	**01/30/2018**	**201802006**	**QuickBooks Payroll Service**	**Created by Payroll Service on 01/29/2018**	**100 · 4M Fund/US Bank - General Fund**	**(5,488.80)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sales Tax	Fee for 3 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	5.25
			QuickBooks Payroll Service	Created by Payroll Service on 01/29/2018	2110 · Direct Deposit Liabilities	5,483.55
TOTAL						5,488.80
Liability Che...	**01/31/2018**	**201802007**	**PERA (Staff)**	**3030-01 210990**	**100 · 4M Fund/US Bank - General Fund**	**(1,006.20)**
				3030-01 210990	2302 · PERA Payable - Staff	467.16
				3030-01 210990	2302 · PERA Payable - Staff	539.04
TOTAL						1,006.20
Liability Che...	**01/31/2018**	**201802008**	**IRS (US Treasury)**	**41-1290668**	**100 · 4M Fund/US Bank - General Fund**	**(2,085.66)**
				41-1290668	2210 · Federal Withholding	779.00
				41-1290668	2213 · Medicare Payable - Employer	123.83
				41-1290668	2212 · Medicare W/H - Employee	123.83
				41-1290668	2205 · Soc Sec Payable - Employer	529.50
				41-1290668	2204 · Social Security W/H - Employee	529.50
TOTAL						2,085.66
Liability Che...	**01/31/2018**	**201802009**	**MN Dept of Revenue**	**5050730**	**100 · 4M Fund/US Bank - General Fund**	**(373.00)**
				5050730	2208 · MN State Withholding	373.00
TOTAL						373.00
Bill Pmt -Ch...	**01/31/2018**	**201802010**	**Comcast {EFT} (8772 10 572 0001508)**	**Account # 8772 10 572 0001508**	**100 · 4M Fund/US Bank - General Fund**	**(299.55)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Comcast Business Internet and Voice	5565 · Telephone	299.55
TOTAL						299.55
Bill Pmt -Ch...	**01/31/2018**	**201802011**	**CP Energy {EFT} (6217601-1)**	**Meter # M19702480474 Account No. 6217601-1**	**100 · 4M Fund/US Bank - General Fund**	**(163.76)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	163.76
TOTAL						163.76
Bill Pmt -Ch...	**01/31/2018**	**201802012**	**CP Energy {EFT} (8000015314-0)**	**Acct No. 8000015314-0**	**100 · 4M Fund/US Bank - General Fund**	**(213.48)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5855 Gas Lamps - ...	5280051 & 5297140 Meter M19810528546 & M19981171295	5855 · Gas Lamps - Operating Costs	213.48
TOTAL						213.48
Bill Pmt -Ch...	**01/31/2018**	**201802013**	**Xcel Energy {EFT} (51-11983902-7)**	**Acct No. 51-0011983902-7**	**100 · 4M Fund/US Bank - General Fund**	**(745.19)**
Bill	01/31/2018	013118	115 Bldg & Land Capital Fund:B. Exp:6022 Septic System Operations	Acct No. 51-0011983902-7 Pumphouse for Water Treatment: 2318 St Croi...	6022 · Septic System Operations	745.19
TOTAL						745.19

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -Ch...	**01/31/2018**	**201802014**	**Xcel Energy {EFT} (51-4272629-8)**	**3175 St. Croix Trail S Meter #0098360010**	**100 · 4M Fund/US Bank - General Fund**	**(25.46)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	25.46
TOTAL						25.46
Bill Pmt -Ch...	**01/31/2018**	**201802015**	**Xcel Energy {EFT} (51-5247622-9)**	**201 Project: 4105 River Rd Meter No. 0098359441**	**100 · 4M Fund/US Bank - General Fund**	**(70.29)**
Bill	01/31/2018	013118	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 4105 River Rd Meter No. 0098359441	5915 · 201 Project Maintenance	70.29
TOTAL						70.29
Bill Pmt -Ch...	**01/31/2018**	**201802016**	**Xcel Energy {EFT} (51-5371356-9)**	**15891 34th St. S: Automatic Protective Lighting Service**	**100 · 4M Fund/US Bank - General Fund**	**(17.48)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	15891 34th St. S: Automatic Protective Lighting Service	6020 · Electricity	17.48
TOTAL						17.48
Bill Pmt -Ch...	**01/31/2018**	**201802017**	**Xcel Energy {EFT} (51-5700429-6)**	**Acct #51-5700429-6 Meter #0077765464**	**100 · 4M Fund/US Bank - General Fund**	**(198.79)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Street Lighting	3033 St. Croix Trail S Meter #0077765464	5850 · Street Lighting	198.79
TOTAL						198.79
Bill Pmt -Ch...	**01/31/2018**	**201802018**	**Xcel Energy {EFT} (51-6223921-2)**	**Acct No. 51-6223921-2 Street Lighting**	**100 · 4M Fund/US Bank - General Fund**	**(211.33)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5850 Street Lighting	Street Lighting Service	5850 · Street Lighting	211.33
TOTAL						211.33
Bill Pmt -Ch...	**01/31/2018**	**201802019**	**Xcel Energy {EFT} (51-6257802-9)**	**3420 St. Croix Trl S Meter #0096987678**	**100 · 4M Fund/US Bank - General Fund**	**(162.01)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Town Square Park 3420 St. Croix Trl S Meter #0096987678	6020 · Electricity	162.01
TOTAL						162.01
Bill Pmt -Ch...	**01/31/2018**	**201802020**	**Xcel Energy {EFT} (51-6852605-2)**	**Acct #51-6852605-2 Install No. 184509 & 184508**	**100 · 4M Fund/US Bank - General Fund**	**(45.31)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel Energy	Automatic Protective Light Service Install No. 184509 & 184508	6020 · Electricity	45.31
TOTAL						45.31
Bill Pmt -Ch...	**01/31/2018**	**201802021**	**Neopost 2888 {EFT}**	**Acct # 7900 0440 8026 2888**	**100 · 4M Fund/US Bank - General Fund**	**(96.25)**
Bill	01/31/2018	013118	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5550 Postage	Acct # 7900 0440 8026 2888 Postage PPLN01	5550 · Postage	96.25
TOTAL						96.25
Bill Pmt -Ch...	**01/31/2018**	**201802022**	**US Bank [EFT} Equip Finance**	**Acct# 1473396 Contract # 500-0466085-000**	**100 · 4M Fund/US Bank - General Fund**	**(230.00)**
Bill	01/31/2018	347393829	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
Paycheck	**02/15/2018**	**201802023**	**Meade, Debra J**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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	1,041.02
				Direct Deposit	2302 · PERA Payable - Staff	(67.67)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5053 · PERA Contribution - Employer	78.08

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
				Direct Deposit	2302 · PERA Payable - Staff	(78.08)
				Direct Deposit	2210 · Federal Withholding	(89.00)
			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	64.54
				Direct Deposit	2205 · Soc Sec Payable - Employer	(64.54)
				Direct Deposit	2204 · Social Security W/H - Employee	(64.54)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Office Asst W...	Direct Deposit	5052 · Medicare Tax - Employer	15.10
				Direct Deposit	2213 · Medicare Payable - Employer	(15.10)
				Direct Deposit	2212 · Medicare W/H - Employee	(15.10)
				Direct Deposit	2208 · MN State Withholding	(32.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(772.71)
TOTAL						0.00
Paycheck	**02/15/2018**	**201802024**	**Yoho, Julie D**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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	950.04
			550 Special Activities Fund:N. Elections:6347 Election Expense	Direct Deposit	6347 · Elections Expense	1,869.92
				Direct Deposit	2302 · PERA Payable - Staff	(183.30)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5053 · PERA Contribution - Employer	71.25
			550 Special Activities Fund:N. Elections:6347 Election Expense	Direct Deposit	5053 · PERA Contribution - Employer	140.25
				Direct Deposit	2302 · PERA Payable - Staff	(211.50)
				Direct Deposit	2210 · Federal Withholding	(181.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5051 · Social Security Tax - Employer	58.90
			550 Special Activities Fund:N. Elections:6347 Election Expense	Direct Deposit	5051 · Social Security Tax - Employer	115.93
				Direct Deposit	2205 · Soc Sec Payable - Employer	(174.83)
				Direct Deposit	2204 · Social Security W/H - Employee	(174.83)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5008 Office Manager Wag...	Direct Deposit	5052 · Medicare Tax - Employer	13.78
			550 Special Activities Fund:N. Elections:6347 Election Expense	Direct Deposit	5052 · Medicare Tax - Employer	27.11
				Direct Deposit	2213 · Medicare Payable - Employer	(40.89)
				Direct Deposit	2212 · Medicare W/H - Employee	(40.89)
				Direct Deposit	2208 · MN State Withholding	(97.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(2,142.94)
TOTAL						0.00
Paycheck	**02/15/2018**	**201802025**	**Moorse, Ronald J**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5053 · PERA Contribution - Employer	287.97
				Direct Deposit	2302 · PERA Payable - Staff	(287.97)
				Direct Deposit	2302 · PERA Payable - Staff	(249.57)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5037 · Flexible Benefits	1,100.00
				Direct Deposit	2210 · Federal Withholding	(588.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5051 · Social Security Tax - Employer	306.25
				Direct Deposit	2205 · Soc Sec Payable - Employer	(306.25)
				Direct Deposit	2204 · Social Security W/H - Employee	(306.25)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administrator Wages...	Direct Deposit	5052 · Medicare Tax - Employer	71.62
				Direct Deposit	2213 · Medicare Payable - Employer	(71.62)
				Direct Deposit	2212 · Medicare W/H - Employee	(71.62)
				Direct Deposit	2208 · MN State Withholding	(278.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,446.14)
TOTAL						0.00
Paycheck	**02/15/2018**	**201802026**	**Bend, Richard H**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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)

City of Afton
Claims to be Approved
January 17 through February 20, 2018

Type	Date	Num	Name	Memo	Account	Original Amount
				Direct Deposit	2110 · Direct Deposit Liabilities	(280.65)
TOTAL						0.00
Paycheck	**02/15/2018**	**201802027**	**Ross, Stanley A**	**Direct Deposit**	**100 · 4M Fund/US Bank - 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
Liability Che...	**02/14/2018**	**201802028**	**QuickBooks Payroll Service**	**Created by Payroll Service on 02/10/2018**	**100 · 4M Fund/US Bank - General Fund**	**(6,838.29)**
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sales Tax	Fee for 5 direct deposit(s) at $1.75 each	5505 · Bank/IRS/Sales Tax	8.75
			QuickBooks Payroll Service	Created by Payroll Service on 02/10/2018	2110 · Direct Deposit Liabilities	6,829.54
TOTAL						6,838.29
Liability Che...	**02/15/2018**	**201802029**	**PERA (Council)**	**3030-51 207620**	**100 · 4M Fund/US Bank - 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...	**02/15/2018**	**201802030**	**PERA (Staff)**	**3030-01 210990**	**100 · 4M Fund/US Bank - General Fund**	**(1,213.11)**
				3030-01 210990	2302 · PERA Payable - Staff	563.23
				3030-01 210990	2302 · PERA Payable - Staff	649.88
TOTAL						1,213.11
Liability Che...	**02/15/2018**	**201802031**	**IRS (US Treasury)**	**41-1290668**	**100 · 4M Fund/US Bank - General Fund**	**(2,476.06)**
				41-1290668	2210 · Federal Withholding	940.00
				41-1290668	2213 · Medicare Payable - Employer	158.51
				41-1290668	2212 · Medicare W/H - Employee	158.51
				41-1290668	2205 · Soc Sec Payable - Employer	609.52
				41-1290668	2204 · Social Security W/H - Employee	609.52
TOTAL						2,476.06
Liability Che...	**02/15/2018**	**201802032**	**MN Dept of Revenue**	**5050730**	**100 · 4M Fund/US Bank - General Fund**	**(450.00)**
				5050730	2208 · MN State Withholding	450.00
TOTAL						450.00

CITY OF AFTON
DRAFT PLANNING COMMISSION MINUTES
February 5, 2017

---

1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 PM

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

3. **ROLL CALL** – Present: Chair Barbara Ronningen, Kris Kopitzke, Lucia Wroblewski, Mark Nelson, Jim Langan, Scott Patten, Roger Bowman A Quorum was present. Absent was Sally Doherty (excused)
ALSO IN ATTENDANCE – City Council member Joe Richter, City Administrator Ron Moorse, City Clerk Julie Yoho

4. **APPROVAL OF AGENDA** – add item C "Renewal of terms".
Motion/Second: Nelson/Patten To approve the agenda of the February 5, 2018 Planning Commission Regular Meeting. Passed 7-0-0.

5. **APPROVAL OF MINUTES –**
   A. January 8, 2018 Meeting Minutes – Several changes were noted.
   Motion/Second: Wroblewski/Langan To accept the January 8, 2018 meeting minutes of the Planning Commission Regular Meeting as amended. Passed 7-0-0.

6. **REPORTS AND PRESENTATIONS** – none

7. **PUBLIC HEARINGS –**
   A. Updated Comprehensive Plan
   Chair Ronningen opened the Public hearing at 7:06 pm.
   No comments were received from the public
   Motion/Second: Langan/Wroblewski To close the public hearing. Passed 7-0-0.
   Public Hearing closed at 7:07pm

   Discussion
   Patten commented that he is proud of everyone's work on the Comprehensive Plan.
   Council member Richter also thanked the Planning Commission members for all of their hard work.
   Nelson stated that the commitment to reduce greenhouse gas emissions by 80% was going to be a huge commitment. Ronningen provided correction noting that the clause in the Energy Section actually reads "Reduce community wide use of non-renewable energy sources attempting to meet state-wide standards of 80% renewable by 2050" and put emphasis on "attempting".
   Nelson presented a graph of Xcel's electrical load and stated all the community solar gardens and farms built so far total 450 MW and Xcel's nighttime load is 2700 MW which is untouched by the solar farms/gardens because none of them do storage. Ronningen asked what is included in the graph and Nelson responded Xcel MN WI ND and SD. Nelson questioned whether City would assume this or turn it over to Xcel. Ronningen felt Xcel had assumed the commitment already. Nelson disagreed and referred to MPCA bargraphs showing Transportation sector 39 Million tons of C02 equivalents, Agriculture 28 M, Residential 9 M, and stated these three exceed Xcel's commitment for Electricity 56 M.
   Nelson also presented a graph showing a reduction in US petroleum consumption from 17.5 million barrels per day to 16.5 Mb/day which occurred from 1973 to 1984 when average efficiency of passenger automobiles was improved from 14 miles per gallon to 27.2 mpg, a 93% improvement He stated the graph shows the reduction lasted only until 2000. Nelson claims the population aspect of energy is being overlooked and wonders how high US population will go. He gave as an example Germany with 82 million people in a territory the size of MN and WI which have 11 million. Nelson said he does not oppose the energy commitment but wants to continue the discussion and suggested continuing the public hearing to the March PC meeting. Ronningen responded the Comp Plan will be forwarded to the Council and the public meeting would not be continued.

Patten stated that this is a statewide goal.
Langan stated that it could be seen as a goal or target. Doubt 30% will be attainable. Meets state criteria for a goal
Kopitzke stated it is possible by 2050, at the local level
Planning Commission decided they are in favor of leaving the text as it is.

Motion/Second Patten/Kopitzke To send the Comprehensive Plan on to the City Council for review. Passed 7-0-0.

B. Consideration of an interpretation question regarding whether a Preservation and Land Conservation Development (PLCD) as outlined in Article XII of the City's Zoning Code, is a Planned Unit Development (PUD)
Chair Ronningen opened the Public hearing opened at 7:32 pm.
Administrator Moorse provided the following information:
Background
The Shoreland Management Article of the City's Zoning Code (in Sec. 12-363) indicates that a Planned Unit Development (PUD) is not allowed in the Shoreland Overlay District. This has raised the question of whether the City's Preservation and Land Conservation Development (PLCD) ordinance (and the Proposed Afton Creek Preserve PLCD subdivision) is a Planned Unit Development (PUD). The question involves an interpretation as to whether a Preservation and Land Conservation Development, as outlined in Article XII of the Zoning Code is or is not a PUD. The interpretation could have an impact on the Afton Creek Preserve PLCD proposal.
Use Interpretation Process
Sec. 12-364 of the Zoning Code, which addresses questions regarding use, as well as questions regarding the upgrading of inconsistent land use districts, requires that "When an interpretation question arises about whether a specific land use fits within a given "use" category, the interpretation shall be made by the City Council after a public hearing and a recommendation by the Planning Commission." Based on this requirement, the Council referred the question regarding an interpretation of whether a PLCD is or is not a PUD to the Planning Commission for a public hearing and a recommendation.
Correspondence from the City Attorney and the City's Planning Consultant
Both the City Attorney and the City's Planning Consultant have provided written correspondence regarding the PLCD/PUD question. This correspondence is attached. The City Attorney's opinion is part of a letter dated November 30, 2017 that addresses a number of items related to the Afton Creek Preserve PLCD application. The Attorney's opinion regarding the PLCD/PUD is item number 9 on pages 6 to 8 of his letter. The Planning Consultant's letter is dated December 18, 2017.
The City Attorney has indicated that there are a number of similarities between the PLCD and a PUD, but there are also differences that create sufficient ambiguity such that both an interpretation that a PLCD is a PUD and that a PLCD is not a PUD could be defended. The Planning Consultant has indicated that while the PLCD ordinance provides limited and specific flexibility in relation to development regulations, and requires variances for broader flexibility (requiring the demonstration of practical difficulty) a PUD provides broad flexibility in relation to development regulations and the flexibility is gained through a negotiated design process, not through a variance process. Therefore, the PLCD as outlined in Article XII of the Zoning Code is not a PUD.

Christian Dawson, 5888 Trading Post Trail. Encourages the commission to take your time as this is setting a big precedence. Would like to see less density in a sensitive area.
Perry Eggers, 13379 50th St, has been talking with people from Denmark township who are concerned about the damage to the trout stream.
Chair Ronningen specified this is a public hearing on the PLCD / PUD discussion only, not on the project
Doug Parker, 4795 Trading Post Trail, history shows a change in terms. If intent was to replace the term, this is an oversight. If the point is trying to protect the land, the intent should be the most conservative view.

Pam Belz, 14023 50th St S, would like to hear the perspectives from the attorney and planning consultant.

Motion/Second Patten/Nelson to close public hearing. Passed 7-0-0
Public Hearing closed at 7:41 pm
Discussion
Attorney Knaak provided a brief summary of his position. He pointed out that the definition of PUD typically includes a mix of structure types and land uses. There is ambiguity in the Afton Ordinance. It comes down to the intent of the language.
Planning Consultant Stephen Grittman explained that a PUD is typically characterized by mixed uses and types of buildings, and is process or way of staging what kind of development will occur. A PUD is designed to accommodate flexibility and doesn't refer to specific zoning. PLCD does refer to specific zoning and doesn't get used the same way. If the intent is to exclude development from sensitive areas, that should be written into code so it's not left for interpretation.
Council member Richter asked if Knaak could read a definition of PLCD from other communities
Attorney Knaak responded that Afton is the only community he's aware of that uses PLCD. Others use mix of cluster housing, PUD, other terms term that require some sort of interpretation.
Kopitzke pointed out that Afton has never had a PUD (mixed use, high density development). After looking at MN rules he found they all relate to high density.
Nelson stated that by definition a PLCD cannot exceed the density of the underlying zoning district.
Chair Ronningen stated that this discussion on PLCD / PUD is more definitional
Kopitzke stated that when PUD language was developed, the intent was an Afton version of redistributing density.
Patten stated that PLCD is our version of a PUD. Fits with the comprehensive plan and our Ordinances; one in the same to me. It is hard to believe we would create an ordinance where we wouldn't want to protect water. Always have chosen the more restrictive.
Council member Richter stated that Ordinance 06-2008 which changed PAUD to PLCD shows the intent.
Chair Ronningen stated that the motivation behind original PAUD was to allow farmers to develop their land and add a road, increase density to 4 per quarter quarter. Don't recall why name was changed. At that time cluster and rural by design were becoming popular. We don't have mixed use development in Afton so we would never have the traditional PUD.
Langan stated he thinks the terms are different but PLCD is our version of a PUD.
Wroblewski asked if council sees this as a PUD then what?
Chair Ronningen answered that the area in the shoreland district would have to be excluded from development
Attorney Knaack stated that the problem is that it is not spelled out in ordinance, so there is no process. You do have process for PUD. No procedural distinction. PUD prohibits development in the shoreland overlay district.
Kopitzke stated that when the trout stream language was added (12.363) we were thinking about PUD, now called a PLCD. That was the intent.
Motion/Second Kopitzke / Bowman To Recommend to the City Council that the PLCD be considered as Afton's idea of a PUD.
Findings:

1. **Section 12-363 protects trout streams and prohibits PUDs**
2. **Planned Agricultural Unit Development PAUD was original verbiage**
3. **Afton does not allow mixed use development so that PUD criteria does not apply**
4. **Comprehensive plan emphasizes protection of water quality and waterways**
5. **Intent was more restrictions rather than fewer**
6. **Any development will affect trout stream temperature and quality**
7. **The PUD and PLCD are the same in Afton based on the nature of the original discussion of the PAUD. The original and current intent was that these terms were interchangeable and one in the same in the context of these ordinances.**

Motion Vote, Passed 6-1-0 (Nelson nay)

8. NEW BUSINESS – none

9. OLD BUSINESS –

A. Afton Creek Preserve PLCD Subdivision Application

Chair Ronningen reported that last month the Planning Commission voted to recommend the council deny the application. The Council ignored the motion based on procedural issues.

Bowman stated that the reason for the Planning Commission is to preserve the Comprehensive Plan. This development is contrary to preserving agricultural land for agricultural use. The citizens are opposed. The Ag zone allows for lower property taxes to encourage agricultural use. We're supposed to protect the density and protect the features of the land. The Statute says protect, not protect with exceptions.

Wroblewski was at the City Council meeting. A procedural error was made in adding the item to the agenda. The Commission can vote again on what was discussed today.

Patten stated that now that we've defined "PLCD" and "PUD", we can send that recommendation to the City Council.

Chair Ronningen stated that what was in that motion were items for the council to consider in this application. Many are still valid even if they decide it's not a PUD. We want development to conform to our ordinances.

Motion/Second <u>Ronningen/Patten</u> to reiterate the same motion from last month and resend to the City Council. Motion as follows:

To recommend to the City Council that the preliminary plat application for a PLCD for Afton Creek Preserve be denied. Alternatively applicant should be asked to withdraw his preliminary plat application with refund of any application fees not used by the city and resubmit an application with one proposed preliminary plat drawing that meets the City of Afton's ordinances without the need for a rezoning or variances.

Findings:

1) **The application requires a variance for more than 9 lots on a cul-de-sac**
2) **The application requires a variance to join a lot to the PLCD that has already been subdivided to its maximum density which is disallowed by the PLCD ordinance**
3) **The question of rezoning a RR parcel so that it can be included in the PLCD has not been adequately addressed, but appears to be disallowed by the PLCD ordinance**
4) **The application has been incomplete and still lacks complete slope data that has been requested**
5) **The issue re: stormwater runoff has not been addressed adequately**
6) **The traffic issue has not been studied adequately with a traffic study taking place during a holiday week and while there was construction in the area**
7) **The traffic study did not adequately address the safety impacts of traffic increases along the Trading Post curve, the substandard road width along the Trading Post curve, the private driveway in the tangent of the curve, or the increased traffic speed if the road were to be paved**
8) **The traffic study did not adequately address the safety impacts traveling south on 60th Street from the proposed access point related to traffic increases, curves, substandard road width, inadequate sight lines, speed if the road were to be paved, or intersection quality at Oakgreen.**
9) **Currently, there are no less than 3 plans for this application. Applicant needs to submit one final and complete plan to be considered.**
10) **Lot sizes and lot layout are questionable with at least one lot having a very odd shape.**
11) **The issue of the field access road off of Trading Post has not been addressed (potentially leaving no purpose for the access road leading to its abandonment and regrowth in invasive species)**

12) **The southern boundary of the shoreland district boundary is not shown on the preliminary plat application maps**
13) **The question of whether the PLCD is a PUD within Afton ordinances requiring the removal of shoreland district acreage from the PLCD has not be adequately addressed or reflected on the preliminary plat application maps.**
14) **Access road setbacks from the Graham property need to be confirmed so that the setbacks are fully adhered to and do not place an encumbrance on the Graham property in the future.**

Kopitzke stated that our roll is to represent the public opinion and balance with the landowner's rights. We've gotten considerable input and this development does not meet our ordinances. The motion passed is a summary of what we've heard.
Patten pointed out that at no point have we said were not for development. We have asked only to do it within the rules with no variances.
Chair Ronningen agreed stating that the neighbors have never said no development; they just want it to comply with city ordinances.
Motion Vote, Passed 7-0-0.

B. Update on City Council Actions
1. Council highlights from the January 16, 2018
Council member Richter provided a summary of the Council meeting.

C. Expiring terms
Several terms are expiring, notify Administrator Moorse if you want to renew.
Chair Ronningen read a letter to the Planning Commission regarding her resignation. This will be her last meeting and she will not be attending the next council meeting.

10. ADJOURN
Motion/Second <u>Nelson/Wroblewski</u> To adjourn. Passed 7-0-0

Meeting adjourned at 8:27pm.

Respectfully submitted by:

_____
Julie Yoho, City Clerk

To be approved on March 5, 2018 as (check one): Presented: _____ or Amended: _____

DRAFT

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Application by USS Rambo Solar LLC for a text amendment to the Zoning Code to allow "solar farms" as a conditional use or interim use in the Agricultural District. This application is related to a proposal for a 7.3 acre, 1.0 megawatt ground-mounted solar array at 12560 15th Street S. **Resolution 2018-11**

Background
USS Rambo Solar LLC has made an application for a text amendment to the Zoning Code to allow "solar farm" as a conditional use or interim use in the Agricultural District. This application is related to a proposal for a 7.3 acre, 1.0 megawatt ground-mounted solar array at 12560 15th Street S.
Attached are proposed ordinance amendment language and materials related to the application. USS Rambo Solar LLC has entered into a lease with the property owner, Lyle Rambo, for the use of the property for a solar farm (see attached lease).

Solar Farm
The current definition of a solar farm in the City's solar energy ordinance is as follows:

Solar Farm - A commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST), or other conversion technology, for the primary purpose of wholesale sales of generated electricity. A solar farm is the principal land use for the parcel on which it is located.

The ordinance prohibits solar farms from the Agricultural and Rural Residential zoning districts due to concerns regarding the impact of large areas of solar arrays on the rural character of the City. Solar farms are allowed in the Industrial Districts.

Proposed Text Amendment
The proposed text amendment is attached. The following is an outline of the main elements of the proposed text amendment.

- Add "solar farms" as a Conditional use or Interim use in the Agricultural zoning district
- Provide for the same 50 foot side and rear setbacks as are currently required in the Agricultural zone, and require a 250 foot front yard setback vs. the 105 or 150 foot setbacks generally required in the Agricultural zone.
- Require a landscape screening plan for full-perimeter screening
- Limit the size of solar farms to a maximum of 10 acres
- Require a 1 mile buffer from other proposed or permitted solar farms

Justification for the Proposed Text Amendment
Attached is a "Justification for the Amendments" as well as supplemental information not previously provided by the applicant.

Proposal at 12560 15th Street

The proposed solar farm at 12560 15th Street is proposed to have a 1.0-megawatt ground-mounted array of photovoltaic panels. This requires approximately 7.3 acres of photovoltaic panels. The attached materials include a site plan showing the location of the proposed photovoltaic array and existing and proposed vegetative screening, as well as photos showing the appearance of typical solar panel arrays in a field.

Solar Energy Ordinance Background

In 2015, the Planning Commission worked with a solar energy consultant to prepare and recommend to the Council a solar energy ordinance, and the Council adopted the ordinance. The ordinance allows solar arrays of substantial size in the Agricultural and Rural Residential Zones, to a maximum of 2,000 square feet when they are fully screened. As indicate above, the ordinance prohibits solar farms from the Agricultural and Rural Residential zoning districts due to concerns regarding the impact of large areas of solar arrays on the rural character of the City. Solar farms are allowed in the Industrial Districts.

Land Use Plan.

The Housing and Land Use Plan section of the Comprehensive Plan indicates the following regarding the preservation of agricultural land and uses:

"The residents of the City of Afton value the agricultural economy and rural character that an agricultural environment provides. This Plan intends to preserve agricultural land for permanent agricultural use, and does not accept the belief held by some that agricultural use is merely a temporary use or that agricultural lands are merely a holding area for future residential or other development. Moreover, the community values agricultural land as open space in an increasingly urban environment, a sanctuary for a rural lifestyle that Afton residents have consistently desired to maintain."

Impact on Rural Character. The installation of large expanses of solar arrays in the agricultural zone would change the natural, open, rural countryside views that currently are characteristic of the Agricultural zone and the rural area of the City. This is the character that has drawn people to Afton, and that is the foundation of the City's Comprehensive Plan. Even if the solar farm use was to be allowed only as an interim use for the 25 year term of a lease on the property, the negative effect of solar farms on the City's rural character could make it substantially more difficult to preserve the rural character.

Potential Land Use Issues

The proposed ordinance amendment would allow solar farms to be installed on properties in the Agricultural zone. While the proposed text amendment would require a larger front yard setback (250 feet), it does not require larger side or rear setbacks.

Neighboring Property Impacts. One of the most common issues addressed by land use regulations are potential impacts upon neighboring land uses. The ground-mounted solar panels are proposed to be designed to rotate for sun angle and are proposed to be approximately 10 feet in height. While the proposal involves screening along the full perimeter of the array, it is not clear whether the array would be fully screened from view from all properties, particularly those at higher elevations. As part of a relatively recent public meeting regarding Manning Avenue development planning, those who live and/or farm in the Agricultural zone do not want to see the open, rural views changed due to land use changes. Also of concern with a solar farm is visual glare reflecting from the solar panels, particularly in a large array. It is understood that technology exists to minimize reflective glare, but it may not eliminate it.

Solar Farm Example

There nearest solar farm is located in Cottage Grove at 70th Street and Highway 95. The applicant has indicated this solar farm is not similar to the one they are proposing to build because this solar farm has taller solar arrays, is not fully landscaped and is not filled with pollinator friendly vegetation. The applicant has indicated there are no similar solar farms within a reasonable driving distance.

Planning Commission Recommendation:
The Planning Commission, on a vote of 6-1-0, recommended denial of the text amendment application based on the following findings:

- The City has in place a well written ordinance based on extensive public input
- There is sufficient and well-equipped land in the industrial zone for this
- There is no demonstrated need that indicates the current ordinance is deficient
- Recommend considering pollinator language in current ordinance

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

COUNCIL ACTION REQUESTED:
Motion regarding the adoption of a resolution regarding the Application by USS Rambo Solar LLC for a text amendment to the Zoning Code to allow "solar farms" as a conditional use or interim use in the Agricultural District.

RESOLUTION 2018-11

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION DENYING THE USS RAMBO SOLAR LLC APPLICATION TO AMEND RELEVANT SECTIONS OF THE ZONING CODE TO ALLOW "SOLAR FARM' AS A CONDITIONAL USE OR INTERIM USE IN THE AGRICULTURAL DISTRICT

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, USS Rambo Solar LLC has made an application to amend relevant sections of the Zoning Code to allow "solar farm" as a conditional use or interim use in the Agricultural District; 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 December 4, 2017, and recommended DENIAL of the zoning code amendment application on a vote of 6-1-0; and

WHEREAS, the City Council heard the request at its regular meeting on February 20, 2018, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby DENY the USS Rambo Solar LLC application to amend relevant sections of the Zoning Code to allow "solar farm" as a conditional use or interim use in the Agricultural District, based on the findings listed below.

Findings:

1. The City has a well written ordinance in place based on extensive public input
2. There is sufficient and well-equipped land in the industrial zone for this
3. There is no demonstrated need that indicates the current ordinance is deficient
4. Recommend considering adding pollinator language in current ordinance

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 20TH DAY OF FEBRUARY, 2018.

SIGNED:

_____

Richard Bend, Mayor

RESOLUTION 2018-11

ATTEST:

_____

Ronald J. Moorse, City Administrator

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

RESOLUTION 2018-XX

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION APPROVING THE USS RAMBO SOLAR LLC APPLICATION TO AMEND RELEVANT SECTIONS OF THE ZONING CODE TO ALLOW "SOLAR FARM' AS A CONDITIONAL USE OR INTERIM USE IN THE AGRICULTURAL DISTRICT

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, USS Rambo Solar LLC has made an application to amend relevant sections of the Zoning Code to allow "solar farm" as a conditional use or interim use in the Agricultural District; 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 December 4, 2017, and recommended DENIAL of the zoning code amendment application on a vote of 6-1-0; and

WHEREAS, the City Council heard the request at its regular meeting on February 20, 2018, at which it considered all of the comments, concerns and recommendations of the Planning Commission and Zoning Administrator and the applicant;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Afton does hereby APPROVE the USS Rambo Solar LLC application to amend relevant sections of the Zoning Code to allow "solar farm" as a conditional use or interim use in the Agricultural District, based on the findings listed below.

Findings:

1. The Ordinance amendment would limit the number and size of solar farms allowed in Afton
2. The ordinance amendment would require a solar array to be fully screened
3. The ordinance amendment would require the planting of pollinator-friendly vegetation

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 20TH DAY OF FEBRUARY, 2018.

SIGNED:

_____
Richard Bend, Mayor

ATTEST:

_____
Ronald J. Moorse, City Administrator

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

Z17-31

RECEIVED
OCT 03 2017
CITY OF AFTON

CITY OF AFTON
ZONING PERMIT APPLICATION

ORDINANCE AMENDMENT APPLICATION

Owner	Address	City	State	Zip	Phone
Lyle Rambo	12560 15th St S	Afton	MN	55001	651.436.7193

Applicant (if different than owner)	Address	City	State	Zip	Phone
USS Rambo Solar LLC	100 N 6th St, Suite 218C	Minneapolis	MN	55403	612.294.6978

Project Address			
12426 15th St S	AFTON	MN	55001

Description of Request

USS Rambo Solar LLC respectfully requests a text amendment to the Zoning Code to allow "solar farms" as a Conditional use or Interim use in the Agricultural District. Currently, solar farms are only allowable in the Industrial zoning district. Our proposed language aims to maintain the rural character of the City, limit the number of potential solar gardens, and benefit the local community. Specific proposed language includes a 1.0-mile buffer between proposed or approved solar farms, increased setbacks, and more.

By signing this application, **the applicant agrees to pay all expenses incurred by the City of Afton in processing this application**. 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. Your signature and payment of fees and escrow is received by the city to process the application only and does not constitute any approvals of this application request.

Signature of Owner/Applicant — Date: 10/2/2017

FEE: $350.00

ESCROW: $1500.00

TOTAL: $1850.00
DATE PAID: 10-3-17
CHECK #: 1042
RECVD. BY: JY

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

CITY OF AFTON
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING

TO WHOM IT MAY CONCERN: Notice is hereby given that the City of Afton Planning Commission will convene on Monday, December 4, 2017 at 7:00 PM at Afton City Hall, 3033 St. Croix Trail S., to conduct the following public hearing:

To consider an application by USS Rambo Solar LLC for a text amendment to the Zoning Code to allow "solar farms" as a conditional use or interim use in the Agricultural District. This application is related to a proposal for a 7.3 acre, 1.0 megawatt ground-mounted solar array at 12560 15th Street S.

All interested persons are encouraged to attend the public hearing. Public hearings are held for the purpose of providing information regarding land use proposals and receiving comments and questions from the public regarding the proposals.

Materials will be available for viewing at Afton City Hall, 3033 St. Croix Trail, Afton MN and will be posted on the City website, at www.ci.afton.mn.us, on the Thursday prior to the meeting. Click on "City Commissions and Committees" and go into "Planning Commission Packets."

A quorum of the City Council or another Commission may also be present to receive information at the meeting.

Ron Moorse
City Administrator
City of Afton

CITY OF AFTON
or Current Resident
3033 ST CROIX TRL S PO BOX 219
AFTON MN 55001-0219

RANDY F MCCHESNEY TRS
or Current Resident
1594 CORRAL RD
WOODBURY MN 55125

REITER ANTHONY J
or Current Resident
2183 POWERS AVE
MAPLEWOOD MN 55119

MOLL REUBEN F
or Current Resident
12351 15TH ST S
AFTON MN 55001

SANDER HAROLD E TRS
or Current Resident
1174 NEAL AVE S
AFTON MN 55001

NAUGLE KELLY D
or Current Resident
1171 MANNING AVE S
AFTON MN 55001

RAHN WILLIAM L & NANCY A
or Current Resident
12426 15TH ST S
AFTON MN 55001

LEE DOUA
or Current Resident
2492 HIGHWOOD AVE E
MAPLEWOOD MN 55119

KU THENG & SOUR L
or Current Resident
10341 WATERFRONT DR
WOODBURY MN 55129

RAMBO LYLE V
or Current Resident
12560 15TH ST S
AFTON MN 55001

HANSEN MARK E
or Current Resident
12752 15TH ST S
AFTON MN 55001

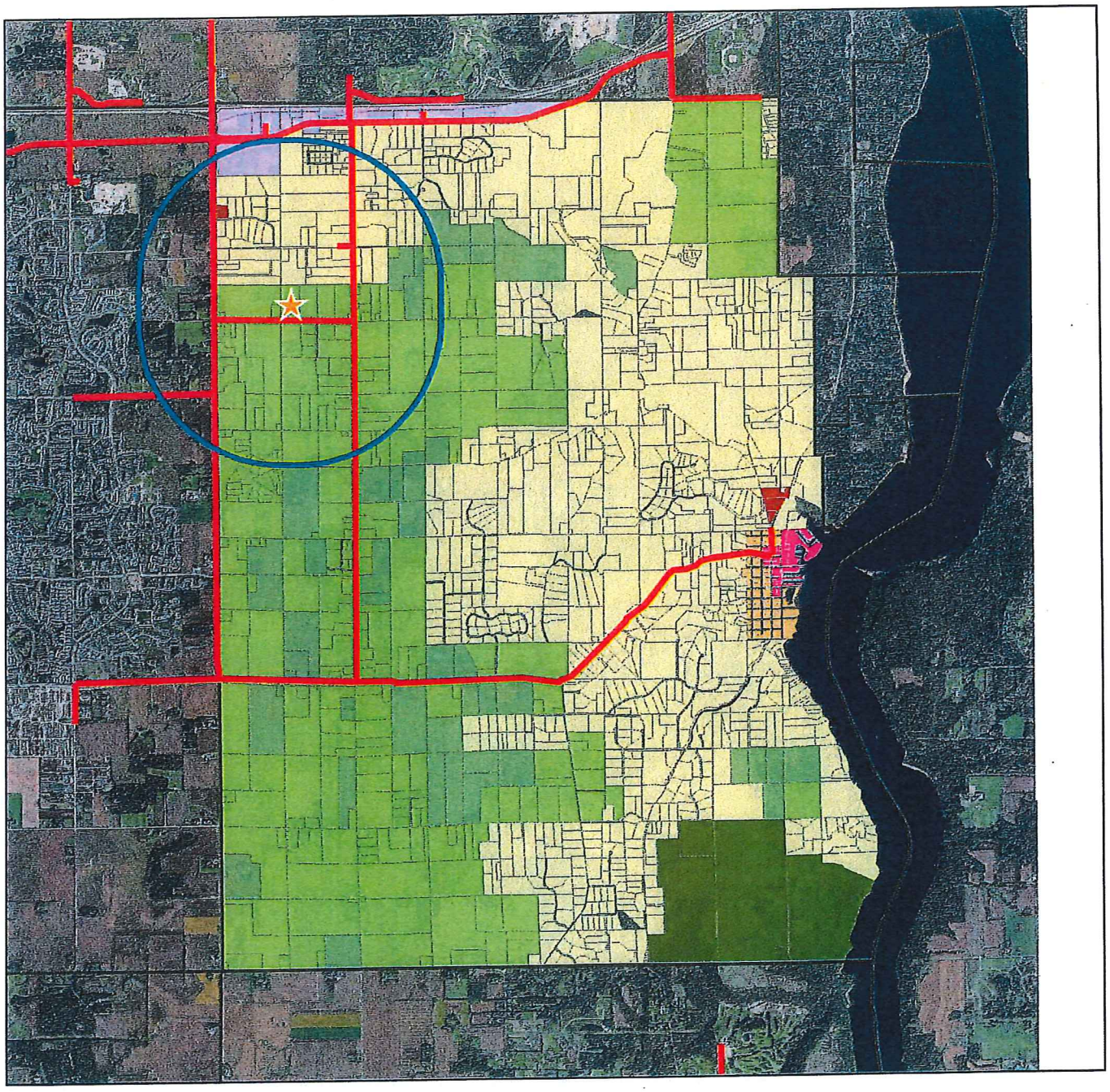
WEES CONSTANCE F & KRISTINE HASLUND
or Current Resident
12675 10TH ST S
AFTON MN 55001

SASSOR GENE L & BONNIE K DOCKTER
or Current Resident
12665 10TH ST S
AFTON MN 55001

BERTELSEN LYLE R & WENDI L
or Current Resident
12631 15TH ST S
AFTON MN 55001

STAPLES
label size 1" x 2 5/8" compatible with Avery ®5160/8160
Étiquette de format 25 mm x 67 mm compatible avec Avery ®5160/8160

STAPLES
label size 1" x 2 5/8" compatible with Avery ®5160/8160
Étiquette de format 25 mm x 67 mm compatible avec Avery ®5160/8160



Afton - USS Rambo Solar

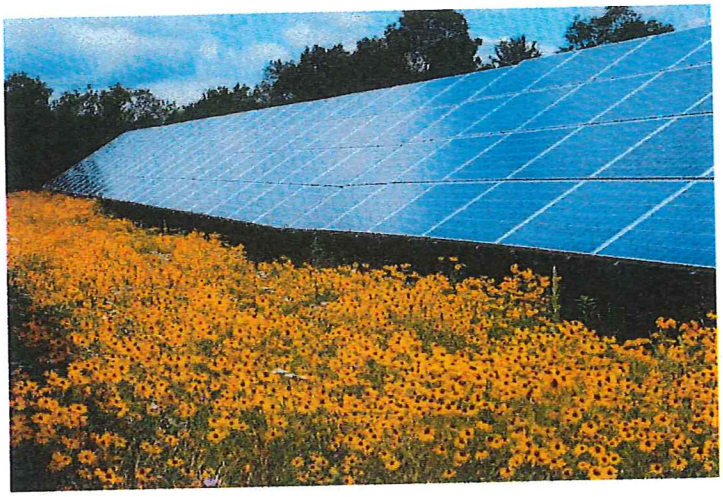
- USS Rambo
- Solar Garden 1 mi. Buffer
- Target Distribution Lines
- Municipal Boundary
- Ag Preserve
- Agricultural
- Industrial
- Marina Services
- Rural Residential
- State Park
- Village Historic Site - Comm.
- Village Historic Site - Resi.

N
W E
S

0 1 2 Miles

1:60,000

US/SOLAR



APPLICATION TO AMEND THE CITY OF AFTON ZONING ORDINANCE

OCTOBER 2, 2017

City of Afton

SOLAR FARMS IN AGRICULTURE ZONING

October 2, 2017

Ronald Moorse, City Administrator
City of Afton
3033 St. Croix Trail S
PO Box 219
Afton, MN 55001

Dear Ron,

USS Rambo Solar LLC, a wholly-owned subsidiary of United States Solar Corporation ("US Solar"), requests that the City amend its zoning ordinance to allow "solar farms" as an Interim or Conditional use in the Agriculture zoning district. By requiring the unique conditions for solar farms on Agricultural zoned parcels that USS Rambo Solar LLC recommends, Afton could allow one or more visually screened solar farms to be seamlessly integrated into the City without affecting the rural character. We understand that the City prioritizes the rural character of Afton and believe the conditions proposed herein do not compromise that or other objections previously raised by the Council and community.

If the zoning amendment is approved, USS Rambo Solar LLC proposes a 7.3 acre solar array on land currently zoned Agricultural. Aside from the massive, industrial power towers owned by Xcel Energy, the main use of this parcel of land is hay. The parcel also contains a homestead. Due to existing screening and our landscape screening plan, the solar array would have full-perimeter screening to prevent visibility from public roads and existing and future agricultural or residential uses. There is no glare issue at this property, as will be indicated by a comprehensive glare study. The taxpaying landowner will increase their income through transitioning from a small hay field to a combination of native grass, pollinator-friendly habitat, and sustainable solar energy production. Much like a conservation program, a solar farm ensures that the land under and around our steel I-beam foundations will be undeveloped and well-preserved for future agricultural use. Permitting a community solar garden on this parcel provides the City with more tax revenue without harming the rural character or permanently taking agricultural land out of row-crop production.

As the developer, owner, and operator of its solar farms, US Solar has worked with several jurisdictions, including the cities of Corcoran, Sartell, and Winsted, to develop effective ordinances that align with the cities' objectives. Headquartered in Minneapolis, we coordinate all project details—development, permits, finance, construction, management, maintenance, and monitoring. This application also contains an introduction to our company, including our qualifications, experience in Minnesota and beyond, and our leadership team.

Sincerely,

Reed Richerson - COO
United States Solar Corporation

100 N 6th St., Suite 222C
Minneapolis, MN 55403
W: (612) 260-2230 C: (916) 704.2720
E: reed.richerson@us-solar.com

CONTENTS

COVER LETTER 2
PROPOSED TEXT AMENDMENTS 4
JUSTIFICATION FOR THE AMENDMENTS 5
SITE PLAN 7
LANDSCAPE SCREENING PLAN 12
EROSION AND SEDIMENT CONTROL PLAN 13
GLARE STUDY 13
DECOMMISSIONING PLAN 13

APPENDIX I – SITE PLAN AND PROJECT MAPS
APPENDIX II – LANDSCAPE PLAN AND RENDERINGS
APPENDIX III – INTERCONNECTION AGREEMENT
APPENDIX IV – MEMORANDUM OF SITE LEASE

PROPOSED TEXT AMENDMENTS

USS Rambo Solar LLC requests a text amendment to relevant sections of the Zoning Code to allow "solar farms" as a Conditional use or Interim use in the Agricultural District. Currently, solar farms are only allowable in the Industrial zoning district. The specific sections of the City Code that would require amending are as follows:

- **12-132 – Minimum Requirements**
  - Set minimum setbacks for a solar farm in the Agriculture zoning district to:
    - Front: 250 feet from the road centerline
    - Side: 50 feet
    - Rear: 50 feet
- **12-134 – Table of Uses in the Zoning Districts**
  - Add "solar farms" as a Conditional or Interim use in the Agriculture zoning district.
- **12-140 – Agriculture Zoning District**
  - The City could either:
    - Amend D to include solar farms, OR
    - Add E, Interim Permitted Uses, and list solar farms with a term of 30 years.
- **12-140 (E) – Standards for Granting Conditional Use Permits in the Agriculture Zoning District**
  - Exempt solar farms from the requirement under Section 12-139 of non-farm structures to "be sited on a separately surveyed and described parcel".
- **12-230 – Solar Energy Systems**
  - Limit solar farms to a maximum size of 10 acres.
  - Require a 1.0-mile buffer from other proposed or permitted solar farms.
  - Require a decommissioning plan that will return the land to its original condition or better within 12 months of the end of its operational life. Such plan shall include a $25,000 escrow fund.
  - Modify subsection F-3, G-1, and G-2, which specify that solar farms are only allowable in Industrial districts. Insert that solar farms are allowable in Agriculture zoning districts, as well.
  - Require a landscape screening plan for full-perimeter screening, which will protect not only existing agricultural and residential uses, but future uses as well.
  - Require a mix of native grass and pollinator friendly-friendly vegetation under the solar farm.
  - Modify or delete from subsections E and F-2 association with all solar energy conversion systems as accessory uses.
- **12-230-C – Definitions**
  - When defining "solar farm", omit the sentence, "A solar farm is the principal land use for the parcel on which it is located". There may be a principal use on a parcel, such as a house, before construction of a solar farm.
  - A solar farm should not be an accessory use, which subordinates to and serves the principal use, according to City Code.

JUSTIFICATION FOR THE AMENDMENTS

1. **Solar farms maintain the rural character.**
    a. Under the proposed amendments to the ordinance, solar farms would be small and not visible, minimizing any impact to the rural character of Afton.
    b. The landowners leasing land to solar farm developers will be less inclined to rezone, subdivide, and sell land for residential or other development.
    c. Much like a conservation easement, solar farms thwart industrial, commercial, or residential development. In 30 years, when the solar equipment is removed, the agricultural land remains at least as viable for agricultural production.

2. **Solar farms will be few and far between.**
    a. The proposed 1.0-mile buffer between solar farms means there may only be a few potential project locations that meet all proposed requirements.
    b. The limiting factors to a suitable site for solar include:
        i. Existing 3-phase distribution lines adjacent to project
        ii. Xcel Energy service area
        iii. Proximity to substation
        iv. Substation capacity
        v. Proximity to other solar farms
        vi. Existence of wetlands or shoreland overlays near project
        vii. Existence of uneven topography
        viii. Existing vegetation on property
        ix. Parcel size
        x. Zoning districts

3. **Solar farms do not require public services.**
    a. Solar farms do not require any public works like police or fire. There is very little traffic to and from a solar farm after construction. Xcel Energy requires all solar farms to install and maintain a security fence.

4. **Solar farms do not harm adjacent property values.**
    a. The most comprehensive study on property values adjacent to solar farms across 9 states was conducted by Kirkland Appraisals, LLC. "Through the application of multiple matched pair analysis of homes and agricultural land adjoining existing solar farms, I have discovered no indication of any impact on property values due to adjacency to a solar farm." USS Rambo Solar LLC can provide the complete study if requested.

5. **Solar farms are not a permanent land use.**
    a. When the project reaches the end of its operational life, 30 years after connection to the grid, the simple process of decommissioning of the project occurs. After 30 years without pesticides or churning up row crops, the land is returned to its original state, with very little disturbance to soil.

6. **Solar farms benefit the environment.**
    a. The land around our steel I-beam foundations will be planted with native, pollinator-friendly plants. A recent study has shown that these native plants reduce stormwater runoff by 23% for the 2-year storm (2.9 inches of rain) and 8% for the 100-year storm (7.8 inches of rain). In addition, by creating habitat that supports healthy populations of native pollinators, pollinator-friendly plants can improve nearby agricultural production.
    b. Consistent with Afton's environmental values, solar farms use an inexhaustible resource, the sun, instead of nonrenewable energy sources. This combats climate change, without any hazardous materials, noise, glare, or other adverse effects to the environment.
7. **Solar farms benefit the community**
    a. The clean energy generated by the solar farm is delivered to Xcel Energy for use by customer in the local area. In exchange for the energy added to Xcel Energy's grid, subscribers to the solar farm receive bill credits, lowering their bills for no upfront cost. This results in cost savings for school districts, cities, nonprofits, universities, businesses, and even residents.

"RAMBO" SOLAR PROJECT

USS Rambo Solar LLC is also introducing a potential 7.3-acre solar farm, which we would apply for, if the ordinance amendment were approved.

Parcel Identification Number	0702820130001
Property Address	12550 15th St S, Afton, MN 55001
Landowner	Lyle Rambo
Zoning Classification	Agriculture
Current Use of Property	Hay, Industrial Power Lines, Homestead

The Project is a proposed 1.0 MW_{AC} solar farm on land zoned as Agriculture in the City of Afton, to be accessed off 15th St S. The Project would generate enough energy to power approximately 225 homes, and it would be integrated into the community without visual impact. USS Rambo Solar LLC requests a 30-year term for the IUP. Please see the Site Plan in Appendix I.

Zoning and Use

Agriculture zoning district covers the subject parcel and all adjacent parcels, except for the Rural Residential parcel to the north. A Conservancy Overlay covers some of the subject parcel, but not the proposed solar location. There is no Shoreland Overlay district covering the subject parcel.

The subject parcel contains an industrial transmission power tower and wires. There is a sand/gravel pit at the northwestern corner of the parcel. There is a homestead on the southeastern corner of the parcel. Most of the nearby land appears to be currently used for agricultural or rural residential purposes. We plan to meet with all neighbors in the immediate vicinity of the Project to share our plans and ensure their concerns have been discussed.

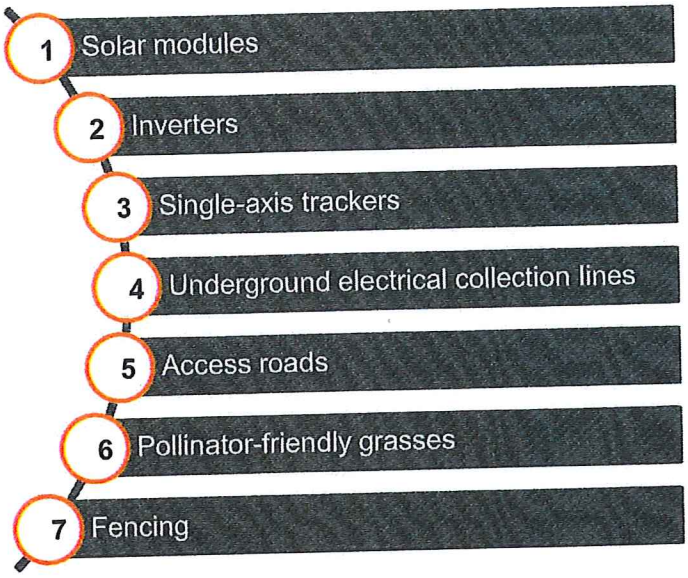
SITE PLAN

This proposed array will be a community solar garden, meaning that eligible Xcel Energy customers in and around Washington County will be able to subscribe to a portion of the electricity generated and receive bill credits on their Xcel Energy bills. In this way, local residents and businesses benefit directly from the array and its renewable energy. The proposed site plan is enclosed as Appendix I.

EXAMPLE OF A SOLAR PROJECT IN CONSTRUCTION

EXAMPLE OF A SOLAR PROJECT IN OPERATION

The Project's facilities will include:



1. Solar modules

We intend to use Tier 1 solar modules. Tier 1 solar modules are manufactured to the highest quality, performance, and lifespan and by companies that have had at least a five-year history in manufacturing them. Countless banks and financial partners have vetted these modules. The solar modules will be high-quality crystalline photovoltaic with 72 cells and >3mm high-transmittance tempered glass on the front cover. These modules are designed to absorb light and reflect less than 2% of the incoming sunlight, which is less than many natural features, including water, snow, crops, and grass. The array height will be approximately 10' at the highest point.

2. Inverters

We are utilizing top quality string inverters for this project, which are smaller and installed throughout the site. The inverters and electrical cabinets are enclosed and will meet all applicable codes and requirements.

3. Single-axis trackers

The foundation of the racking system will utilize galvanized steel for foundations and frame. The foundations are likely to be vibrated piers, but depending on final soil analysis and foundation design prior to construction, may be helical piles. The Project will utilize single-axis trackers, which rotate from east to west with the rising and setting of the sun. Single-axis trackers typically have a shorter solar panel height (10 feet at the maximum point), and produce less glare, as the panels are programmed to tilt east to west as the sun rises and sets. The trackers will have a maximum rotational axis of 60 degrees in both directions.

4. Underground electrical collection lines

An underground, medium-voltage cable will run along the eastern perimeter of the access road, connecting directly to the proposed utility poles at the southern end of the parcel. All on-site power and communication lines running between solar modules will be underground.

5. Access roads

The existence of an access road through the solar array is important for a few reasons. For one, it provides necessary access for constructing and removing the garden, as well as consistent mowing and maintenance over the years. Additionally, it provides access, if necessary, for emergency crews.

The solar gardens will be accessed from a 15-foot-wide access road directly off 15th St S. The access road, which will accommodate all construction, operations, maintenance, and utility traffic throughout the site, will lead north, directly to the solar garden location.

Please see the site plan in Appendix I, which shows the details for our proposed access roads. Please note that during the operational phase of the solar garden, parking will be provided on-site within the boundaries of the perimeter fence. During construction, a temporary staging area will be created for installation crews and delivery trucks of the solar equipment (as needed for the different phases of delivery of equipment), as well as to accommodate construction and supervision personnel for proper execution of the project.

6. Pollinator-friendly grasses

Existing tillable acreage within the solar array location will be transformed into a diverse mix of pollinator-friendly, low-lying, deep-rooted grasses, which will be planted underneath the modules and between the rows. USS Rambo Solar LLC will control for noxious weeds throughout the life of the project, which will maintain the prairie appearance of the vegetation.

7. Fencing details

In addition to vegetative screening, our solar garden will include a fence around the entire perimeter, for security purposes. The boundary line security fencing will be located entirely on the Property on the inside of the landscape screening. The fence will not exceed 8 feet in height, and it will be a farm-field style fence without barbwire. See the image below for a representative photo.

TRANSPORTATION PLAN

Summary

The Project is a proposed distributed generation solar facility, located in the City of Afton. The Project is a 1.0 megawatt (MWac) photovoltaic solar array which is ground mounted and connected to an existing distribution line connected to Northern States Power's Afton substation, which is approximately 2.53 miles away. The solar array sits on about 7.3 acres of land.

All components of the solar facility, as detailed in "Solar Project Facility", will be delivered to the site on 15th St S, which is adjacent to the Project.

Construction Traffic

- Solar module deliveries to the Project will come on 40-foot flatbed trucks or in 40-foot containers.
  - We expect no more than 8 trips with a maximum of 4 trips per day in any two-week period.
- We expect a maximum of 5 container trucks to deliver racking material.
- We expect up to 1 or 2 deliveries for inverters, switchgears, transformers, including one oversized crane delivery/demobilization.
- We expect approximately 4 tips for Balance of Plant equipment, with container size of 40 feet or smaller.

Operations and Maintenance Traffic

- During operation of the facility, the site would be visited a few times per year, to perform maintenance and operation activities.

EMERGENCY RESPONSE PLAN

USS Rambo Solar LLC will prepare a detailed Emergency Response Plan for the Project. This plan will detail the specific actions required in an emergency situation, including contact information for on-site personnel of USS Rambo Solar LLC and our construction contractors. This Emergency Response Plan will include:

Safety and Security

If any employee feels his or her safety or security is at risk, he/she should leave the premises and contact the supervisor immediately. Employees are not to put themselves in danger at any time.

Accident/Injury

All accidents/injuries are reported to the Project Manager.

Evacuation

If required, all personnel and visitors will evacuate the site, and they are to participate in any required drills.

Fire

All personnel respond to incidental fires. If a fire cannot be controlled, or if a fire jeopardizes the safety of the personnel, the Project Manager or designee will order evacuation of the area and contact the emergency response agency.

Spill

All personnel respond to incidental spills of chemicals or oils. If a spill cannot be controlled, or if a spill jeopardizes the safety of the personnel, the Project Manager or designee will order an evacuation of the area and contact the emergency response agency.

Emergency Contact Details for the Project

Contact	Emergency Number	Non-Emergency Number
Project Manager	Provided Prior to Construction	Provided Prior to Construction
O&M Provider	Provided Prior to Construction	Provided Prior to Construction

LANDSCAPE SCREENING PLAN

We understand and appreciate that many communities would like to see landscape screening that not only shields the project from view of neighbors and passersby, but also fits with the surrounding environment. The Project has consulted with local contractors and arborists, including Westwood Professional Services, with experience in landscape screening in the area to create a professional landscape screening plan. Appendix II includes a complete landscaping plan, showing the size, quantity, planting spacing, and appropriate species of vegetation to accomplish effective screening. Appendix II also shows renderings.

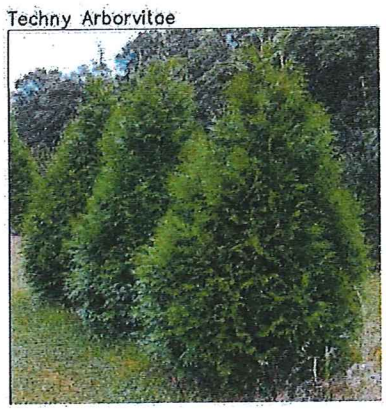
We propose to plant 172 Techny Arborbitae and 179 Cardinal Dogwood to fully screen the project. We propose planting these along the outside of the western and eastern fence lines, as well as the NE, SE, and SW corners, screening the project from passersby and adjacent land uses. There is thick, existing screening on the northern and southern project boundaries.

Quick-growing Cardinal Dogwood shrubs will provide additional buffer screening and beautification. The dogwoods will provide visual appeal throughout the winter with their bright red stems. The plants selected are native to the local landscape, screen effectively, and provide beneficial wildlife habitat.

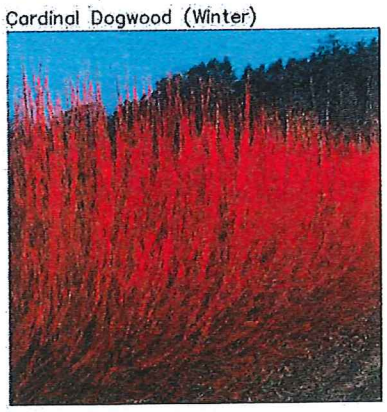
The Project will ensure the landscaping plan is approved by the City. The following document was referenced to determine which species of vegetation would be appropriate for the site: *Minnesota's Native Vegetation: A Key to Natural Communities, version 1.5* (final selection depends on availability).

Buffer Planting Materials

Techny Arborvitae



Cardinal Dogwood (Winter)



PLANTING METHODOLOGY

The inner row, Techny Arborvitae, will be planted in a linear fashion and will be 12 – 15 feet tall at maturity. The Cardinal Dogwood will be planted in a linear fashion on the outside of the Techny Arborvitae and will be approximately 8 – 10 feet tall at maturity. This plan will effectively screen the full perimeter of the solar garden. In addition, we ensure that our landscape contractors provide a full three years of care, maintenance, and warranty. Please see Appendix II for a landscaping plan and professional renderings.

EROSION AND SEDIMENT CONTROL PLAN

Our project will comply with the Minnesota pollution Control Agency (MPCA) Construction Stormwater Permit Requirements, including obtaining a National Pollutant Discharge Elimination System (NPDES) stormwater permit prior to construction. The Project proposes no substantial grading or filling. In addition, we envision no earth removal or addition of new earthen material for the site, as our racking equipment can accommodate the current terrain.

Please note in the proposed site plan that there are no proposed permanent structures or buildings, as the community solar garden is composed of tables of single-axis trackers. These are simple, durable and non-intrusive. Between each row of solar panels, there is approximately 18 feet of green, open space, planted with pollinator-friendly vegetation.

GLARE STUDY

The Solar Glare Hazard Analysis Tool (SGHAT) will be used to verify that there is no glare at any adjacent or nearby properties or public roads. Due to the nature of the project location and the single axis tracking equipment, there are no glare concerns.

DECOMMISSIONING PLAN

Our lease contains a decommissioning plan, described below:

Lessee shall (a) remove from the Premises all above surface grade equipment relating to the Facility and other personal property owned, located, installed, or constructed by or on behalf of Lessee thereon, (b) remove concrete footings, foundations and other fixtures of Lessee to a depth of two (2) feet below the surface grade, (c) cover up all pit holes, trenches and other borings and excavations made by or on behalf of Lessee on the Premises, and (d) leave the surface of the Premises (or applicable portion thereof) free from debris arising from the foregoing or from the operations or activities of Lessee. Reclamation shall include, as reasonably required, repair or replacement of damaged drainage tile, leveling, terracing, mulching and other reasonably necessary measures to prevent soil erosion. Lessor shall provide Lessee with reasonable access to the Premises during the performance of such removal and other work by Lessee for a period of twelve (12) months following the termination or expiration of this Lease.

The community solar garden consists of many recyclable materials, including glass, semiconductor material, steel, aluminum, copper, and plastics. When the project reaches the end of its operational life, the component parts will be dismantled and recycled as described below. The decommissioning plan would commence in the event of twelve (12) months of non-operation. At the time of decommissioning, the project components will be dismantled and removed using minimal impact construction equipment, and materials will be safely recycled or disposed. The Project will be responsible for all the decommissioning costs.

REMOVAL PROCESS

The decommissioning of the project proceeds in reverse order of the installation:

1. The solar system will be disconnected from the utility power grid.
2. PV modules will be disconnected, unattached, collected, and removed. Once removed, the modules will be reused or recycled.
3. Aboveground and underground electrical interconnection and distribution cables will be removed and recycled off-site by an approved recycler.
4. PV modules support racking will be removed and recycled off-site by an approved recycler.
5. PV modules support steel and support posts will be removed and recycled off-site by an approved recycler.
6. Electrical devices, including transformers and inverters, will be removed and recycled off-site by an approved recycler.
7. Concrete pads will be removed and recycled off-site by an approved recycler.
8. Fencing will be removed and recycled by an approved recycler.
9. Reclaim soils in the access driveway and equipment pad areas by removing imported aggregate material and concrete foundations. Replace with soils as needed.

The project site may be converted to other uses in accordance with applicable land use regulations at the time of decommissioning. There are no permanent changes to the site, and it will be returned in terrific condition. This is one of the many great things about solar gardens; If desired, the site can return to productive farmland after the system is removed.

DECOMMISSIONING FUND

The estimated cost, salvage value, and net costs of decommissioning the project are shown to the right. Although the salvage value is $8,594 greater than the cost of removal, the Project proposes a $25,000 decommissioning fund.

Demo & Resotration Cost	$ (19,719.50)
Salvage Value	$28,313.84
Total Net Value	**$ 8,594.34**

The purpose of the proposed $25,000 decommissioning fund is to ensure there is sufficient money available to return the project site to the appropriate condition at the end of the project's useful life or earlier, should the solar garden cease operations for a twelve-month period.

The landowner will be the designated beneficiary of the fund and Afton will be provided a copy of the document, establishing the security before construction commences. The decommissioning fund will initially be an irrevocable standby letter of credit or escrow funds (the "Security"). If the Project is unable or unwilling to commence decommissioning activities within a reasonable period, not to exceed the allotted twelve-month period, the landowner and/or the County will be granted access to demand payment under the Security.

Decommissioning Budget					
Item No.	Item	Unit	Estimated Quantity	Unit Price	Total
1	Fence Removal	lf	1,260	$ 2.00	$ 2,520.00
2	Racking Frames	ea	700	$ 3.75	$ 2,625.00
3	Racking Posts	ea	476	$ 4.50	$ 2,142.00
4	Solar Modules	ea	4,480	$ 1.75	$ 7,840.00
5	Inverters	ea	40	$ 20.00	$ 800.00
6	Transformers	ea	1	$ 1,000.00	$ 1,000.00
7	Wire (copper)	lb	2,100	$ 0.25	$ 525.00
8	Wire (aluminum)	lb	3,500	$ 0.25	$ 875.00
9	Concrete Removal	sf	115	$ 4.50	$ 517.50
10	Site Restoration	acre	7	$125	$ 875.00
				Total Cost	$ (19,719.50)
Salvage Value (Re-Sale and/or Recycle)					
Item No.	Item	Unit	Estimated Quantity	Unit Price	Total
1	Fence Material	lf	1,260	$ 0.26	$ 327.60
2	Racking Frames	ea	700	$ 0.72	$ 504.00
3	Racking Posts	ea	476	$ 0.24	$ 114.24
4	Solar Modules	ea	4,480	$ 3.85	$ 17,248.00
5	Inverters	ea	40	$ 49.25	$ 1,970.00
6	Transformers	ea	1	$ 1,850.00	$ 1,850.00
7	Wire (copper)	lb	2,100	$ 2.00	$ 4,200.00
8	Wire (aluminum)	lb	3,500	$ 0.60	$ 2,100.00
				Total Value	$ 28,313.84
				NET GAIN	$ 8,594.34

CONCLUSION

The proposed amendments to the City of Afton's zoning ordinance and USS Rambo Solar LLC's proposed solar farm maintain the rural character, while benefitting the environment and local communities, businesses, schools, and cities. We respectfully request that the City of Afton approve our proposed amendments to the ordinance, clearing the path for seamlessly integrating this solar farm into the area, while limiting a flood of solar farm applications in the City of Afton.

APPENDIX I – SITE PLAN AND PROJECT MAPS

©2017 Westwood Professional Services, Inc.

LEGEND

- SINGLE AXIS TRACKER
- POWER STATION – (1) 480V 2000A PANELBOARD, (1) MV TRANSFORMER, (1) DAS, (1) WEATHER STATION
- (E) XCEL ENERGY OVERHEAD POLES
- (N) UTILITY POLES
- 15' WIDE SITE ACCESS ROAD
- LANDSCAPE BUFFER
- U.G. MEDIUM VOLTAGE CABLE
- OVERHEAD MEDIUM VOLTAGE CABLE
- PROJECT SITE SECURITY FENCE
- PROPERTY LINE
- STRUCTURE SETBACK
- EXISTING WETLANDS
- TOP OF PERMANENT BASIN

SYSTEM SPECIFICATIONS

SYSTEM SIZE DC	1,425.60 kW
SYSTEM SIZE AC	1,000.00 kW
DC/AC RATIO	1.4256
MODULE RATING	330 W
TOTAL MODULE QTY	4320
TOTAL NO. OF TRACKER RACKS	60
TILT ANGLE	0°
ROW-ROW SPACING	8.6'
PITCH	16.0'
GCR	45.0%
AREA OCCUPIED	7.29 Ac

GENERAL NOTES

1. INSTALLATION TO COMPLY WITH NEC 2014 ARTICLE 690 AND ALL APPLICABLE LOCAL, STATE AND NATIONAL CODES OR REGULATIONS.
2. EQUIPMENT SHALL BE LABELED PER NEC 690 AND XCEL ENERGY REGULATIONS
3. 15' ACCESS ROADS SHALL BE DESIGNED TO ACCOMMODATE ALL CONSTRUCTION, OPERATIONS, MAINTENANCE, AND UTILITY TRAFFIC THROUGHOUT THE SITE.
4. DIMENSIONS TO PROPERTY LINES AND EXISTING FEATURES ARE APPROXIMATE PENDING SURVEY.

Westwood

Phone (952) 937-5150 | 2950 Xenia Ave S Suite
Fax (952) 937-5822 | Saint Louis Park, MN 55416
Hotline (800) 627-3529 | westwood.us.com

Westwood Professional Services, Inc.

Designed:	MKO
Checked:	RMP
Drawn:	MKO
Record Drawing by/date:	

Revisions

	DATE	DESCRIPTION
1		
2		
3		
4		

Prepared for

US SOLAR

100 N 6th St #726c
Minneapolis, MN 55403

N

0' 100' 200' 300'

USS Rambo Solar LLC

City of Afton, Minnesota

11416 10th St. S
Afton, MN 55001, USA

PV Site Plan

Not for Construction

Date: 09/08/17

Sheet: C100

k:\10960\03\dwg\Permit\03-NO-PV Permit Plan Set.dwg

©2017 Westwood Professional Services, Inc.

LEGEND

- SINGLE AXIS TRACKER
- POWER STATION – (1) 480V 2000A PANELBOARD, (1) MV TRANSFORMER, (1) DAS, (1) WEATHER STATION
- (E) XCEL ENERGY OVERHEAD POLES
- (N) UTILITY POLES
- 15' WIDE SITE ACCESS ROAD
- U.G. MEDIUM VOLTAGE CABLE
- OVERHEAD MEDIUM VOLTAGE CABLE
- PROJECT SITE SECURITY FENCE
- PROPERTY LINE
- STRUCTURE SETBACK
- SILT FENCE
- EXISTING WETLANDS (WM)
- DRAINAGE AREA BOUNDARY
- FLOW DIRECTION ARROWS
- TOP OF PERMANENT BASIN

Westwood

Phone (612) 337-9216 7500 Anagram Drive
Fax (952) 937-5822 Eden Prairie, MN 55344
Toll Free (800) 337-9216 www.westwoodps.com

Westwood Professional Services, Inc.

Designed	MEO
Checked	KLF
Drawn	MEO
Record Drawing by/date	

Revisions

#	DATE	DESCRIPTION
1		
2		
3		
4		

Prepared for:

USSOLAR

100 N 6th St #325c
Minneapolis, MN 55403

N

0' 100' 200' 300'

USS Rambo Solar LLC

City of Afton, Minnesota

12426 10th St. S
Afton, MN 55001, USA

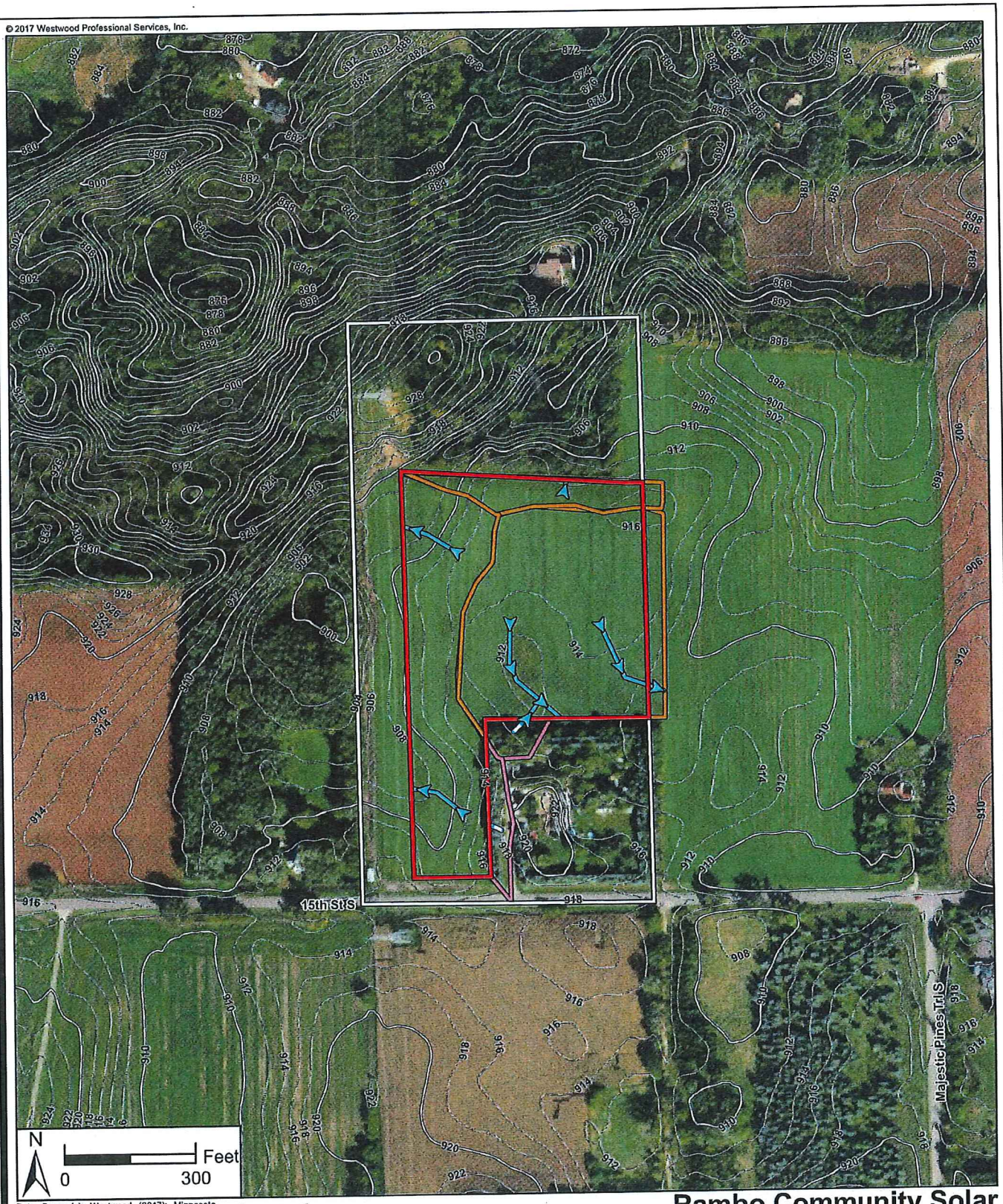
Site Hydrology

Not for Construction

Date: 09/08/17

Sheet: C103

© 2017 Westwood Professional Services, Inc.



Data Source(s): Westwood (2017); Minnesota NAIP Imagery (Accessed 2017); Census Bureau (2016).

Legend

- Project Premises Boundary
- Project Parcel Boundary
- 10ft Contour
- 2ft Contour
- Onsite Flow Path
- Offsite Flow Path
- Onsite Drainage Area
- Offsite Drainage Area

Rambo Community Solar Garden

Afton,
Washington County, Minnesota

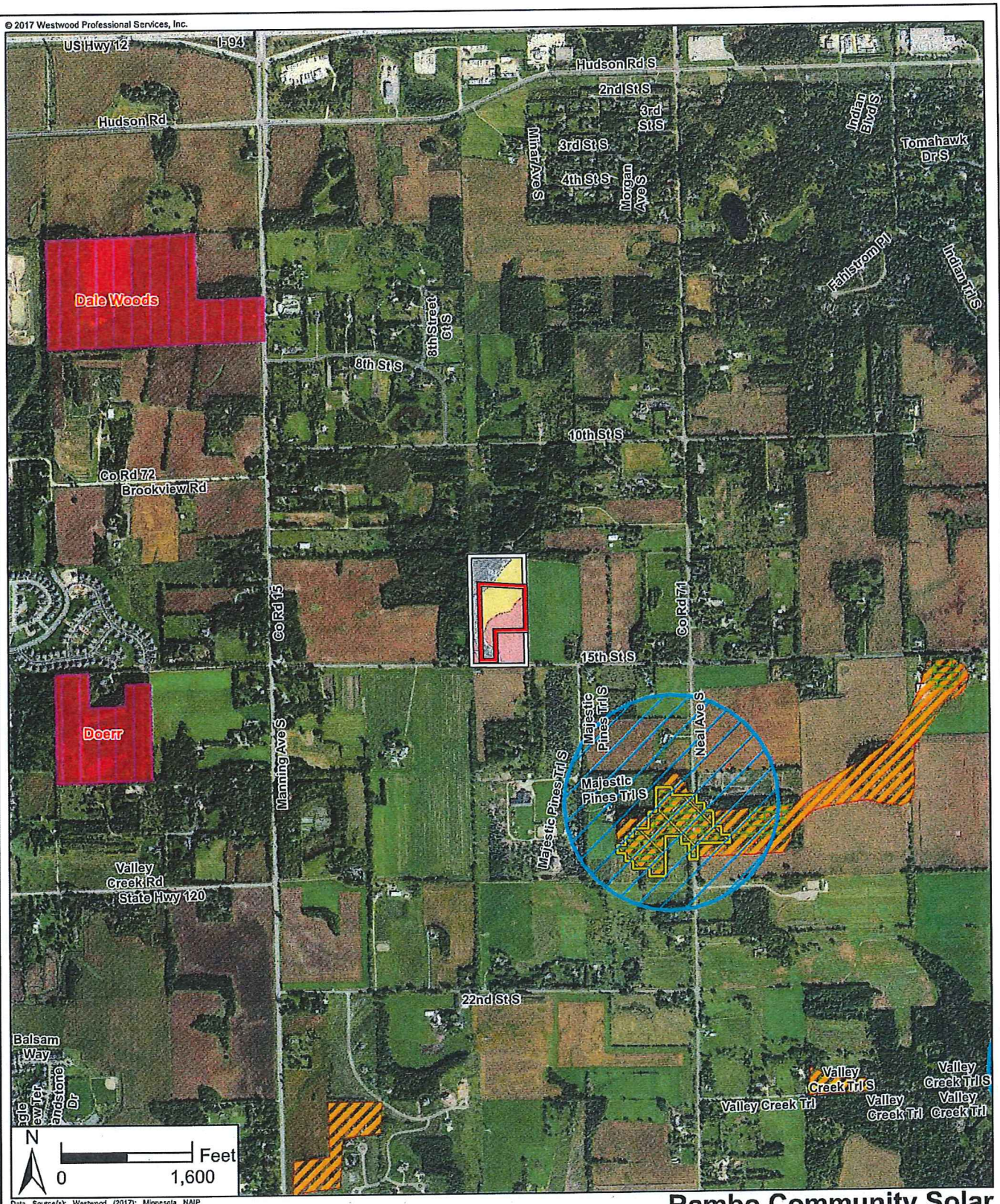
Desktop Hydrology

EXHIBIT 3

Westwood
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

Map Document: N:\0010810.00\GIS\CIA_Exhibits\SS_CIA_Ex1_DesktopHydrology_170130.mxd 4/18/2017 9:31:27 AM radevito

© 2017 Westwood Professional Services, Inc.



Data Source(s): Westwood (2017); Minnesota NAIP Imagery (Accessed 2017); Census Bureau (2016); MNDNR (Various Dates); The Minnesota County Biological Survey, MNDNR, Division of Ecological Resources (2015); NCED and Partners (2016); U.S. Fish and Wildlife Service (Various Dates); Conservation Biology Institute PAD-US (2016).

Note: NHIS data included here were provided by the Division of Ecological and Water Resources, Minnesota Department of Natural Resources (DNR), and were current as of May 2016. These data are not based on an exhaustive inventory of the state. The lack of data for any geographic area shall not be construed to mean that no significant features are present.

Legend

- Project Premises Boundary
- Project Parcel Boundary
- Native Plant Community
- MBS Site of Biodiversity Significance
- National Conservation Easement
- Regionally Significant Ecological Area

NHIS Rare/Endangered Species Areas

- Vertebrate Animal
- Terrestrial Community
- Invertebrate Animal
- Vascular Plant
- Animal Assemblage
- National Wildlife Refuge Boundary
- Wildlife Management Area
- Scientific & Natural Area
- Waterfowl Production Area
- PAD Public Land

Prime Farmland Classification

- All areas are prime farmland
- Farmland of statewide importance
- Not prime farmland

Westwood

Toll Free (888) 937-5150 westwoodps.com

Westwood Professional Services, Inc.

Rambo Community Solar Garden

Afton,
Washington County, Minnesota

Biological Resources & Public Lands

EXHIBIT 4

Map Document: N:\0010810.00\GIS\CIA_Exhibits\USS_CIA_Ex4_BiologicalResources&PublicLands_170130.mxd 2/15/2017 10:40:50 AM radevito

© 2017 Westwood Professional Services, Inc.

Data Source(s): Westwood (2017); Minnesota NAIP Imagery (Accessed 2017); Census Bureau (2016); Ventyx Velocity Suite, Ventyx Energy LLC. (2016); Minnesota Pollution Control Agency (2009); Minnesota Geological Survey (2014).

Legend

- Project Premises Boundary
- Project Parcel Boundary
- Oil Pipeline
- CO2 Pipeline
- Natural Gas Pipeline
- Transmission Line
- Airport
- MPCA Site
- Substation
- Approximate Well Location
- Railroad

Rambo Community Solar Garden

Afton,
Washington County, Minnesota

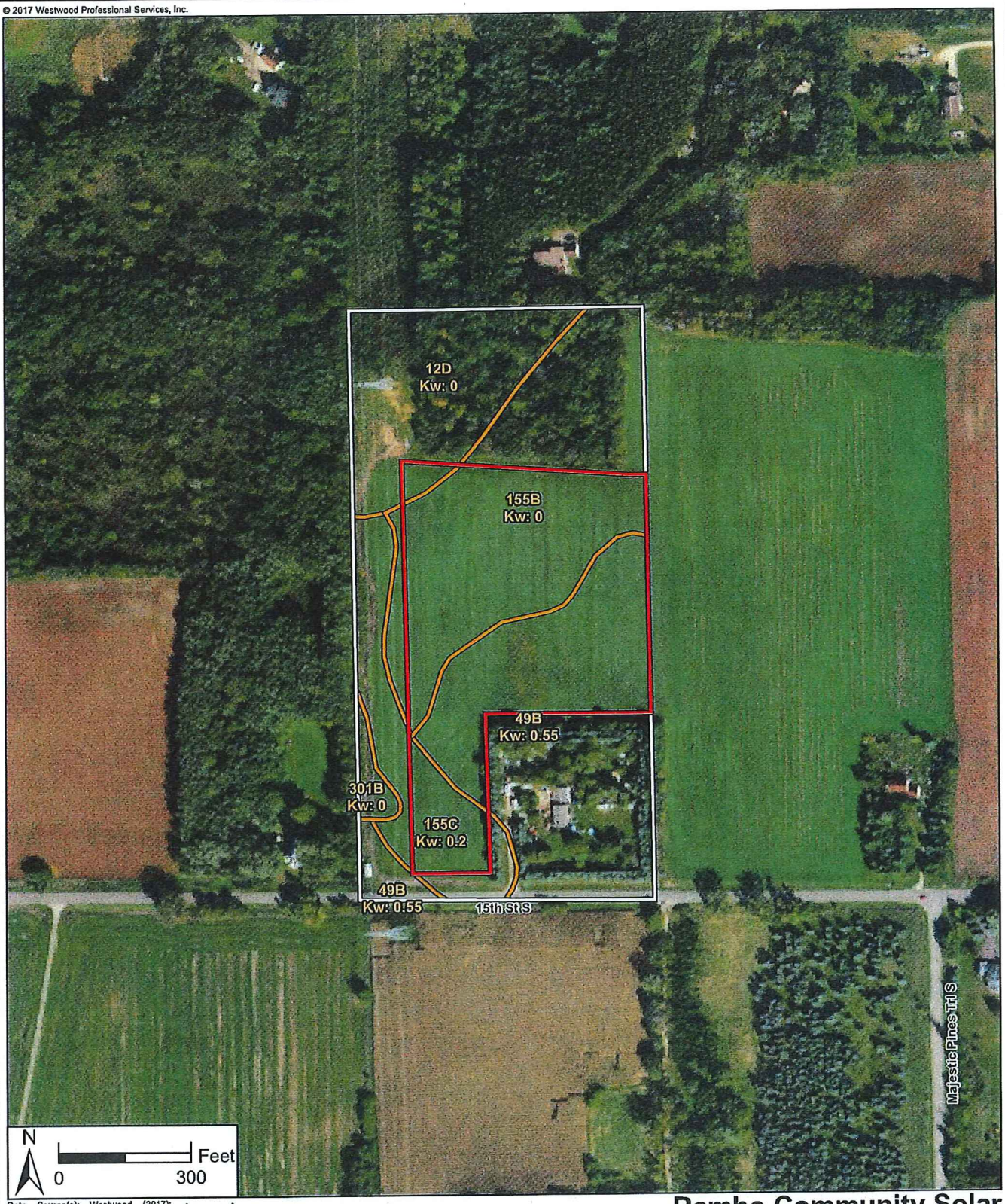
Infrastructure

EXHIBIT 5

Westwood
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

Map Document: N:\0010810.00\GIS\CIA_Exhibits\USS_CIA_Ex5_Infrastructure_170130.mxd 2/15/2017 10:36:52 AM radevilo

© 2017 Westwood Professional Services, Inc.



Data Source(s): Westwood (2017); Minnesota NAIP Imagery (Accessed 2017); Census Bureau (2016); U.S. Department of Agriculture, Natural Resources Conservation Service (2016).

Legend

- Project Premises Boundary
- Project Parcel Boundary
- Soil Unit Boundary
- All Hydric/Predominantly Hydric Soil

Unified Soil Classification System | USDA Map Unit Symbol | USDA Map Unit Name | Hydric Soils Classification

CL | 49B | Antigo silt loam, 2 to 6 percent slopes | 0% Hydric

N/A | 12D | Emmert gravelly loamy coarse sand, 15 to 25 percent slopes | 0% Hydric

N/A | 155B | Chetek sandy loam, 0 to 6 percent slopes | 0% Hydric

N/A | 301B | Lindstrom silt loam, 2 to 4 percent slopes | 4% Hydric

SM | 155C | Chetek sandy loam, 6 to 12 percent slopes | 0% Hydric

Rambo Community Solar Garden

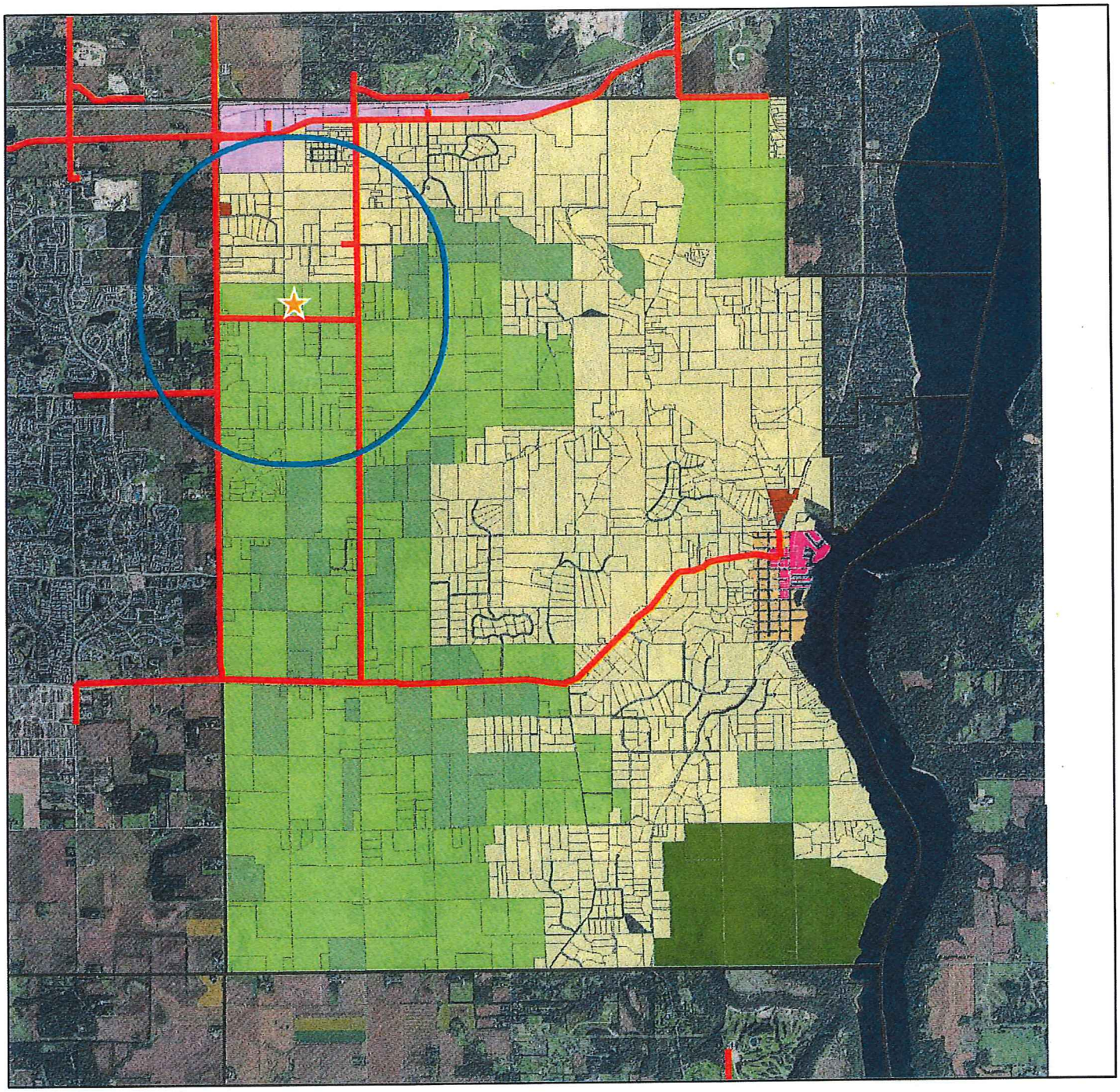
Afton,
Washington County, Minnesota

Soils

EXHIBIT 6

Westwood
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

Map Document: N:\0010810.00\GIS\CIA_Exhibits\USS_CIA_Ex6_Soils_170130.mxd 3/14/2017 1:09:45 PM radevito



Afton - USS Rambo Solar

- USS Rambo
- Solar Garden 1 mi. Buffer
- Target Distribution Lines
- Municipal Boundary
- Ag Preserve
- Agricultural
- Industrial
- Marina Services
- Rural Residential
- State Park
- Village Historic Site - Comm.
- Village Historic Site - Resi.

N
W E
S

0 1 2 Miles

1:60,000

APPENDIX II – LANDSCAPE PLAN AND RENDERINGS

©2017 Westwood Professional Services, Inc.

Buffer Planting Schedule

KEY	QTY.	COMMON/BOTANICAL NAME	SIZE	SPACING O.C.	MATURE HEIGHT
	173	Techny Arborvitae / Thuja occidentalis 'Techny'	6' FT B&B	8'-0" O.C. TYP.	12'-15'
	172	Cardinal Dogwood / Cornus sericea 'Cardinal'	#5 CONT.	8'-0" O.C. TYP.	8'-10'

NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

Buffer Planting Materials

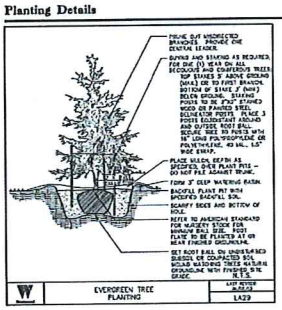
Techny Arborvitae

Cardinal Dogwood (Winter)

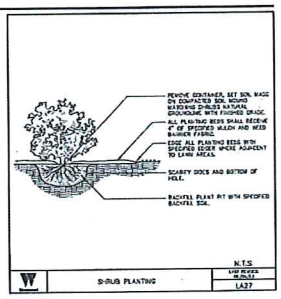
Planting Notes

1. CONTRACTOR SHALL CONTACT GOPHER "ONE CALL" (651-454-0002 or 800-252-1166) TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANTS OR LANDSCAPE MATERIAL.
2. ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD AND SITE CONDITIONS.
3. NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
4. ALL SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO SUBMISSION OF ANY BID AND/OR QUOTE BY THE LANDSCAPE CONTRACTOR.
5. CONTRACTOR SHALL PROVIDE ONE YEAR GUARANTEE OF ALL PLANT MATERIALS. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNER'S WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
6. ALL PLANTS TO BE SPECIMEN GRADE, MINNESOTA-GROWN AND/OR HARDY. SPECIMEN GRADE SHALL ADHERE TO, BUT IS NOT LIMITED BY, THE FOLLOWING STANDARDS:
   ALL PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, SCARS, ETC.
   ALL PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES.
   ALL PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES.
   ALL PLANTS SHALL HAVE HEAVY, HEALTHY BRANCHING AND LEAFING.
   CONIFEROUS TREES SHALL HAVE AN ESTABLISHED MAIN LEADER AND A HEIGHT TO WIDTH RATIO OF NO LESS THAN 5:3.
7. PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2004 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
8. PLANTS TO BE INSTALLED AS PER MNLA & ANSI STANDARD PLANTING PRACTICES.
9. PLANTS SHALL BE IMMEDIATELY PLANTED UPON ARRIVAL AT SITE. PROPERLY HEEL-IN MATERIALS IF NECESSARY; TEMPORARY ONLY.
10. PRIOR TO PLANTING, FIELD VERIFY THAT THE ROOT COLLAR/ROOT FLARE IS LOCATED AT THE TOP OF THE BALLED & BURLAP TREE. IF THIS IS NOT THE CASE, SOIL SHALL BE REMOVED DOWN TO THE ROOT COLLAR/ROOT FLARE. WHEN THE BALLED & BURLAP TREE IS PLANTED, THE ROOT COLLAR/ROOT FLARE SHALL BE EVEN OR SLIGHTLY ABOVE FINISHED GRADE.
11. REMOVE POT ON POTTED PLANTS. SPLIT AND BREAK APART PEAT POTS.
12. PRUNE PLANTS AS NECESSARY – PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
13. THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED UPON SITE SOIL CONDITIONS PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
14. BACKFILL SOIL AND TOPSOIL TO ADHERE TO MN/DOT STANDARD SPECIFICATION 3877 (COMMON TOPSOIL BORROW) AND TO BE EXISTING TOP SOIL FROM SITE FREE OF ROOTS, ROCKS LARGER THAN ONE INCH, SUBSOIL DEBRIS, AND LARGE WEEDS UNLESS SPECIFIED OTHERWISE. MINIMUM 12" DEPTH TOPSOIL FOR TREE, SHRUBS, AND PERENNIALS.
15. PROVIDE MULCH FOR ALL TREE AND SHRUB PLANTINGS PER DETAIL. MULCH TO BE SHREDDED HARDWOOD AND FREE OF DELETERIOUS MATERIAL. MULCH 3' DIAMETER RING AROUND ALL TREES AND SHRUBS TO A DEPTH OF 4". KEEP MULCH OFF TRUNK.
16. CONTRACTOR SHALL PROVIDE NECESSARY WATERING OF PLANT MATERIALS UNTIL THE PLANT IS FULLY ESTABLISHED OR IRRIGATION SYSTEM IS OPERATIONAL. OWNER WILL NOT PROVIDE WATER FOR CONTRACTOR.
17. REPAIR, REPLACE, OR PROVIDE SOD/SEED AS REQUIRED FOR ANY ROADWAY BOULEVARD AREAS ADJACENT TO THE SITE DISTURBED DURING CONSTRUCTION.
18. REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO OWNER.

Planting Details



EVERGREEN TREE PLANTING — LAND DESIGN DETAILS — LA29



N.T.S.

SHRUB PLANTING — LAND DESIGN DETAILS — LA27

Westwood

Phone 952.937.5150 2950 Yankee Drive
Fax 952.937.5822 Eden Prairie, MN 55344
Toll-Free 888.937.5150 www.westwoodps.com

Westwood Professional Services, Inc.

Designed: MTW
Checked: MTW
Drawn: MTW
Record Drawing by/date

Rev/Mark	Date	Description

Prepared for:

US SOLAR
100 N 6th St #728a
Minneapolis, MN 55403

N

0' 100' 200' 300'

USS Rambo Solar LLC

City of Afton, Minnesota

12456 35th St. S
Afton, MN 55001, USA

Preliminary Landscape Plan

Not for Construction

Date 09/07/17

Sheet C.500

Existing Conditions

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

USS Rambo Solar LLC

City of Afton, Minnesota

Proposed Development Image

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

USS Rambo Solar LLC

City of Afton, Minnesota

Existing Conditions

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

studio

USS Rambo Solar LLC

City of Afton, Minnesota

Proposed Development Image Without Landscaping

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

studio

USS Rambo Solar LLC

City of Afton, Minnesota

Proposed Development Image

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

USS Rambo Solar LLC

City of Afton, Minnesota

APPENDIX III – INTERCONNECTION AGREEMENT

414 Nicollet Mall
Minneapolis, MN 55401

1-800-895-4999
xcelenergy.com

Xcel Energy®
RESPONSIBLE BY NATURE®

June 27, 2017

Solar*Rewards Community Study Results

Customer Legal Name: USS Rambo Solar LLC
Service Address: 12426 15th St S, Afton, MN 55001
Project Description: 1 MW SRC Project

Xcel Energy is pleased to deliver the engineering indicative cost estimate for the Solar*Rewards Community solar garden application(s) for the above-referenced site:

Site	SRC #	Garden Name	Legal Name (if different than the legal name noted above)	Capacity (MW)
1	051592	USS Rambo Solar LLC		1

The engineering indicative cost estimate has identified scope and costs to accommodate 1 MW at 0.98 leading power factor, which is the largest size generation up to the applied for amount allowed at this location.

A non-unity fixed power factor is required to limit rapid voltage change consistent with the methodology explained in our April 26, 2017 report to the Minnesota Utilities Commission.

Our indicative estimated cost for proceeding with maximum MW allowed for this proposed project at the above site is $94,923. This estimate is based on the content of the application as of the date it became Expedited Ready and we began our review for purposes of determining the indicative estimated cost within the 40 day – 50 business day time frame as set forth in our tariff.

There are no other applications ahead of the above in the applicable Interconnection Queue.

You have the option of further proceeding with this project at the capacity allowed based on the indicative estimate if you pay to us either the full amount or one-third of this amount within 30 days along with a Letter of Credit. You agree to pay the actual costs consistent with the Section 10 Interconnection Agreement and comply with all provisions of the Section 10 Tariff. Pursuant to Minn. R. 7835.4750, please note that the Commission's interconnection standards are set forth in our Section 10 Tariff which as of the date of this letter is available at this link: http://www.xcelenergy.com/staticfiles/xe/PDF/Regulatory/Me_Section_10.pdf

Please note that you need to provide certain contact information or signatures on the following:

1.) Provide contact information on Sheet 124 of the Interconnection Agreement,
2.) Sign the Interconnection Agreement on Sheet 127,
3.) Sign the attached Statement of Work associated with Exhibit B to the Interconnection Agreement,
4.) Provide the 24/7 contact information on Exhibit D, par. 9.3 to the Interconnection Agreement,
5.) Sign Exhibits D and E to the Interconnection Agreement.

Exhibit B contains cost allocation for the individual gardens. Interconnection Agreements, with required Exhibits, are also being provided for each individual garden. Where work is for one or more Co-Located

APPENDIX IV – MEMORANDUM OF SITE LEASE

_____(TOP 3 INCHES RESERVED FOR RECORDING DATA)_____

MEMORANDUM OF LEASE AND SOLAR EASEMENT

THIS MEMORANDUM OF LEASE AND SOLAR EASEMENT (this "**Memorandum**"), dated as of Sept 30/16, 2016 (the "**Effective Date**"), is made by and between, Lyle V Rambo, an individual, whose address is 12560 15th St S, Afton, MN 55001 ("**Lessor**") and **US SOLAR DEVELOPMENT LLC**, a Delaware limited liability company, whose address is 100 N 6th St., Suite 222C, Minneapolis, MN 55403 ("**Lessee**").

A. Lessor is the owner of real property located in Washington County, Minnesota, that is legally described in Exhibit A (the "**Lessor Property**").

B. Lessor and Lessee have entered into that certain Lease and Solar Easement (the "**Lease**"), having an effective date of Sept 30/2016, 2016, whereby Lessor leases to Lessee and Lessee leases from Lessor the Lessor Property (the "**Premises**") for the purposes of the Facility (as defined below) on the Premises.

C. Lessor and Lessee wish to give record notice of the existence of the Lease.

NOW THEREFORE, in consideration sum of One Dollar ($1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Purpose of Lease. **The Lease is solely for solar photovoltaic energy generation purposes, and throughout the term of the Lease, Lessee shall have the sole and exclusive right to use the Lessor Property for such purposes. For purposes of the Lease, photovoltaic energy generation purposes means: (i) monitoring, testing and assessing the Lessor Property for solar photovoltaic energy generation, and (ii) developing, constructing, installing, operating, maintaining, repairing, and replacing photovoltaic electric energy generating equipment, supporting structures and ballasts, inverters, electrical transformers, fixtures, electric distribution lines, communication lines, metering equipment, interconnection facilities and related facilities and equipment (collectively, the "Facility") on the Lessor Property. Any improvements, fixtures or structures that are not a part of the Facility shall not be installed on the Lessor Property without the express written consent of Lessor.**

Commencement Date; Term; Renewal Terms. The term of the Lease ("Term") shall commence upon the Effective Date and continue until 11:59 pm on the twenty-fifth (25th) anniversary of the Commencement Date. The "Commencement Date" shall be the first day of the first full month after the Facility commences commercial production and sale of electricity on the Lessor Property under any contract or agreement or other arrangement pursuant to which Lessee sells the electricity and related Environmental Attributes (as defined in the Lease) to any purchaser thereof. The period of time between the Effective Date and the Commencement Date is not expected to exceed three (3) years. If the Commencement Date does not occur within three years of the Effective Date of the Lease, except as such period may be extended due to Force Majeure or by agreement of the parties, then, Lessee may elect to pay the Rent amount that would otherwise by due following the Commencement Date (in which case the date of such payment shall be deemed to be the Commencement Date), and if Lessee does not elect to do so (or if the Commencement Date does not otherwise occur) within ninety (90) days following the expiration of such three-year period (as may be extended as provided in the Lease), then either Lessee or Lessor may elect to terminate the Lease by delivering written notice to the other to such effect, in which case neither Lessee nor Lessor shall have any further obligations under this Lease and Lessee shall have no further obligation to pay Rent to Lessor. Lessee shall use commercially reasonable efforts to have the Commencement Date occur on or before December 31, 2016; provided, however, that if Lessee determines at any time prior to the Construction Date (as defined in the Lease) that the Lessor Property is unsuitable for the Facility or that a required approval has not been received or is not likely to be received in a timely fashion, Lessee may terminate the Lease in accordance with its terms. Lessee has options to extend the initial Term of the Lease for three additional five (5) year terms commencing immediately on the day that the Term would otherwise expire.

Solar Easement. The Lease grants to Lessee, for the term of the Lease, an exclusive solar easement to use all sunlight which naturally arrives at the Premises, including an exclusive easement prohibiting any obstruction to the free flow of sunlight to the Premises throughout the entire area of the Lessor Property described on Exhibit B of the Lease (the "Easement Premises"), which shall consist horizontally three hundred and sixty degrees (360°) from any point where any photovoltaic generating facility is or may be located at any time from time to time (each such location referred to as a "Solar Site") and for a distance from each Solar Site to the boundaries of the Easement Premises, together vertically through all space located above the surface of the Easement Premises, that is, one hundred eighty degrees (180°) or such greater number or numbers of degrees as may be necessary to extend from each point on and along a line drawn along the plane from each point along the exterior boundary of the Easement Premises through each Solar Site to each point and on and along such line to the opposite exterior boundary of the Easement Premises.

Other Easements. The Lease grants to Lessee, for the term of the Lease, the following easements over, across and on the Lessor Property (a) a non-exclusive access easement ("Access Easement") through the Lessor Property for purposes of Lessee's access to the Facility on the Premises ("Access Premises"), pursuant to which Lessee may construct, use and/or maintain a road within the Access Premises at Lessee's expense; (b) a non-exclusive easement on and through that portion of the Lessor Property consisting of the Distribution Premises (as defined in the Lease) for the purpose of installing, operating and maintaining an electric distribution line and related communication lines between the Facility and electrical facilities owned by certain

purchasers of electricity and related Environmental Attributes; and (c) an easement and license for the Facility to create, cause, increase, accentuate, or otherwise contribute to the occurrence of light, shadows, shadow and light flickering, glare and reflection, on and across the Lessor Property. Under the terms of the Lease, Lessee shall also be entitled to ingress and egress to and from its Facility and appurtenant equipment and electrical power lines over the Premises and such additional areas of the Lessor Property as shall be reasonably necessary to access a public roadway or alley.

Ownership of Lessee's Improvements; Disclaimer of Title to Environmental Attributes. The Facility and related equipment constructed, installed or placed on the Premises and within the Distribution Premises by Lessee pursuant to the Lease shall be the sole property of Lessee, and Lessor agrees that it shall have no ownership or other interest in the Facility and related equipment owned by Lessee on the Premises or within the Distribution Premises. The Facility is and shall remain personalty of the Lessee, notwithstanding any present or future common ownership of the Facility and the Premises, and irrespective of whether any of the Facility is deemed to be a fixture or otherwise part of the Lessor Property or any improvements on the Lessor Property, and Lessor acknowledges that the Facility is and shall remain personal property of Lessee irrespective of the manner of its attachment or connection to the Lessor Property. Lessor acknowledges that Lessee's lenders may request a first priority security interest in the Facility as collateral for financing of the Facility, and Lessor consents to the grant by Lessee of such a security interest, and the filing of instruments necessary to perfect such a security interest under the Uniform Commercial Code in the Facility as personal property of the Lessee. Lessor agrees that all Environmental Attributes remain the property of Lessee irrespective of whether Lessor consumes or uses any of the electricity generated by the Facility, and Lessor has no title or right to any such Environmental Attributes related to, arising from or associated with the Facility or any electrical capacity or energy created by the Facility. Any grant, rebate, incentive payment, tax credit or any other cash or tax benefit arising from or associated with the installation or ownership of the Facility or the production of energy and capacity by the Facility, shall inure to the exclusive benefit of Lessee.

Right to Encumber; Assignment. Lessee may at any time mortgage, pledge or encumber all or any part of its interest in the Lease and rights under the Lease and/or enter into a collateral assignment of all or any part of its interest in the Lease or rights under the Lease to any entity without the consent of Lessor. Lessee may assign, sublease, transfer or convey its interests in the Lease to an affiliate or subsidiary of Lessee which will own, lease or otherwise control the Facility, or an entity through which succeeds to all or substantially all Lessee's assets, without Lessor's consent. Lessee may also assign, sublease, transfer or convey its interests in the Lease to a third party without Lessor's consent, subject to the conditions set forth in the Lease. Lessor acknowledges that it may not sell, transfer, lease, assign, mortgage, or otherwise encumber the Facility or Lessee's interest in the Lease and related easements, and any sale or conveyance of the Lessor Property or Lessor Improvements shall be subject to the leasehold and easement interests of Lessee in the Lease.

Continuing Nature of Obligations. The solar easement and related rights and easements granted by Lessor in the Lease to Lessee are easements in gross, representing interests personal to and for the benefit of Lessee, its successors and assigns, as owner of the rights created by the easement. The easement and other rights granted by Lessor in the Lease are independent of any lands or estates or interest in lands, there is no other real

property benefiting from the solar easement and related rights granted in the Lease and, as between the Premises and other tracts of property, no tract is considered dominant or servient as to the other. The burdens of the solar easement and all other rights granted to Lessee in the Lease shall run with and against the Premises and the Easement Premises and shall be a charge and burden on the Premises and the Easement Premises and shall be binding upon and against Lessor and its successors, assigns, permittees, licensees, lessees, employees and agents. The Lease, including the solar easement, shall inure to the benefit of Lessee and its successors, assigns, permittees, licensees and lessees.

Survival of Covenants. The parties acknowledge that the covenants, conditions, rights and restrictions in favor of Lessee under the Lease, including, but not limited to, the easement described in Section 3 and 4 hereof, and Lessee's use of and benefit from those covenants, conditions, rights and restrictions, may constitute a portion of a larger set of facilities serving several solar energy facilities with which the Facility will share structural and transmission components, ingress and egress, utility access, and other support, all of which are specifically designed to be interrelated and integrated in operation and use for the full life of the Facility, and that the covenants, conditions, rights and restrictions in favor of Lessee pursuant to the Lease shall not be deemed nominal, invalid, inoperative or otherwise be disregarded while any portion of the Facility or related solar projects or facilities remain operational.

Landowner Activities. Lessor uses the Lessor Property for agricultural purposes. Lessee reserves the right to relocate or reconfigure the Facility upon the Premises during the term of this Lease. Lessee agrees to cooperate with Lessor to locate the Facility on the Premises in a manner that minimizes interference with agricultural or business operations of Lessor or Lessor's tenants, to the extent consistent with Lessee's planned use of the Premises.

Purpose of this Memorandum. This Memorandum has been executed, delivered and recorded for the purpose of giving notice of the lease, easements, and other rights in accordance with the terms, covenants and conditions of the Lease. The terms and conditions of the Lease are incorporated by reference into this Memorandum as if set forth fully herein at length. In the event of any conflict between the terms and provisions of the Lease and this Memorandum, the Lease shall control.

[Signature pages follow]

IN WITNESS WHEREOF, each of the parties hereto has executed and delivered this Memorandum as of the day and year first above written.

LESSEE: **US SOLAR DEVELOPMENT LLC,**
a Delaware limited liability company

By: _____

Name: Reed Richerson

Title: COO

STATE OF MINNESOTA)
) ss.
COUNTY OF Hennepin)

The foregoing instrument was acknowledged before me this 12 day of August, 2016 by Reed Richerson, the COO of US Solar Development LLC, a Delaware limited liability company, on behalf of such company.

BARBARA JEAN LENE
Notary Public
Minnesota
My Comm. Expires
Jan 31, 2018

Barbara Jean Lene
Notary Public

My commission expires: 1/31/2018

LANDOWNER: By: Lyle V. Rambo
Lyle V Rambo

STATE OF MINNESOTA)
) ss.
COUNTY OF Washington)

The foregoing instrument was acknowledged before me this 30th day of August, 2016 by Lyle V Rambo, an individual.

MARY L PFINGSTEN DENZER
Notary Public
State of Minnesota
My Commission Expires
January 31, 2017

Mary Pfingsten Denzer
Notary Public
My commission expires: 1-31-17

THIS INSTRUMENT DRAFTED BY:

Lindquist & Vennum LLP (DJG)
4200 IDS Center
80 S. Eighth Street
Minneapolis, MN 55402
(612) 371-3211

EXHIBIT A TO
MEMORANDUM OF LEASE AND SOLAR EASEMENT

West 1/2 of South West 1/4 of NE1/4 of Section 7, Township 28 North, Range 20 West of the Fourth Principal Meridian according to the United State survey thereof.

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

Supplemental Information to Text Amendment Application
USS Rambo Solar LLC
2/2/2018

PURPOSE

This contains crucial information not previously discussed or considered regarding USS Rambo Solar LLC's request for a text amendment of Afton's ordinance.

According to the approved minutes from the December 4 Planning Commission meeting, there was a motion to recommend not changing the ordinance based on the following:

- "There is sufficient and well-equipped land in the industrial zone for this"; and
- "No demonstrated need that indicates the current ordinance is deficient".

Based on the Planning Commission's feedback, we undertook a good-faith analysis, which shows there is good reason to amend the ordinance to allow community solar gardens ("CSGs") as a conditional use in the Agricultural zone.

OVERVIEW

1. Even if siting CSGs in the Industrial zone was good for revenue, there are no suitable sites.
2. Siting CSGs in the Industrial zone has a negative effect on City revenue potential.
3. CSGs are not similar to Industrial or Commercial uses.
4. Siting CSGs in the Agricultural zone is good for City revenue, and there are suitable sites.
5. Our proposed conditions allow the City to benefit without harming the rural character.
6. There is broad support for pollinator-friendly CSGs in the Agricultural zone of Afton.

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

1. INDUSTRIALLY-ZONED LAND IS UNSUITABLE FOR SOLAR

The justification for the Planning Commission's recommendation of denial, according to the minutes, stated "There is sufficient and well-equipped land in the industrial zone for this" and "no demonstrated need that indicates the current ordinance is deficient". Currently, community solar development is prohibited in all areas of the City except the Industrial zone, a thin strip of land adjacent to I-94. So, we conducted an analysis of every parcel in the Industrial zone. In the entire City of Afton, there are only 2 parcels that are *theoretically* suitable under the current ordinance. Please see the first map in *Appendix I* for our Industrial Area Solar Suitability Analysis.

We searched the Industrial Zone for parcels that were greater than 10 acres (the amount of land required for a 1MW development) and unoccupied by existing structures. There are only 2 parcels in the City that meet these basic requirements, parcels 06028202400002 and 0502820110007.

The second map in *Appendix I* zooms in on those two parcels that are *theoretically* suitable.

The western parcel (06028202400002) is divided by both wetlands and flood risk zones, which prohibit solar installations. There are also large setbacks from adjacent streets, including a 217' setback from eastbound I-94. After considering these factors, there are two available sections on this parcel with 7.7 acres and 9.8 acres, respectively. The 7.7-acre field too small for a 1-MW system, and a wise developer would add a conservative buffer to the flood risk area, shrinking it further. The 9.8-acre field is very undesirable. The remaining acreage is in a bizarre shape, and single-axis trackers require regular shapes like rectangles or squares, due to the dimensions of the systems. US Solar would deem both sections of this parcel unsuitable.

The eastern parcel (0502820110007) is restricted by large setbacks on the north and south sides of the parcel, including a 217' setback from eastbound I-94. The remaining area is too small from north-to-south to accommodate our single-axis trackers and is simply too small for a 1-MW system. US Solar would deem this parcel unsuitable.

This analysis disproves the notions that "There is sufficient and well-equipped land in the industrial zone for this" and "No demonstrated need that indicates the current ordinance is deficient". On the contrary, **there is not a single site that US Solar or other experienced developers would deem suitable under the current ordinance.**

This is supported by the fact that the current ordinance has yielded 0 applications since enactment. This alone is clear reason to rethink the City's ordinance. Conversely, there are suitable sites in the Agricultural zone, such as our prospective CSG on Lyle Rambo's parcel (0702820130001). However, as discussed in our CUP application, our proposed amendments would limit the maximum number of CSGs to 3 or 4 in the City.

US SOLAR
100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

2. AN ANALYSIS OF TAX REVENUE DOES NOT SUPPORT SOLAR IN THE INDUSTRIAL ZONE

Despite there being 0 suitable sites in the Industrial zone, the City would lose a massive opportunity in tax revenue from industrially-zoned land being used for a CSG.

USS Rambo Solar LLC compiled this analysis of tax and other revenue associated with the current ordinance and our proposed amendment to the ordinance. This analysis is our best estimate using the publicly-available 2017 property tax records and actual figures may vary. Below is tax revenue data from all parcels, both developed and undeveloped, in the City's Industrially-zoned land:

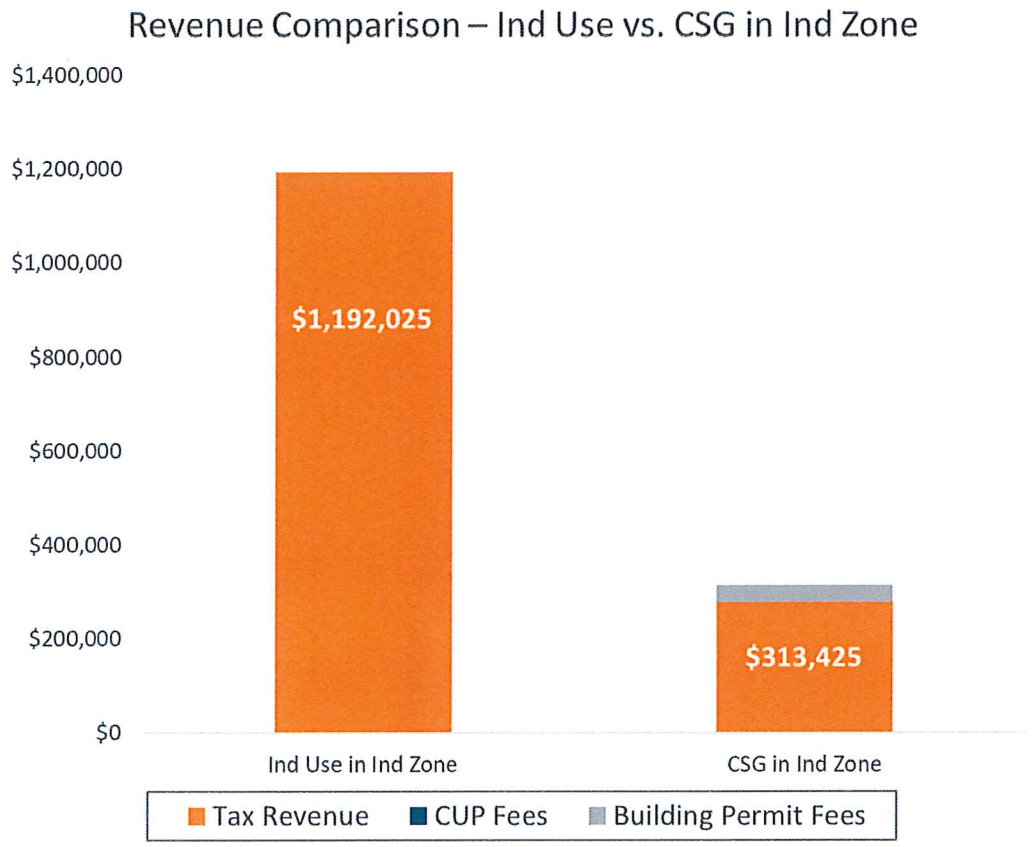
Parcel ID	Annual Tax	Acreage	Tax/acre	Developed?
05.028.20.11.0008	$155,802.00	14.8	$10,555.69	Yes
06.028.20.21.0003	$51,622.00	7.0	$7,374.57	Yes
06.028.20.21.0002	$86,978.00	14.6	$5,949.25	Yes
06.028.20.12.0001	$62,800.00	10.8	$5,836.43	Yes
05.028.20.21.0008	$19,730.00	5.0	$3,946.00	Yes
04.028.20.21.0005	$108,152.00	32.6	$3,315.51	Yes
06.028.20.12.0016	$20,980.00	6.6	$3,164.40	Yes
06.028.20.22.0002	$70,540.00	24.1	$2,928.19	Yes
06.028.20.12.0012	$7,982.00	3.3	$2,433.54	Yes
06.028.20.12.0011	$4,498.00	2.1	$2,183.50	No
05.028.20.21.0007	$10,932.00	5.0	$2,177.69	Yes
05.028.20.11.0007	$22,814.00	13.3	$1,712.76	No
05.028.20.22.0001	$4,468.00	14.1	$316.21	No
06.028.20.24.0004	$16,022.00	65.4	$244.83	No

Land that is developed for commercial or industrial use receives more tax revenue, due to the value of the permanent structures and improvements. To accurately represent these numbers, we found the annual tax revenue per acre of each parcel. If we multiply that number by 10, we get average annual tax revenue per 10 acres, which is the amount of land needed for a 1-MW system.

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

The average annual tax revenue per 10 acres of developed land is $47,681, which totals $1,192,025 over 25 years. The average annual tax revenue per 10 acres of undeveloped land is $11,143, totaling $278,575 over 25 years, not including CUP fees or Building Permit fees. That number would not increase or decrease by adding solar, because it is not a permanent structure, and the land is already taxed at the industrial rate.

There is an average annual difference of $36,538 between developed land and undeveloped land in the Industrial zone. **Therefore, A CSG would provide approximately $913,450 less in tax revenue as compared to a traditional Industrial use over a 25-year period.**



US SOLAR
100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

3. CSGs ARE NOT SIMILAR TO INDUSTRIAL OR COMMERCIAL USES

Does a community solar garden really resemble an industrial or commercial use? Is there a storefront? No. Are there permanent structures, noise, lights, or billboards? No. Are there city utilities or daily traffic? No.

Instead, this 8-acre community solar garden would be covered almost entirely with pollinator-friendly vegetation and thoroughly screened and set back from residences and public roadways. Further, in this thriving beekeeping community, we will invite local farmers to produce honey on solar projects. Agriculture, water, and wildlife are major components of this City, all of which are enhanced due to our pollinator-friendly habitat. So, not only is our use compatible with the Agricultural zone, but it enhances crop yields, water quality and drainage, and local wildlife. Our systems have a maximum height of 10' and a professional landscape screening plan, so there is no negative impact to visibility. With no daily traffic, odor, noise, dust, vibration, or visibility, there is no negative impact to the rural lifestyle of the City.

In addition to increased property taxes, traditional commercial or industrial uses bring steady jobs and a range of directly related benefits to taxes and economic activity. The installation of a CSG would create temporary jobs, but these do not result in comprehensive benefits like steady employment from industrial uses.

US SOLAR
100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

4. AN ANALYSIS OF TAX REVENUE SUPPORTS SOLAR IN THE AGRICULTURAL ZONE

The City would gain significant tax revenue from agriculturally-zoned land being used for a CSG.

The subject parcel of our application (PID 0702820130001) is owned by Lyle Rambo. In 2017, property taxes were $1,154, and the land was taxed as agricultural. Over 25 years, that annual tax rate would result in $28,850 in tax revenue.

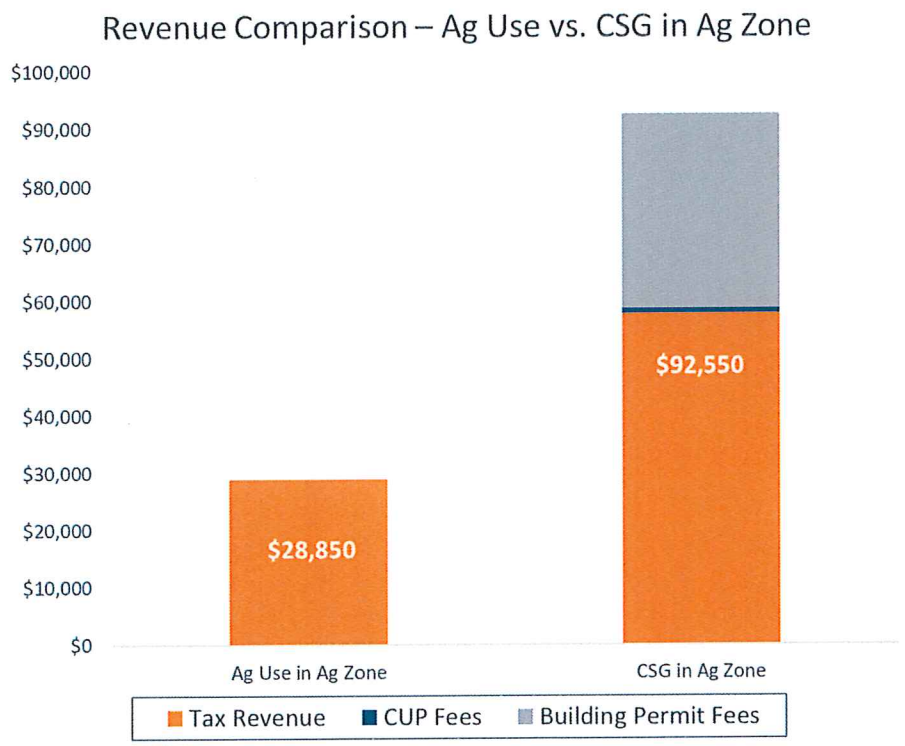
Because commercial/industrial taxes rates are double agriculture, we will assume annual taxes on this parcel would double to $2,308 after installation of a CSG. Over 25 years, that annual tax rate would result in $57,700. As a direct result of the CSG, the 25-year difference would be $28,850.

The City would gain revenue through land use permit fees and Escrow. For a Conditional Use Permit application, the City collects a $250 fee and $600 in Escrow, totaling $850.

The City would gain revenue through building permit fees. Afton's Building Permit fees are based on cost of materials and labor, and the fee is $17 per $1,000. A 1-MW CSG is approximately $2,000,000 in materials and labor. $2,000,000 * ($17/$1000) = $34,000. Therefore, a 1-MW CSG would be expected to bring the City $34,000 in revenue through Building Permit fees.

Between tax revenue, CUP fees, and building permit fees, siting a CSG in the Agricultural zone would bring $92,550 in City revenue, an increase of $63,700.

Below is a chart that compares the expected revenue from agricultural use and CSG use on the subject parcel.



US SOLAR
100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

5. REALIZING BENEFITS OF SOLAR WHILE MINIMIZING IMPACT TO RURAL CHARACTER

To quote the Vision Statement in the City of Afton Comp Plan, "the quality of groundwater and surface water is essential to maintaining Afton's character." The City's website states, "the City of Afton supports efforts to preserve and maintain a healthy, natural environment."

Pollinator-friendly community solar advances these values that are clearly dear to the City. For more details about the benefits of pollinator-friendly solar, please see *Appendix IV*. Our proposed text amendments would finally bring and all its benefits to Afton. With proper controls, Afton would gain substantial revenue through community solar without harming rural character. Please see *Appendix II* for a Landscape Rendering for this site, which shows that effective screening of CSGs is possible.

In effort to preserve that rural character, our application differs starkly from a previous applicant's attempt to permit their 5-MW array in Agriculturally-zoned land with virtually no restrictions. Please see *Appendix III* for a redline of Afton's ordinance, clarifying exactly which sections we propose to change and the language therein. Listed below are proposed amendments in our application to create a highly-restrictive ordinance that allows only the best projects to be built in the Agricultural district:

- Increase front-yard setback to 250'.
- Limit size of solar farms to 10 acres maximum.
- Implement a 1-mile buffer between other proposed or permitted solar farms
- Require a decommissioning plan and $25,000 escrow fund
- Require a landscaping plan that ensures full-perimeter screening
- Require a mix of native grass and pollinator-friendly vegetation

These restrictions limit the maximum quantity of CSGs in Afton to 3 or 4 and ensure none harm the rural character of this community.

Not discussed in our application, below are two additional provisions that the Council could add to limit the ordinance even more:

- Implement a 400' setback from any residence on a separate parcel.
- Limit height of solar equipment to 10' maximum

US SOLAR
100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

6. BROAD SUPPORT FOR CSGs IN AGRICULTURAL LAND

There is broad support across the City and state, and we have received many positive responses to our private investment in pollinator-friendly solar, including:

- A conservation non-profit in the St. Croix River Valley, the Pollinator Friendly Alliance submitted a letter. The Co-Executive Directors encourage the City to allow solar farms with pollinator-friendly habitat in Agricultural zones. They state, "85% of Minnesota food crops need insect pollination. An independent 2017 Minnesota poll shows 87% of Minnesotans are concerned about severe pollinator declines."
- A letter from the Minnesota Farmers Union's Director of Government Relations stated, "Community solar farms and gardens creates environmental benefits without decreasing property value or diminishing Minnesota's rural character."
- The Minnesota Farm Bureau also weighed in, citing their official policy, which was approved by their 78 county and regional Farm Bureaus. That policy states, "The Minnesota Farm Bureau Federation supports… the development and use of alternative energy sources such as solar farms and gardens." The Minnesota Farmers Union and the Minnesota Farm Bureau clearly find solar farms to be compatible with agricultural land.
- Travis and Chiara Bolton of Bolton Bees, a local beekeeping company that sells "Solar Honey", produced on pollinator-friendly solar arrays. They attended the Planning Commission meeting to share that they are farmers whose livelihood depends on good pollinator habitat.
- Prairie Restorations, Inc. attended the Planning Commission meeting to share that they applaud our commitment to taking pollinator-friendly habitat seriously and doing solar the right way.

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

CONCLUSION

The City's cumulative gain in tax revenue, land use permit fees, and building permit fees would be substantial. To recap both of our revenue analyses:

a. Avoid a loss in tax revenue of $913,450 from a CSG in the Industrial zone
b. Realize a gain in tax revenue of $28,850 from a CSG in the Agricultural zone
c. Realize a gain in revenue of $850 through CUP Application fees
d. Realize a gain in revenue of $34,000 through Building Permit fees

Restricting CSGs to the Industrial district harms the City's revenue base, while CSGs in the Agricultural zone bolster the City's revenue base. Regardless, there are no suitable sites under the current ordinance.

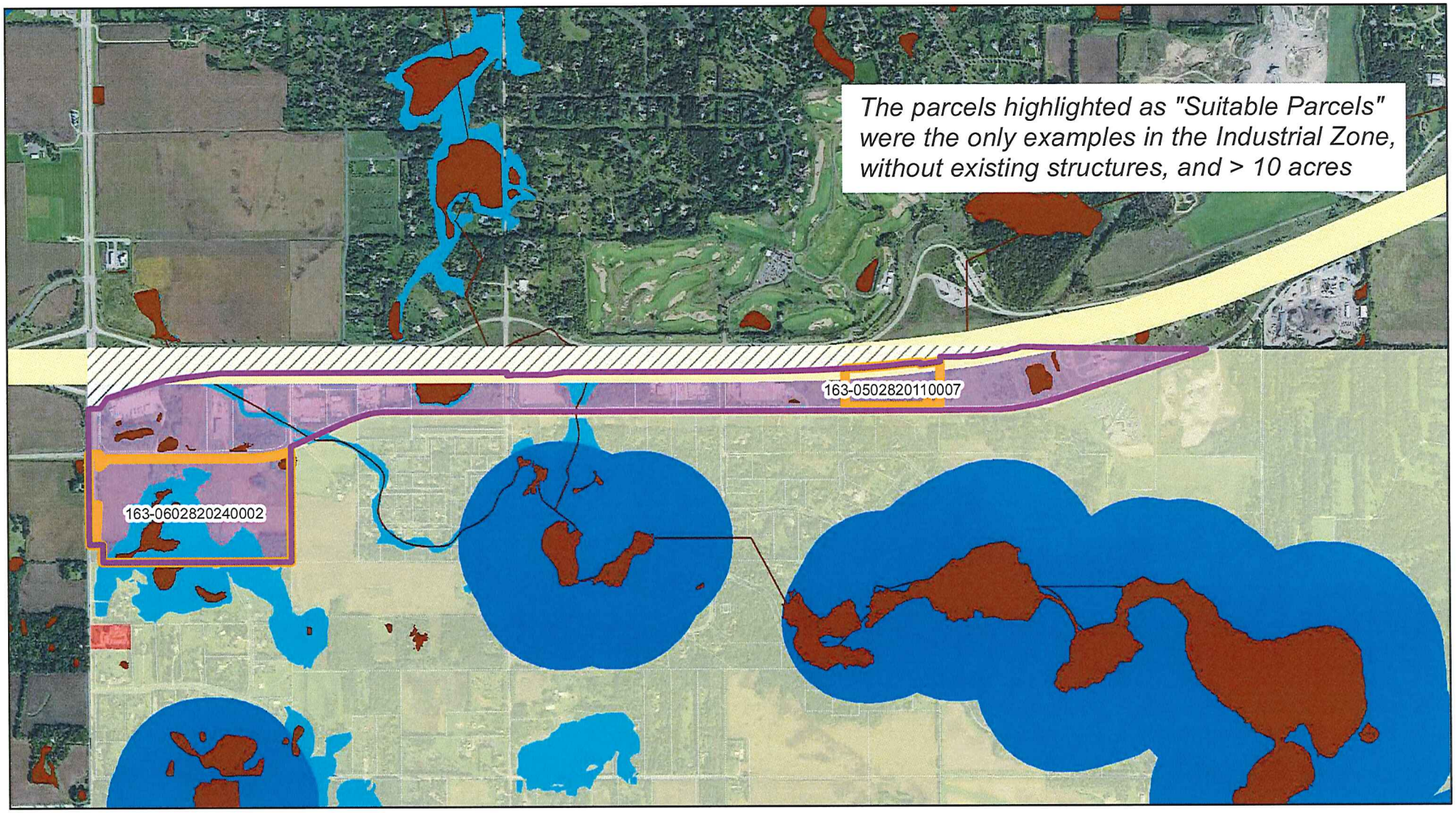
While a single CSG CUP application generates substantial tax revenue and revenue through application fees and building permit fees, Afton has not been able to realize these benefits once. This is a measurable disadvantage the City has accidentally placed itself in by enacting an ordinance with 0 suitable sites, as discussed above.

With sensible restrictions shown in *Appendix III* our text amendment application, the City can benefit from community solar, without negatively impacting its residents or its rural character. Voting to allow CSGs as a Conditional or Interim use in the Agricultural district is a vote to increase the City's revenue, support landowner rights, enhance nearby agricultural production, and strengthen the local environment and wildlife.

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

APPENDIX I – INDUSTRIAL AREA SOLAR SUITABILITY ANALYSIS

Industrial Area Solar Suitability Analysis



Industrial Zoning
Suitable Parcels
I-94 East Setback
Wetlands (Unsuitable)
Shoreland (Unsuitable)
FEMA (Unsuitable)
Parcels

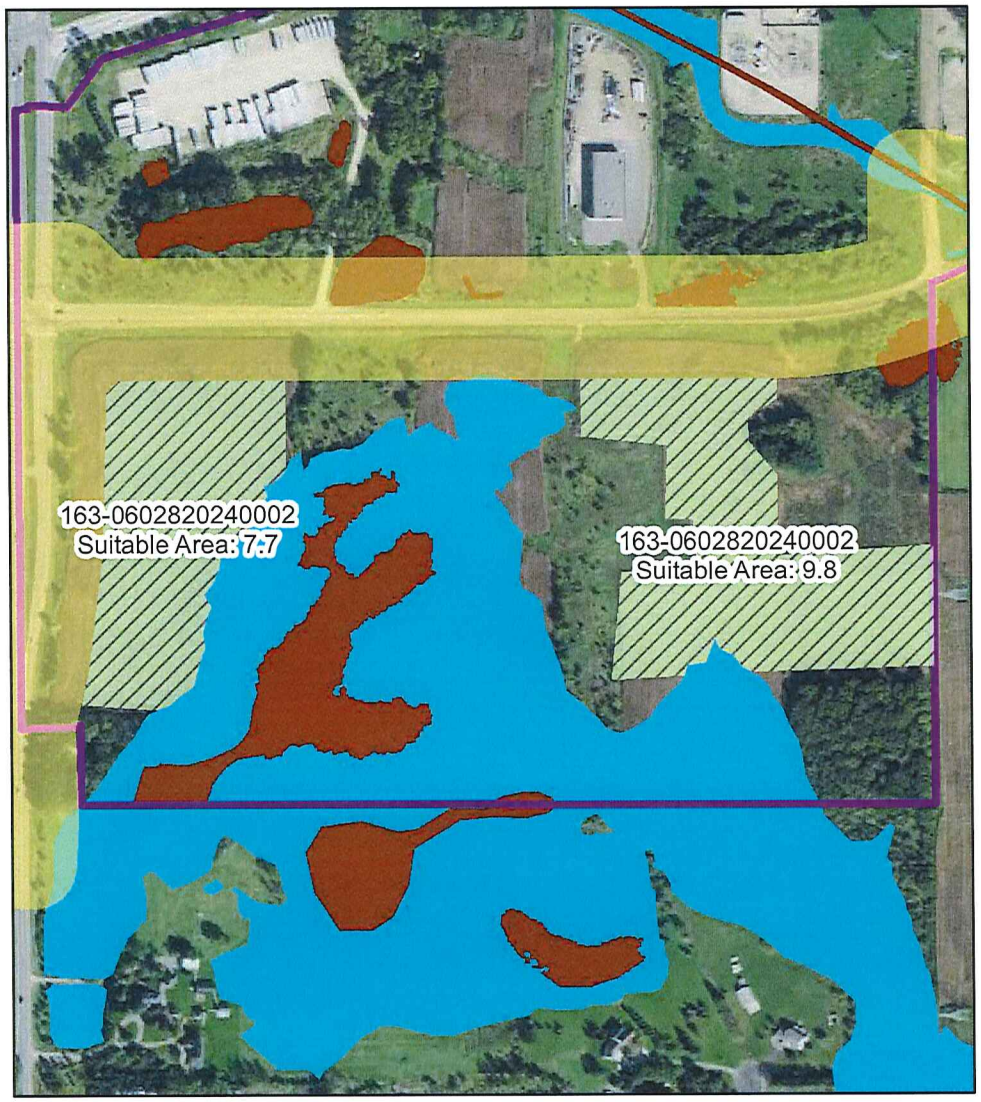
Zoning
Rural or Large-Lot Residential
Commercial
Industrial
Rights-of-Way (i.e., Roads)
Open Water

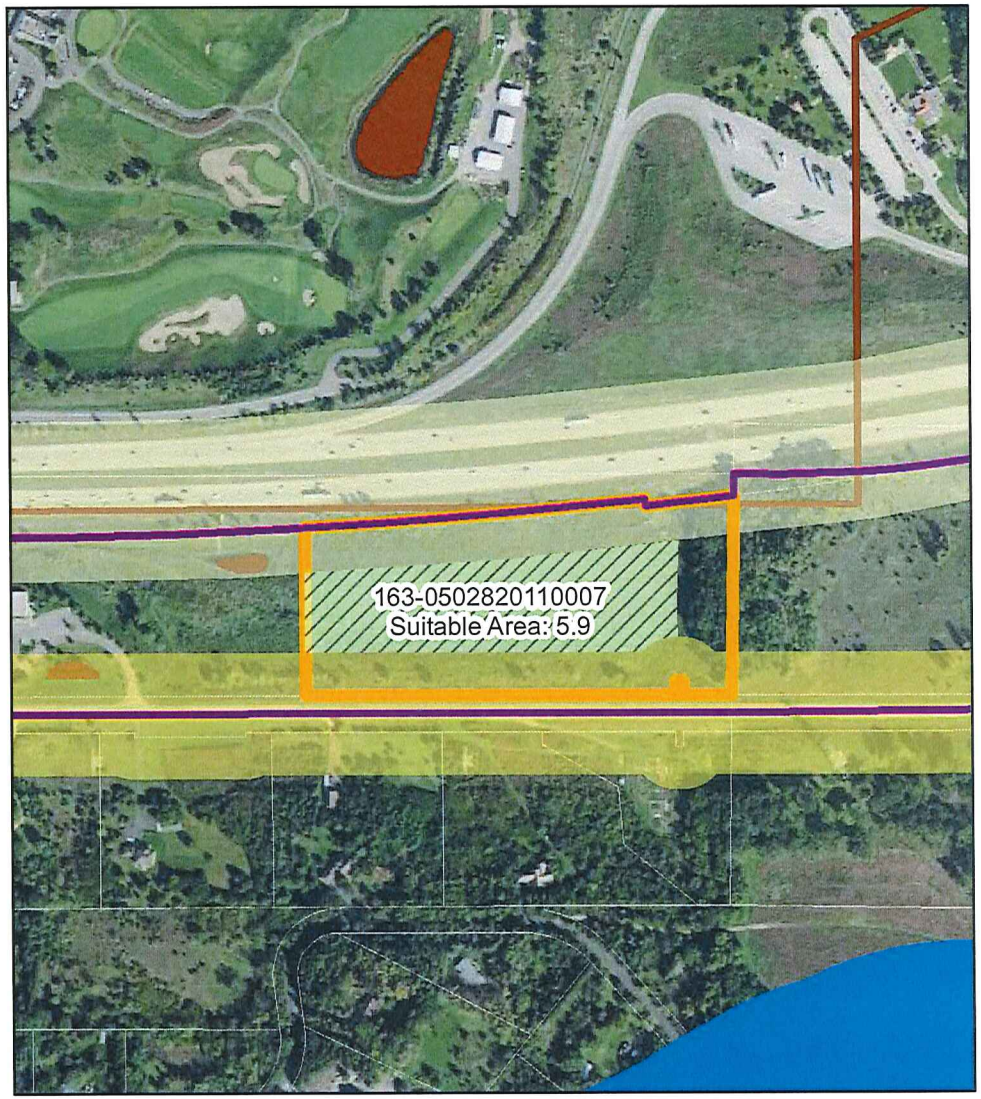
N
W E
S

0 0.5 1 Miles

1:20,000

Industrial Area Solar Suitability Analysis





- Suitable Parcel Areas
- Adjacent Local Street Setback
- Industrial Zoning
- I-94 East Setback
- Wetlands (Unsuitable)
- Shoreland (Unsuitable)
- Flood Risk (Unsuitable)

N
W E
S

0 400 800 Feet

1:6,000

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

APPENDIX II – PROFESSIONAL LANDSCAPE SCREENING RENDERING

Existing Conditions

Westwood
Multi-Disciplined Surveying & Engineering

US SOLAR

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

studio 360°

USS Rambo Solar LLC

City of Afton, Minnesota

Proposed Development Image Without Landscaping

Westwood
Multi-Disciplined Surveying & Engineering

US SOLAR

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

studio 360°

USS Rambo Solar LLC

City of Afton, Minnesota

Proposed Development Image

Westwood
Multi-Disciplined Surveying & Engineering

US SOLAR

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

studio 360°

USS Rambo Solar LLC

City of Afton, Minnesota

Existing Conditions

Westwood
Multi-Disciplined Surveying & Engineering

US SOLAR

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

studio 360

USS Rambo Solar LLC

City of Afton, Minnesota

Proposed Development Image

Westwood
Multi-Disciplined Surveying & Engineering

US SOLAR

This graphic is an artist's rendition and should be used for discussion purposes only.
Please see final plans for actual details.

June 20th, 2017

studio 360

USS Rambo Solar LLC

City of Afton, Minnesota

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

APPENDIX III – REDLINED PROPOSED AMENDMENTS TO ORDINANCE

Sec. 12-134. Uses.

	Agricultural (A)	Rural Residential (R)	VHS-Residential (VHS-R)	VHS-Commercial (VHS-C)	Light Industrial (I1-A)	Light Industrial (I1-B)	Light Industrial (I1-C)	Marine Service (MS)
. . .								
Solar, accessory to principal use	A	A	A	A	A	A	A	A
Solar farm	C	N	N	N	C	C	C	N

Sec. 12-139. Agricultural preserves (AP) overlay district.

. . .

E. *Standards for granting Conditional Use Permits*. No Conditional Use Permit shall be issued by the City Council unless following review and written findings it determines that the proposed use satisfies the following conditions and the conditions set forth in Section 12-78:

1. Non-farm and non-solar farm structures shall be sited on a separately surveyed and described parcel;

. . .

Sec. 12-230. Solar Energy Systems.

. . .

C. *Definitions*. . . .

Solar Farm - A commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST), or other conversion technology, for the primary purpose of wholesale sales of generated electricity. A solar farm is the principal land use for the parcel on which it is located.

. . .

F. *Zoning District and Lot Size requirements*.

. . .

2. *Rural Residential (RR) and Agriculture (Ag) districts:*
   a. *On lots up to 10 acres:*
      i. If not fully screened:
         (1) A maximum height of 15 feet at maximum vertical tilt and a total panel square footage of 300 square feet, at the required setback.
      ii. If fully screened:
         (1) A maximum height of 20 feet and a total panel square footage of 1,000 square feet, subject to being fully screened from public roads and neighboring properties, and subject to statutory and/or public utility power generation restrictions.
   b. *On lots 10 to 20 acres:*
      i. If not fully screened:
         (1) A maximum height of 15 feet at maximum vertical tilt and a total panel square footage of 300 square feet, at the required setback.

(2) A maximum height of 15 feet and a total panel square footage of 500 square feet if setback 200 feet from all property lines, subject to statutory and/or public utility power generation restrictions.

ii. If fully screened:

(1) A maximum height of 20 feet and a total panel square footage of 1,000 square feet, subject to statutory and/or public utility power generation restrictions, at the required setback.

c. *On lots 20 acres or greater:*

i. If not fully screened:

(1) A maximum height of 20 feet at maximum vertical tilt and a total panel square footage of 300 square feet, at the required setback.

(2) A maximum height of 20 feet and a total panel square footage of 500 square feet if setback 200 feet from all property lines, subject to statutory and/or public utility power generation restrictions.

(3) A maximum height of 20 feet and a total panel square footage 750 square feet if setback 250 feet from all property lines, subject to statutory and/or public utility power generation restrictions.

ii. If fully screened:

(1) A maximum height of 20 feet and a total panel square footage of 2,000 square feet if fully screened, subject to statutory and/or public utility power generation restrictions, at the required setback.

(2) For solar farms, a maximum height of 20 feet and a total fenced-in area of 10 acres if fully screened and setback 1.0 mile from all permitted solar farms, 250 feet from the road centerline, and 50 feet from other property lines, subject to statutory and/or public utility power generation restrictions.

3. *Industrial districts:*

a. Rooftop community systems are permitted only in the Industrial districts.

b. Ground-mount community solar energy systems are allowed ~~only~~ in the Industrial districts ~~and are allowed~~ as conditional uses.

c. Solar farms are ~~only~~ allowed in the Industrial districts.

G. *Standards for specific solar uses*.

1. *Community solar energy systems*. Roof or ground-mount solar energy systems, may be either accessory or primary use, designed to supply energy for off-site uses on the distribution grid, consistent with Minn. Statutes 216B.1641 or successor statute.

a. Rooftop community systems are permitted only in the Industrial districts.

b. Ground-mount community solar energy systems are allowed only in the Industrial and Agricultural districts and are allowed as conditional uses.

c. An interconnection agreement must be completed with the electric utility in whose service territory the system is located.

d. All structures must comply with setback, height, and coverage limitations for the district in which the system is located.

e. Ground-mount systems must comply with all required standards for structures in the district in which the system is located.

2. *Solar farms*.

a. Solar farms are only allowed in the Industrial and Agricultural districts.
a. Solar farms require a Conditional Use Permit.
b. Solar farms are subject to the City's stormwater management and erosion and sediment control provisions and National Pollutant Discharge Elimination System (NPDES) permit requirements.
c. Foundations. A qualified engineer shall certify that the foundation and design of the solar panels racking and support is within accepted professional standards, given local soil and climate conditions.
d. Power and communication lines. Power and communication lines running between banks of solar panels and to nearby electric substations or interconnections with buildings shall be buried underground. Exemptions may be granted by the City in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines, or distance makes undergrounding infeasible, at the discretion of the Zoning Administrator.
e. Site Plan Required. A detailed site plan for both existing and proposed conditions must be submitted, showing location of all solar arrays, other structures, property lines, rights-of-way, service roads, floodplains, wetlands and other protected natural resources, topography, electric equipment, and all other characteristics requested by the City. The site plan should also show all zoning districts, and overlay districts.
f. Aviation Protection. For solar farms located within 500 feet of an airport or within the A or B safety zones of an airport, the applicant must complete and provide the results of the Solar Glare Hazard Analysis Tool (SGHAT) for the Airport Traffic Control Tower cab and final approach paths, consistent with the Interim Policy, FAA Review of Solar Energy Projects on Federally Obligated Airports, or most recent version adopted by the FAA.
g. Agricultural Protection. Solar farms must comply with site assessment or soil identification standards that are intended to protect agricultural soils and be planted with a mix of native grasses and pollinator-friendly vegetation under the solar farm.
h. Proper Maintenance. All solar installations shall be maintained according to industry standards and shall be in working order for the duration of its useful life.

H. Discontinuation and Decommissioning.

1. A decommissioning plan shall be required to ensure that facilities are properly removed if they are known to be dysfunctional or are discontinued after their useful life.
2. Decommissioning of solar panels must occur in the event they are not in use for six (6) consecutive months.
3. The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and a plan ensuring financial resources will be available to fully decommission the site. For solar farms, the plan shall require said removal and restoration within 12 months of the end of the solar farm's operational life and shall include a $25,000 surety bond or escrow fund.
4. Disposal of structures and/or foundations shall meet the provisions of the City's Solid Waste Ordinance.
5. The City may require the posting of a bond, letter of credit or the establishment of an escrow account to ensure proper decommissioning.

100 N 6th Street, Suite 218C
Minneapolis, MN 55403
612.294.6978
www.us-solar.com

APPENDIX IV – POLLINATOR-FRIENDLY SOLAR

Private Investment in Minnesota's Agricultural Success through Community Solar

AGRICULTURE-FRIENDLY

Minnesota is renowned nationally for its agriculture and livestock. Additionally, Minnesota is leading the nation in the community solar movement. Now, communities are seeking ways that these sites can benefit the state's enduring commitment to strong agriculture and a healthy environment. Luckily, community solar provides the benefits of renewable energy **and** enhances farming communities.

US SOLAR AGRICULTURAL COMMITMENT

As part of US Solar's commitment to the agricultural community and the environment, our projects focus on the following:

- Pollinator-friendly native habitats to increase pollinator presence near agricultural operations
- Habitat assessment certification through the Minnesota Board of Water & Soil Resources
- No noise, odor, or intrusive lighting
- Best practices for installation, grounding, and testing to maximize electrical reliability and safety
- Minimal site traffic after a short construction phase

AGRICULTURAL BENEFITS

Each community solar project built by US Solar will have a wide-range of community benefits, including:

- Improved air quality, water filtration rates, and soil nutrient levels
- Increased crop yields due to pollinator-friendly habitat
- Improved drainage and water retention due to deeper rooted native grasses

WHO IS US SOLAR?

US Solar is a small business headquartered in Minnesota. We develop, own, and operate community solar gardens.

US SOLAR

100 N. 6th Street, Suite 218C
Minneapolis, MN 55403

David Watts
612.294.6978

Private Investment in Minnesota's Conservation Legacy through Community Solar

CONSERVATION-FRIENDLY

Minnesota has long been a champion of conservation initiatives, from the wildlife protections for the wolf, moose, and bald eagle, to supporting preserving habitat for all species statewide. Luckily, community solar provides the benefits of renewable energy **and** conservation. U.S. Solar's civil work and high-performance vegetation design ensures conservation of habitat for important species and stewardship of water and soil resources.

CONSERVATION BENEFITS OF COMMUNITY SOLAR

As part of US Solar's commitment to conservation efforts, our projects focus on the following:

- Wildflowers and native grasses to support monarchs and pollinators as well as song- and gamebirds
- Habitat assessment certification through the Minnesota Board of Water & Soil Resources
- Monarch waystation certification
- Smart landscape screening to provide animal habitat, seclusion, and a visual buffer
- No noise, odor, or intrusive lighting
- Fencing style and design to support contiguous pheasant habitat at the ground level

COMMUNITY BENEFITS

Each community solar project built by US Solar will have a wide-range of community benefits, including:

- Privately-funded monarch and bee habitat, including more than 1.5 million native plants
- Support for pheasant populations, which can be a boon for bird watchers and hunters alike
- 23% reduction in stormwater runoff for the 2-yr storm and 8% for the 100-yr storm
- 25-year cost savings for subscribers – school districts, cities, universities, businesses, and residents
- Improved air quality and soil nutrient levels

WHO IS US SOLAR WORKING WITH?

US Solar is working with several local organizations committed to conserving the local environment, including Prairie Restoration Inc, Fresh Energy, Bolton Bees, and more.

US SOLAR

100 N. 6th Street, Suite 218C
Minneapolis, MN 55403

David Watts
612.294.6978

RECEIVED
DEC 0 4 2017
CITY OF AFTON

POLLINATOR FRIENDLY ALLIANCE
PO BOX 934
STILLWATER, MN 55082
www.pollinatorfriendly.org

To: City of Afton Planning Commission: 3033 St. Croix Trail, Afton, MN 55001
Lucia Wroblewski
Barbar Ronningen
Judy Seeberger

Cc: City of Afton Mayor, Richard Bend
City Administrator, Ron Moorse

December 1, 2018

RE: Change Ordinance to allow future development of community solar gardens in agricultural zones. **for Monday, December 4, 2017 Meeting.**

The *Pollinator Friendly Alliance* is a conservation non-profit in the St. Croix River Valley. Our energetic volunteer base and expert partners work statewide to protect pollinators. We recognize and applaud efforts of the City of Afton to preserve and maintain a healthy environment for pollinators and community.

As part of the City's commitment to a healthy environment, we encourage you to change Afton's existing ordinance to allow for the future development of community solar gardens WITH pollinator friendly habitat in agricultural zones. An increase to pollinator friendly habitat is also great for the environment. People prefer to live in areas that protect wildlife, clean water and environment. Clean environments and pollinator habitat corridors are desirable and help to raise property values and the quality of life in general for citizens.

Pollinators are crucial to our world's survival and they are in big trouble. 85% of Minnesota food crops need insect pollination. An independent 2017 Minnesota poll shows 87% of Minnesotans are concerned about severe pollinator declines.

Please support the ordinance change to expand solar gardens WITH pollinator friendly habitat in agricultural zones.

Laurie Schneider Marcie Forsberg

Sincerely,
Marcie Forsberg, Co-Executive Director, Pollinator Friendly Alliance
Laurie Schneider, Co-Executive Director, Pollinator Friendly Alliance

BEST PRACTICES FOR POLLINATORS in the Real World

Thursday, February 8, 2018: 8:00 am – 12:30 pm

hosted by *Three Rivers Park District* at

Silverwood Park, 2500 County Road E, St. Anthony

for: State, County and Local Land Managers, Educators, Conservationists and Policymakers.

2017 Summit was standing room only. An independent poll shows 87% of Minnesota citizens are concerned about pollinator decline, and justifiably so. Bees and pollinators are struggling, putting natural ecosystems and agricultural systems at risk. Government needs to act now with new **local, county and state land management** practices and policies. The ***Best Practices for Pollinators Summit*** provides resources, background and **innovation.** This comprehensive summit is packed full of useful and practical knowledge.

REGISTER EARLY – fills up quick

Who should attend: Legislators, state and local policymakers, public works and parks managers, environmental & parks commissions, roadside managers, parks & trails managers, county commissioners, city council, city and county planners, land managers, conservation educators.

TOPICS INCLUDE

Pollinator Conservation & Ecology
Managing Landscape for Protection of Endangered Species
Pesticide Drift Effects on Butterflies
Pesticides: Herbicides, Fungicides, Insecticides
Herbicide-Free Weed Control for Habitat Establishment
Round Table Discussions: Pollinator Communities, Funding, Urban Habitat, Motivating Staff
Importance of Good Policy
Mapping for Protected Pollinator Habitat
Rethinking Roadsides
Innovative Park Management Practices for Pollinator Conservation & Plant Diversity

Presenters include: Xerces Society | Pollinator Friendly Alliance | University of Minnesota | Three Rivers Park District | Minnesota Zoo | Dept. of Agriculture | Dept. of Transportation | Washington County Conservation District | Washington County Public Works & Parks | Rep. Rick Hansen | Board of Water & Soil Resources | Dakota County Parks | The Wildflower Project .....and more.

This summit fills up, so register early. Breakfast refreshments and certificate of completion included.
Email: laurie@pollinatorfriendly.org with questions.

Sponsors: Pollinator Friendly Alliance, Three Rivers Park District, Washington County Pollinator Consortium, Jon Kvasnik ChFC Environmental & Social Responsible Investing, Minnesota Native Landscapes.
Contact laurie@pollinatorfriendly.org to be a sponsor, volunteer, with questions.

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 8, 2018

Re: Consideration of an interpretation question regarding whether a Preservation and Land Conservation Development (PLCD), as outlined in Article XII of the City's Zoning Code, is a Planned Unit Development (PUD).

Background

The Shoreland Management Article of the City's Zoning Code (in Sec. 12-363) indicates that a Planned Unit Development (PUD) is not allowed in the Shoreland Overlay District. This has raised the question of whether the City's Preservation and Land Conservation Development (PLCD) ordinance (and the Proposed Afton Creek Preserve PLCD subdivision) is a Planned Unit Development (PUD). The question involves an interpretation as to whether a Preservation and Land Conservation Development, as outlined in Article XII of the Zoning Code is or is not a PUD. The interpretation could have an impact on the Afton Creek Preserve PLCD proposal.

Use Interpretation Process

Sec. 12-364 of the Zoning Code, which addresses questions regarding use, as well as questions regarding the upgrading of inconsistent land use districts, requires that "When an interpretation question arises about whether a specific land use fits within a given "use" category, the interpretation shall be made by the City Council after a public hearing and a recommendation by the Planning Commission." Based on this requirement, the Council referred the question regarding an interpretation of whether a PLCD is or is not a PUD to the Planning Commission for a public hearing and a recommendation.

Correspondence from the City Attorney and the City's Planning Consultant

Both the City Attorney and the City's Planning Consultant have provided written correspondence regarding the PLCD/PUD question. This correspondence is attached. The City Attorney's opinion is part of a letter dated November 30, 2017 that addresses a number of items related to the Afton Creek Preserve PLCD application. The Attorney's opinion regarding the PLCD/PUD is item number 9 on pages 6 to 8 of his letter. The Planning Consultant's letter is dated December 18, 2017.

The Council met with the City Attorney and the City's Planning Consultant at a work session on January 30 at which each provided their perspectives on the PLCD/PUD interpretation question, and the Council had the opportunity to ask questions of each of them to better understand their perspectives. The City Attorney has indicated that there are a number of similarities between the PLCD and a PUD, but there are also differences that create sufficient ambiguity such that both an interpretation that a PLCD is a PUD and that a PLCD is not a PUD could be defended.

The Planning Consultant has indicated that while the PLCD ordinance provides limited and specific flexibility in relation to development regulations, and requires variances for broader flexibility (requiring the demonstration of practical difficulty) a PUD provides broad flexibility in relation to development regulations and the flexibility is gained through a negotiated design process, not through a variance process. Therefore, the PLCD as outlined in Article XII of the Zoning Code is not a PUD.

Chronology of Afton Ordinances

In 2007, a number of moratoria were put in place regarding land use to prohibit new developments under the then-current ordinances until the current ordinances could be repealed and/or replaced by new ordinances. Ordinance 1-2007 established a moratorium on land use applications for Open Space Development and the issuance of permits for Conditional Use-Planned Unit Developments in the Agricultural and Rural Residential Districts. Ordinance 2-2007 established a moratorium on land use applications and the issuance of permits in the VHS-C District. In 2008, a number of the then-current ordinances were repealed and/or replaced by new ordinances. Three of those new ordinances that relate to the PLCD/PUD interpretation question are attached in chronological order.

1. Ordinance 01-2008 which put in place the Planned Agricultural Unit Development (PAUD) ordinance.
2. Ordinance 02-2008 which, among other amendments, eliminated the Planned Unit Development as an allowed use in the VHS-C zoning district (see pages 4 -10 of the ordinance)
3. Ordinance amendment 06-2008 amending the PAUD Ordinance to create the PLCD Ordinance

Correspondence from Citizens Concerned for Afton

The group Citizens Concerned for Afton and their attorney have provided several letters regarding the PLCD/PUD issue. Those letters are attached.

Planning Commission Recommendation

The Planning Commission, on a vote of 6-1-0, voted to recommend to the City Council that the PLCD be considered as Afton's idea of a PUD, based on the following findings:

Findings

1. Section 12-363 protects trout streams and prohibits PUDs
2. Planned Agricultural Unit Development (PAUD) was the original verbiage
3. Afton does not allow mixed use development so that PUD criterion does not apply
4. The Comprehensive Plan emphasizes protection of water quality and waterways
5. The intent was more restrictions rather than fewer
6. Any development will affect the trout stream temperature and quality
7. The PUD and PLCD are the same in Afton based on the nature of the original discussion of the PAUD. The original and current intent was that these terms were interchangeable and one in the same in the context of these ordinances.

COUNCIL ACTION REQUESTED:

Motion regarding an interpretation as to whether a Preservation and Land Conservation Development, as outlined in Article XII of the Zoning Code, is or is not a PUD.

Frederic W. Knaak*
fknaak@klaw.us

Wayne B. Holstad**
wholstad@klaw.us

Craig J. Beuning
cbeuning@klaw.us

*Also Licensed in Wisconsin & Colorado

*Qualified Neutral under Rule 114

**Also Licensed in Iowa, Federal Court of Claims, & US Court of Appeals Washington, D.C.

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

Of Counsel
Thomas M. Dailey, P.A.
(1943-2015)
Joseph B. Marshall

Paralegal
Michelle E. Hagland
mhagland@klaw.us

Legal Assistant
legalassistant@klaw.us

November 30, 2017

Mr. Ron Moorse
Afton City Administrator
3033 St. Croix Trail South
Afton, MN 55001

RE: Legal Opinion re Afton Creek Preserve Subdivision

Dear Mr. Moorse:

In your correspondence of November 13, 2017, you raised a number of questions that have come up regarding a proposal from a developer to utilize the City's Preservation and Land Conservation Development section of the Afton City Code as the basis of a new residential development. You have requested a formal opinion regarding the following:

1. The city's subdivision ordinance, in Sec. 12-1379 B., indicates "No variance may be granted which would allow more than nine lots to be created on a cul-de-sac street." Can the City Council approve a variance to allow more than nine lots on a cul-de-sac?

> *Sec. 12-1379 B.*
> *B. A cul-de-sac street shall not exceed 1,320 feet in length and shall serve no more than nine lots. Every lot platted on a cul-de-sac street shall have frontage and access on the cul-de-sac street and shall be included in the nine lot limit. A variance may be granted on the length limitation only when it is clearly demonstrated that the length greater than 1,320 feet is necessary for reasons of unfavorable land topography.* ***No variance shall be granted which would allow more than nine lots to be created on a cul-de-sac street.***

<u>Opinion</u>: While it is not a little ironic that one of the provisions that would require a variance would be the prohibition against allowing variances, Minnesota law makes it clear that the City could, if it chose to, grant a variance to the requirements

of its subdivision ordinance.

Minn. Stat. Section 462.358, subd. 6, says:

> "Subdivision regulations may provide for a procedure for varying the regulations as they apply to specific properties where an unusual hardship on the land exists, but variances may be granted only upon the specific grounds set forth in the regulations."

Minnesota statutory law is controlling over the provisions of any local ordinance that conflicts with it in any way. Mangold Midwest Co. v. Village of Richfield, 274 Minn. 347, 143 N.W. 2d 813 (Minn. 1966); City of Birchwood Village v. Simes, 576 N.W. 2d 458 (Minn.App. 1998). In this instance, this would mean the prohibition against variances. Afton's Code does address the question of variances to its subdivision standards in Afton Code §12-1266, which would be the "regulations" referenced in the state statute. That ordinance provision provides:

> Variances. 345 A. The City Council may grant a variance in any particular case where the subdivider can show that by reason of the unfavorable topography or other physical conditions the strict compliance to these regulations could cause practical difficulties. "Practical difficulties" as used in connection with the granting of a variance includes a three-factor test, all three of which must be met in order for a variance to be granted.
>
> 1. Reasonableness: The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
>
> 2. Uniqueness: The plight of the landowners is due to circumstances unique to the property not created by the landowner.
>
> 3. Essential Character: The variance, if granted, will not alter the essential character of the locality.

Any variance that is granted must go through this process and be based on these criteria. In this instance, this has raised a couple of additional issues.

An argument can be made, for example, that the "practical difficulties" required for the finding of a variance for this development were created by the developer and are not inherent to the land proposed for development.

This is a valid concern. At first blush, it would certainly appear that any hardship exists only because the applicant is asking for higher densities (or longer and more cul-de-sacs) than would otherwise be permitted and it is not something essential to development of

any kind on the site, nor is it a pre-existing condition of the property. If the Council were to choose to do so, case law does exist that would serve as authority for turning down a development based on "self-imposed hardship" essentially caused by the developer (*See*: VanLandschoot v. City of Mendota Heights, 336 N.W.2d 503 (Minn. 1983)

But it would seem to beg the question of the purpose of the PLCD provision if an applicant created their own hardship by simply applying for a subdivision using that provision. An applicant can make an argument, which the Council *could* accept, that the large portion of the development dedicated to open space around the environmentally sensitive trout stream (in furtherance of city policy) limits the remaining land volume available for development in the parcel and creates the practical necessity for the variance requested, both as to density and the road configuration.

This interpretation is not compelled by the PLCD provision and such a determination would be in the discretion of the Council. Yet, it would appear an approval of such a request could meet the stated purpose of greater "flexibility" in the Preservation and Land Conservation Development, which is intended to:

> "encourage a more creative and efficient development of land and its improvements.... than is possible under the more restrictive application of zoning requirements, while at the same time meeting the standard and purposes of the comprehensive plan and preserving the health, safety and welfare of the citizens of the City." Afton City Code§12-2373

A lawyer representing landowners in the City that are opposed to the development suggested in a letter to the planning commission that the greater flexibility provided for in the above language only applies to variances granted "under the more restrictive application of ***zoning*** requirements" and not to variances under the City's subdivision regulations. The idea in this argument is that while the allowed flexibility could be applied to such things as setbacks, it could not be applied to such things as cul-de-sac limitations.

While it is true that the code language expressly points to the issue of restrictive zoning requirements, there is nothing in that language that limits the encouragement of "more creative and efficient development of land and its improvements" solely to zoning matters. Judicial authority in Minnesota has made it clear that a city council has the same broad authority and discretion in granting or denying variances under the subdivision statute as it exercises under the zoning statute. (See: VanLandschoot, *supra*).
The bottom line is that the City Council has the authority to allow variances to its subdivision procedures if it can find the existence of practical difficulties caused by the application of its own ordinances on a particular development.

2. *Can a road serving a subdivision be constructed to provide access to the subdivision from an existing minor street? Specifically, can a loop road be constructed to Odell to serve the proposed Afton Creek Preserve PLCD subdivision?*

Opinion. As a rule, there is nothing that would prohibit the access to a development by way of a pre-existing roadway proximate to the development. In this case, the issue of the use of Odell would center on an analysis of what hazards any increase in use caused by the development might have to the health, safety and welfare of the adjoining property owners and the City as a whole. Description of Odell as a "minor street" implies limitations on its capacity to handle added traffic volumes, possibly creating hazards. This requires a traffic analysis by the City engineer. If it can be demonstrated that the use of Odell creates a hazard to the public based upon these studies, it would not be appropriate to access the development by that route. Conversely, if such a traffic analysis determined there would be no meaningful decrease in public safety, Odell presumably could be used for that purpose.

3. *Is there any local ordinance or State Statute that would prohibit the construction of a road through the 5-acre parcel fronting on Odell to serve the Afton Creek Preserve PLCD, particularly if a 60-foot-wide right-of-way is dedicated for the road and the remainder is dedicated as parkland?*

Opinion. The use of an existing residential lot to provide access to adjoining property via a road easement is unusual, to say the least. Since roads are clearly allowed in residential areas, and in the RR zone (where it is located) in particular, the actual use would not be prohibited and, while the lot used would remain platted in the original development, there does not appear to be any authority that would prohibit the creation of an easement for this purpose. One issue that might be presented is whether, by creating, in effect, at least one corner lot in the adjoining lot or lots, the creation of a new road would restrict the use of those lots in any way because of road setbacks or similar restrictions. This could have the potential of creating a taking from those parcels of existing rights of use that might be compensable.

4. *If the right-of-way for a loop road is put through the 5-acre parcel fronting on Odell, does this parcel need to be a part of the subdivision and a part of the PLCD? If so, does this parcel need to be rezoned, and is it being "joined" to the PLCD? Bob Kirmis has advised that, from a planning standpoint, the parcel needs to be part of the subdivision because access to the subdivision is proposed to run through it. But it is not part of the PLCD and does not need to be joined to the PLCD or rezoned from RR to Ag. The lot does not need to be part of the PLCD because it is not going to be used as a buildable lot in the PLCD, it is only going to be used as a road right-of-way and a park, and it will have no effect on the number of lots or the density of the PLCD. Both the road right-of-way and park uses are allowed in the Rural Residential zone.*

Opinion. Your preliminary assessment of this issue is correct. Access by an adjoining roadway does not require the adjoining roadway to become part of the development ***if it is a pre-existing roadway.*** Mr. Kirmis would be correct if the existence of the access is to be created contemporaneously with the plat itself. The critical point is that the easement must be in place before final plat approval. If this is the case, there would be no reason to include it.

5. *The PLCD ordinance includes the following language:*

   Sec. 12-2377. Coordination with subdivision regulations.

   C. Parcels which contain their maximum permitted density or have been previously subdivided to their permitted density may not be joined to a PLCD.

   Does this language prohibit the 5-acre parcel in the southeast corner of the PLCD from being included in the PLCD?

Opinion. Yes. While inclusion of the parcel would not affect the number of allowed lots or the permitted density of the proposed development, the language of the code clearly does not authorize the inclusion of a previously subdivided parcel if that was part of a subdivision at its permitted density. Its inclusion in the plat would require a variance.

6. *Is there any local ordinance or State Statute that prohibits a road from being located adjacent to an adjacent property, particularly if it would place an additional setback requirement on the adjacent property beyond the current setbacks on the property?*

Opinion. No. But, as noted above, it may create a situation where the City may be creating compensable damages for any reduction in property values as a result of adding new setback requirements to adjoining lots.

7. *Can the City approve a subdivision that has one or more irregularly-shaped lots? If so, does this approval require a variance?*

   (Sec. 12-1387. Lot requirements.

   A. Side lot lines shall be substantially at right angles to straight street lines or radial to curved street lines or radial to lake or stream shores unless topographic conditions necessitate a different arrangement.

   I. All remnants of lots below minimum size remaining after subdividing of a larger tract must be added to adjacent lots.)

Opinion. The answer to both questions, referencing the provision of the code you have provided with the question, is "yes."

8. *Can the City approve a subdivision that requires variances?*

Opinion. For the reasons noted earlier, "yes."

In addition to these questions, in subsequent correspondence, you have raised an additional, significant concern:

9. *You forwarded to me correspondence from an attorney representing landowners near the development who has raised the specific question of whether this development runs afoul of the ordinance language of Afton Code § 12-363 which indicates a PUD is not allowed in a Shoreland Overlay District.*

Opinion. It is correct that a PUD (Planned Unit Development) is not allowed in the Shoreland Overlay District. A substantial amount of the land in the proposed development in this instance does, in fact, appear to be located within the Shoreland Overlay District.

The issue of whether a PUD can be allowed in a Shoreland Overlay District is covered under the Minnesota Rules governing the implementation of Shoreland Overlay restrictions. That Rule, MN Rule §6120.3200, subd. 3, provides:

> PLANNED UNIT DEVELOPMENT. Scope of Planned Unit Development Provisions. Local Governments must consider incorporating, with approval of the commissioner, provisions into Shoreland management controls to allow planned unit developments.

The requirement of the state rule that cities consider incorporating PUD provisions in their Shoreland Overlay Ordinances would appear to directly contradict the strict prohibition of the City Code against such developments in the Shoreland Overlay District in Afton. The State Rule does not require the allowance of a PUD by the City, however, only that the consider incorporating such provisions.

Neither the Code, state statute, the rules or judicial opinions offer any direct guidance on whether the provisions of the Code related to PLCD developments are "PUDs" under the City Code. The term remains largely undefined in Minnesota law, although you correctly note, in Minnesota, it is usually described in terms of higher density developments in more urban environments.

The term "PUD" is widely used, however, in real estate and development.

> "The Planned Unit Development (PUD) is a recent and innovative approach to land use development. Its parentage is a union of cluster zoning and

> subdivision platting. The definition of a PUD which is most frequently encounter is:
>
> 'Planned unit development' means an area of land, controlled by a landowner, to be developed as a single entity for a number of dwelling units.....the plan for which does not correspond in lot size, bulk or type of dwelling.....density, lot coverage and required open space to the regulations established in any one or more (zoning) districts created, from time to time, under the provisions of a municipal zoning ordinance enacted pursuant to the conventional zoning enabling act of the state." *Jurgensmeyer & Roberts*, ***Land Use Planning and Development Regulation Law***, 2nd Ed., Thompson-West, §7.17, p.431, fn.2, citing U.S. Advisory Commission on Intergovermental Relations.

The key elements in PUDs, as noted above, are the control of the entire area to be developed by a single owner in a single development utilizing a plan that would not be allowed under "standard" zoning requirements. This would seem to fit, in a general way, what is occurring in the current proposal. In a seminal case, the goals of planned unit developments were expressly listed by the Supreme Court of Oregon as, in part, "to achieve flexibility; ...to encourage developers to use a more creative approach in their development of land; to encourage a more efficient and more desirable use of open land...." Frankland v. City of Lake Oswego, 267 Or. 452, 577 P.2d 1042, 1047 (1973). This language almost directly parallels the stated purpose of the Afton PLCD Code provisions.

While the provisions of the Afton PLCD focusing on preservation of natural resources and undeveloped land appear quite unique in this region, these techniques are not new and appear to be gaining currency elsewhere.

> "Cluster development and planned unit development are sometimes viewed as the same thing. It is more accurate to define cluster development as a device for grouping dwellings to increase dwelling densities on some portions of the development area in order to have other portions free of buildings. Many planned unit developments use cluster development as a technique but the planned unit development concept typically encompasses more. However,***..the increasing popularity of conservation subdivisions, often called cluster subdivisions, and new urbanism inspired planned cluster developments, has blurred the lines between the two approaches and the two concepts increasingly overlap.***" *Jurgensmeyer & Roberts*, supra, at p. 433. (Emphasis added)

While the above authority is not definitive, it nevertheless is strongly suggestive that the various elements present in the PLCD provisions of the City Code are indicative of a

"PUD" within the meaning of the term as it is understood in the real estate development field. If so, this would prevent this development from occurring as a PLCD in that area.

In the end, however, this, too, is a matter within the City Council's powers to interpret the meaning and reach of the particular provisions of Shoreland Overlay District to various uses and underlying Code restrictions. As noted in Afton Code §12-364, "When an interpretation question arises about whether a specific land use fits within a given "use" category (under the Shoreland Overly District), the interpretation shall be made by the City Council after a public hearing and a recommendation of the Planning Commission." It would appear that both the issue of the applicability of the Shoreland Overly District restrictions to developments under the category of PLCD, as well as the State mandate to expand the use of PUDs in such districts, would both be matters for the Council to decide.

Please let me know if we can provide further clarification of these matters or if additional items need be reviewed prior to the Planning Commission and City Council actions on the proposed development.

Sincerely,

Frederic W. Knaak
Afton City Attorney

NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

MEMORANDUM

TO: Ron Moorse

FROM: Stephen Grittman

DATE: December 18, 2017

RE: Afton – Afton Creek PLCD – PLCD v. PUD

FILE NO:

Background

You have asked for clarification as to our contention that the PLCD District in Afton differs in substantive ways from PUD zoning. As part of this, members of the neighborhood surrounding the proposed Afton Creek project have, along with their attorney, contended that there is no substantive difference, and that by virtue of the City's prohibition of PUD in Shoreland areas, that the Afton Creek project cannot proceed as a PLCD.

In previous correspondence, I have contended that the City's PLCD district is not a PUD, for the following reasons (in summary):

- A PUD is characterized by a zoning process which promotes flexible design, with development standards that are negotiated as part of the PUD review and approval process, rather than set, uniform standards that apply to development within a specific zoning district.

  This is contrasted with the PLCD, in that the PLCD incorporates specific development standards that are applicable to any development within the district. This is a characteristic of a zoning district, and not a PUD.

- A PUD incorporates this flexible design process as a part of the general review, with a series of approvals necessary to gain development permitting. There is no statutory or local ordinance process other than the PUD approval for a project to depart from a commonly applied standard. The City's consideration of PUD is whether it is consistent with the City's Comprehensive Plan goals.

In a PLCD, departures from the regulations in the district require consideration of variances, which require specific findings as laid out in Minnesota Statutes, including "practical difficulties" and that the use is, despite the need for variance, a "reasonable use". This threshold is not required in PUD..

- I believe that the interpretation we provided as to what constitutes a PUD process is a common one, and provided a brief handful of examples that demonstrate this usage. I could supply many more, if necessary.

Neighborhood Comments

In subsequent correspondence, the neighbors and their attorney have raised new objections, and contend that our previous arguments are blunted by their additional information. In the material below, we support our position – and address the neighborhood's arguments.

1. The neighbors suggest that the definition of PUD in the Minnesota Rules includes the PLCD approach. However, the definition states:

   > "Planned unit development" means a type of development characterized by a **unified site design for a number of dwelling units or dwelling sites on a parcel**, whether for sale, rent, or lease, and also usually involving clustering of these units or sites to provide areas of common open space, **density increases**, and a **mix of structure types and land uses.**

   The PLCD does not require unified site design for "a number of dwellings...on a parcel...", nor does it accommodate density increases or a mix of structures types and land uses. The PLCD, instead, requires 5-acre parcels exclusively for single family homes, one dwelling per lot, each of which would be sited and constructed based on the unique aspects of the individual lots on which they are located. No unified site design. No more than one dwelling per parcel. No density increase. The definition (which applies to PUDs in a Shoreland area) clearly does not describe the application of PLCD.

2. The neighborhood's next contention is that the League of MN Cities definition also encompasses a PLCD. The League's definition includes a comment that such development often includes increased density, which as we have noted, the PLCD does not. However, the neighborhood's argument appears to be an error in logic. The League's definition is sufficiently vague to potentially include all manner of development styles, and also is entitled "Planned Use [sic] Development or Cluster Development". I might agree that the PLCD could be seen as a form of cluster development, but not a form of PUD.

   Moreover, the neighborhood (through its attorney) suggests that a legal treatise should not be used as authority. While a legal treatise is not to be commonly used as authority (even though there are many cases where courts cite such

treatises), the vague definition taken from an "Information Memo" of a lobbying group carries even less weight. Nonetheless, the definition we cited previously was not intended as sole authority, but only to buttress the other cited examples as a common definition. Again, we could provide many more than share that definition.

3. The neighbors' letter suggests that the PLCD ordinance must constitute a PUD as it was only a cursory amendment from a previous ordinance that incorporated the PUD terminology. We would suggest that this says more about the previous ordinance's status as a true PUD than it says about the current PLCD, with the additional observation that eliminating the PUD language from the PLCD was an appropriate amendment, since it does not function as a PUD, at least as that term is commonly used.

4. The neighbors' letter takes issue with our previous suggestion that PLCD is distinguished from PUD because of the need for variances, and calls this a misreading of Afton's ordinances. In this, we are not "reading" Afton's ordinances. Instead, we are noting the common usage of PUD, and re-emphasizing the fact that PUD processes in almost every jurisdiction we are aware of negotiate standards without variance. Density, lot sizes, height, land use, all manner of standards are reviewed under the PUD umbrella as to whether they meet the intent of the community's Comprehensive Plan.

   Without this PUD allowance, departure from zoning standards requires the processing of a variance for each instance of departure – a process which is specifically identified in state law, and for which the City is required to make specific findings to consider approval. The absence of the need for variance in PUD design is, in fact, a significant characteristic of PUD which distinguishes it from a typical zoning district.

5. The neighborhood suggests that the plain meaning of the ordinance, along with all other references, point to PLCD being a version of PUD. We disagree. Instead, there are several key aspects of PLCD which are clearly not PUD design, as PUD is understood in the industry, and as it is defined in most areas where it is commonly used. Indeed, Afton's removal of its PUD language from the zoning district that preceded the PLCD is actually further evidence that the City did not intend to create a PUD ordinance when it adopted the PLCD language.

6. The neighbor's attorney suggests that the City departs from the plain meaning of the ordinance. Again, we disagree. Instead, the neighborhood is attempting to impute a PUD where one does not exist, neither by ordinance definition nor by common industry practice.

7. The attorney suggests that PLCD must be a PUD, since nothing else in the ordinance "comes close". However much closer than other ordinance language the PLCD may be to PUD, that proximity does not make it so. The attorney's

suggestion is that since the term PUD comes up in the ordinance, it must exist somewhere in the City's zoning allowances. Instead, however, the City's prohibition to using PUD in Shoreland areas (to which the attorney refers in this objection) is a logical one, in that under the State's model Shoreland regulations, the possibility of PUD design is raised. It is entirely natural for the City to specify that it will not consider PUD design in the Shoreland areas, without making any implication that PUD design need be included elsewhere.

Cluster Development Ordinance

It is a fair question to ask if the PLCD ordinance is not a PUD, then what is it? In our opinion, it stands on its own as a discrete zoning district, with its own uses, standards, and requirements. It is a form of cluster zoning, in which development is restricted to limited locations, and other land features are preserved as open space. It is not uncommon to find that many cluster ordinances are regulated by a PUD process. However, it is not necessary.

Afton applies its cluster zoning under the PLCD by Conditional Use Permit. There is no reason that a City would have to incorporate cluster zoning by PUD, unless it wished to introduce an option for flexible standards and negotiated design goals. PUD is a process, not a district per se.

Similar Examples

As noted, we consider the Afton PLCD ordinance to be a cluster development ordinance, with a series of specific standards to which a developer must adhere to be considered for approval. This type of zoning is easily and commonly distinguished from PUD design. To illustrate this distinction, we note that there are a number of such "cluster development" ordinances in use in the Twin Cities area, and in communities that also employ PUD design as a separate ordinance section and process.

Two examples are provided, attached to this memorandum. First is Rogers, Minnesota. The Rogers ordinance includes a section relating to "Open Space Development", and a separate section relating to "Planned Unit Development". The OSD is a cluster development district similar in structure to Afton's PLCD, with the common components of separate zoning we have cited previously. The PUD section of Rogers' code is similar to those which we have discussed before – no specific standards, primarily a set of policies and procedures for designing and negotiating the details of a project as a PUD.

The second example is the Washington County ordinance, which applies to many of the rural township areas in and around Afton. The County ordinance is actually much closer to PUD than is the Afton PLCD, but the County has seen fit, nonetheless, to adopt both sets of regulations, since they do not have the same goal.

ORDINANCE 01-2008

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDMENT TO CHAPTER 12, ARTICLE 7: AN ORDINANCE ALLOWING OPEN SPACE DEVELOPMENTS WITHIN THE AGRICULTURAL AND RURAL RESIDENTIAL DISTRICTS WITH A CONDITIONAL USE PERMIT – PLANNED UNIT DEVELOPMENT (CUP-PUD) AND REPEALING INTERIM ORDINANCE 01-2007

THE CITY COUNCIL OF AFTON ORDAINS THE FOLLOWING AMENDMENTS TO CHAPTER 12 OF THE CITY CODE:

Article XII. Planned Agricultural Unit Development

Division 1. Generally

Sec. 12-2371. Scope.
Sec. 12-2372. General Provisions.
Sec. 12-2373. Purpose.
Sec. 12-2374. Permitted uses.
Sec. 12-2375. General Standards for approval.
Sec. 12-2376. Exceptions to Density, Frontage on a Public Street and Length of Cul de sac requirements.
Sec. 12-2377. Coordination with subdivision regulations
Sec. 12-2378. Pre-application meeting.
Sec. 12-2379. General development plan.
Sec. 12-2380. Final development plan
Sec. 12-2381 Enforcement of development schedule
Sec. 12-2382. Conveyance and maintenance of common open space.
Sec. 12-2383. Standards for common and open space.
Sec. 12-2384. Review and amendments.

ARTICLE XII. PLANNED AGRICULTURAL UNIT DEVELOPMENTS

Sec. 12-2371. Scope.

This article applies to Planned Agricultural Unit Developments in the Agricultural (AG) zoning district.

Sec. 12-2372. General provisions.

A PAUD is a tract of land that is developed as a unit under single or unified ownership or controls. A Planned Agricultural Unit Development may be allowed in the AG zoning district to preserve prime agricultural land, woodland, wildlife habitat, vistas, groundwater recharge areas, areas with sensitive soils or geological limitations and areas identified in the Comprehensive Plan. Uses not otherwise allowed in the zoning district are prohibited within a planned development unless specific provisions are made.

Sec. 12-2373. Purpose.

The purposes of this article are:

(1) To permit subdivisions in the Agricultural Zoning District which require the construction of a new public street.

(2) To encourage a more creative and efficient development of land and its improvements through the preservation of agricultural land, natural features and amenities than is possible under the more restrictive application of zoning requirements, while at the same time, meeting the standards and purposes of the comprehensive plan and preserving the health, safety, and welfare of the citizens of the city.

(3) To ensure concentration of open space into more usable areas, to preserve the natural resources of the site and to preserve wildlife habitat and corridors.

(4) To facilitate the economical provision of streets and public utilities.

(5) To allow the transfer of development rights (density) within a subdivision in order to preserve agricultural land, open space, natural features and amenities.

Sec. 12-2374. Permitted uses.

The Permitted Uses are:

(1) Those uses that are permitted in the underlying zoning district;

(2) Subdivisions that require the construction of a new public street in the AG zoning district;

Sec.12-2375. General standards for approval.

A special use permit shall be required for all planned agricultural unit developments. The city may approve the planned unit development only if it finds that the development satisfies all of the following standards:

(1) The planned agricultural unit development is consistent with the comprehensive plan of the city.

(2) The planned agricultural unit development is an effective and unified treatment of the development possibilities on the project site and the development plan provides for the preservation of unique natural amenities.

(3) The planned agricultural unit development can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.

(4) The tract is, at least, a 30 acres in size unless the applicant can show that a PAUD of less acreage meets the standards and purposes of the comprehensive plan and preserves the health, safety and welfare of the citizens of the city and that all of the following conditions exist:

(a) The proposal better adapts itself to the physical and aesthetic setting of the site and with the surrounding land uses than could be developed using strict standards and land uses allowed within the underlying zoning district.

(b) The proposal would benefit the area surrounding the project to a greater degree than development allowed within the underlying zoning district.

(c) The proposal would provide land use and/or site design flexibility while enhancing site or building aesthetics to achieve an overall higher quality of development than would otherwise occur in the underlying zoning district.

(d) The proposal would ensure the concentration of open space into more workable or usable areas and would preserve the natural resources of the site than would otherwise occur in the underlying zoning district.

Sec. 12-2376. Exceptions to Density, Frontage on a Public Street and Length of Cul de sac requirements:

(1) The average density over the proposed PAUD shall not exceed the maximum density permitted in the underlying zoning district except that the property owner may be granted a bonus of one dwelling unit per forty contiguous acres preserved in the AG zoning district. All development rights from the preserved forties shall be transferred to the other participating parcel(s) unless the permitted number of lots for dwelling units cannot be platted on the remaining parcel(s), in which case a maximum of one dwelling unit may be permitted on the preserved 40-acre parcel.

(2) The minimum requirement for frontage on an improved public street may be reduced, as long as the minimum lot width at the building setback line is maintained, to encourage and accommodate curvilinear streets that better preserve the rural character or other resources within the PAUD.

(3) The maximum length of cul de sacs may be exceeded to accommodate curvilinear streets and other design elements that tend to preserve the rural character or other resources within the PAUD.

Sec. 12-2377. Coordination with subdivision regulations.

(1) It is the intent of this article that subdivision review under Chapter 12 be carried out simultaneously with the review of a planned development under this article.

(2) The plans required under this article must be submitted in a form that will satisfy the requirements of Chapter 12 for the preliminary and final plats.

Sec. 12-2378. Pre-application meeting.

Prior to the submission of any plan to the planning commission, the applicant shall meet with the city administrator to discuss the contemplated project relative to community development objectives for the area in question and to learn the procedural steps and exhibits required. This includes the procedural steps for a special use permit and a preliminary plat. The applicant may submit a simple sketch plan at this stage for informal review and discussion. The applicant is urged to seek the advice and assistance of the city staff to facilitate the review of the outline plan and preliminary plat.

Sec. 12-2379. General development plan.

(1) An applicant shall make an application for a Special Use Permit following the procedural steps as set forth in Section 12-78.

(2) In addition to the criteria and standards set forth in Sec. 12-78 of this article for the granting of special use permits, the following additional findings shall be made before the approval of the outline development plan:

(a) The proposed PAUD is in conformance with the comprehensive plan.

(b) The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to potential surrounding uses.
(c) Each phase of the proposed development, as it is proposed to be completed, is of sufficient size, composition, and arrangement that its construction, marketing, and operation are feasible as a complete unit, and that provision and construction of dwelling units and common open space are balanced and coordinated.
(d) The PAUD will not create an excessive burden on parks, schools, streets, and other public facilities and utilities that serve or are proposed to serve the district.
(e) The proposed total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.

(3) The following exhibits shall be submitted to the city administrator by the proposed developer as a part of the application for a special use permit:
(a) An explanation of the character of the planned development and the manner in which it has been planned to take advantage of the planned development regulations.
(b) A statement of the present ownership of all the land included within the planned development and a list of property owners within five hundred (500) feet of the outer boundaries of the property.
(c) A general indication of the expected schedule of development including progressive phasing and time schedule.
(d) A map giving the legal description of the property including approximate total acreage and also indicating existing property lines and dimensions, ownership of all parcels, platting, easements, street right-of-ways, utilities, buildings <u>and use</u> for the property and for the area five hundred (500) feet beyond.
(e) Natural features, maps or maps of the property and area five hundred (500) feet beyond showing contour lines at no more than two-foot intervals, drainage patterns, wetlands, vegetation, soil and subsoil conditions.
(f) A map indicating proposed land uses including housing units and types, vehicular and pedestrian circulation, and open space uses.
(g) Full description as to how all necessary governmental services will be provided to the development.
(h) An engineering report presenting results of percolation tests and soil analysis of the site.
(i) Any additional information requested by the city administrator, planning commission and city council that might be required for clarification of the proposed project.
(j) Twenty-five (25) copies of all required information shall be submitted.

(4) The applicant shall also submit a preliminary plat and all the necessary documentation as required under Chapter 12 for all or that portion of the project to be platted. For purposes of administrative simplification, the public hearings required for the special use permit and preliminary plat may be combined into one (1) hearing or may be held concurrently.

Sec. 12-2380. Final development plan.

(1) Within ninety (90) days following the approval of the general development plan with recommended modifications, if any, and the preliminary plat, the applicant shall file

with the city administrator a final development plan containing in final form the information required in the general development plan plus any changes recommended by the planning commission and the city council as a result of the public hearing. The applicant shall also submit a final plat for that entire portion to be platted.

(2) The city administrator shall submit the final development plan and the final plat to the planning commission for review.

(3) The final development plan and the final plat shall conform to the general development plan and preliminary plat plus any recommended changes by the planning commission or city council to the general development plan and preliminary plat.

(4) The city council shall review the final development plan and final plat. If the final development plan is approved by the city council, the city administrator shall issue a special use permit to the applicant.

(5) The applicant(s) shall grant a Conservation Easement to the City of Afton and all of the owners of the lots and parcels to be created in the PAUD which restricts the lots and parcels within the PAUD to the number of dwelling units approved for the PAUD and the land cover and use approved by the City of Afton as a part of this PAUD.

(6) The applicant(s) shall grant a Conservation Easement to the City of Afton, the Minnesota Land Trust (or similar independent third party approved by the City of Afton) and all of the owners of the lots and parcels to be created in the PAUD which restricts the development rights on the preserved parcels on forty or more acres within the PAUD to the number of dwelling units approved for the preserved parcel and the land cover and use approved by the City of Afton as a part of this PAUD.

Sec. 12-2381. Enforcement of development schedule.

The construction and provisions of all of the common open spaces and public and recreational facilities that are shown on the final development plan must proceed at the same phase as the construction of dwelling units. At least once every six (6) months following the approval of the final development plan, the city administrator shall review all of the building permits issued for the planned development and examine the construction which has taken place on the site. If he shall find that the rate of construction of dwelling units is greater than the rate at which common open space and public and recreational facilities have been constructed and provided, he shall forward this information to the city council, which may revoke the planned unit development permit.

Sec. 12-2382. Conveyance and maintenance of common open space.

(1) All land shown on the final development plan as common open space must be conveyed to a homeowners association or similar organization provided in an indenture establishing an association or similar organization for the maintenance of the planned development. The common open space must be conveyed to the homeowners association or similar organization subject to covenants to be approved by the city council which restrict the common open space to the uses specified on the final development plan and which provide for the maintenance of the common open space in a manner which assures it continuing use for its intended purpose.

(2) If a homeowners association is created, the applicant shall submit plans at the time of final plan of development and documents which explain:
   (a) Ownership and membership requirements.
   (b) Articles of incorporation and bylaws.
   (c) Time at which the developer turns the association over to the homeowners.
   (d) Specific listing of items owned in common including such items as roads, recreation facilities, parking, common open space grounds, and utilities.

Sec. 12-2383. Standards for common or open space.

No open area may be approved as common open space under the provisions of this article unless it meets the following standards:

(1) The location, shape, size, and character of the common open space must be suitable for the planned development.

(2) Common open space must be used for amenity or recreational purposes. The uses authorized for the common open space must be appropriate to the scale and character of the planned development, considering its size, density, expected population, topography, and the number and type of dwellings to be provided.

(3) Common open space must be suitably improved for its intended use but common space containing natural features worthy of preservation may be left unimproved. The buildings, structures and improvements which are permitted in the common open space must be appropriate to the uses which are authorized for the common open space and must conserve and enhance the amenities of the common open space having regard to its topography and unimproved condition.

Sec. 12-2384. Review and amendments.

(1) The city administrator shall review all PAUDs within the city at least once each year and shall make a report to the city council on the status of the development in each of the PAUD districts. If the city administrator finds that the development has not commenced within one (1) year after the original approval of the special use for the PAUD, the city administrator may recommend that the city council revoke the special use permit as set forth in Section 12-78 of this chapter. Prior to cancellation or revocation of this permit, the city council shall hold a public hearing at which time all interested parties will be given an opportunity to be heard.

(2) For additional phases of the PAUD, if within five (5) years the project has not progressed, the city administrator may recommend that the city council determine what action will be taken with the remainder of the project. Prior to determining the outcome of the PAUD, the city council shall hold a public hearing at which time all interested parties will be given an opportunity to be heard.

(3) Minor changes in the location, placement, and heights of the buildings or structures may be authorized by the zoning administrator if required by engineering or other circumstances not foreseen at the time the final plan was approved.

(4) Approval of the planning commission and city council shall be required for other changes such as rearrangement of lots, blocks and building tracts. Those changes shall be consistent with the purpose and intent of the approved final development plan.

(5) Any amendment to the PAUD shall require the same procedures as for the application for a special use permit as set forth in this chapter.

(6) This Ordinance shall be in full force and effect from the date of the publication of this Ordinance. This Ordinance shall be repealed effective February 1, 2002 unless the City Council adopts an Ordinance prohibiting the re-subdivision of lots of less than ten acres that are platted in the Rural Residential Zoning District by that date.

This ordinance also repeals interim ordinance 01-2007, which had established a moratorium on land use applications for Open Space Developments and the issuance of permits for Conditional Uses – Planned Unit Developments in the Agricultural and Rural Residential land use districts.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 9th DAY OF JANUARY, 2008.

SIGNED:

Julia K. Welter, Mayor

ATTEST:

Shelly K. Strauss, City Administrator

Motion By:	Welter
Second By:	Nolz
Mucciacciaro:	No
Richter:	Yes
Nolz:	Yes
Nelson:	No
Welter:	Yes

ORDINANCE 02-2008

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDMENT REPEALING ORDINANCE 46-2004, ORDINANCE 15-2004, ORDINANCE 2-2006 AND ORDINANCE 5-2006, REMOVING ALL CHANGES TO SECTIONS OF THE ZONING ORDINANCE REFERENCES IN THESE ORDINANCES AND REINSTATING PREVIOUS LANGUAGE AND REPEALING INTERIM ORDINANCE 02-2007 AND INTERIM ORDINANCE 04-2007

Reference Table for this Document 1
Organization 2-152. 1
Sec. 12-55. Definitions 1
Sec. 12-132, Subdivision (a) 3
Sec. 12-132, Subdivision (b) 4
Sec. 12-134 Uses 5
Sec. 12-142. Village historic site, residential (VHS-R) and village historic site, commercial (VHS-C) zoning districts. 15
Sec. 12-196. Parking 16
Sec. 12-637. Minimum district dimensional requirements., Subdivision (a) 16

THE CITY COUNCIL OF AFTON ORDAINS THE FOLLOWING AMENDMENTS TO CHAPTER 12 OF THE CITY CODE:

Organization 2-152.

The commission, when formed, shall elect from its members such officers as it may deem necessary. The commission shall have the power to designate and appoint from its members various committees. The commission shall make such bylaws as it may deem advisable and necessary for the conduct of its affairs, for the purpose of carrying out the intent of this Article, which are not inconsistent with the laws of the city and the state. The commission shall make an annual report, containing a statement of its activities and plans to the City Council. The Heritage Preservation Commission shall also function as the design and review committee, of which the duties of the committee are specified in section 12-142 (g).

Sec. 12-55. Definitions

~~*Sight Triangle* means a triangular-shaped portion of land established at street intersections in which nothing is erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the site distance of motorists entering or leaving the intersection.~~

Sec. 12-132, Subdivision (a) VHS-C

(6) Front yard setback for all structures ~~measured~~ from centerline ~~(except for the VHS-C district which is measured from the lot line)~~

a. Local Afton Roads 65 ~~0*****~~

b. State and County Hwys. 65 ~~0*****~~

~~***** subject to all corner lots meeting an 80 foot sight triangle.~~

(11) Maximum site coverage by any structure and/or impervious surface

A	RR	VHS-R	VHS-C	I	MS
10% or 1/2A	10% or 1/2A	~~20%~~ 10%^ ^^ * or 4,350 sf	~~20%~~ 10%^ ^^ * or 4,350 sf	25%^25%	

^ ~~The maximum site coverage and/or impervious surface in the VHS-R and VHS-C Districts may exceed 20 percent per conditional use permit approval and variance review from the DNR subject to the site not exceeding a maximum of 80 percent impervious surface and meeting the requirements of Section 12-132 (b)(12).~~

~~The maximum site coverage and/or impervious surface in the Industrial District may exceed 25 percent per conditional use permit approval subject to the site not exceeding a maximum of 65 percent and meeting the requirements of Section 12-132 (b)(12) and 12-132(c)(1-4). Any site with coverage and/or impervious surface in excess of 25 percent shall require an effective reduction of the impact of such impervious surface to the equivalent of 25 percent impervious surface site coverage through the use of Low Impact Design (LID) methods and the completion and acceptance by the City Engineer, Washington Conservation District (WCD) engineer, and Valley Branch Watershed Organization (VBWO) engineer of the Impervious Surface Worksheet, as set forth in the City of Afton Best Management Practice (BMP) and Storm-water Guide .~~

~~The maximum site coverage and/or impervious surface in the Agriculture or Residential District may exceed 10% per conditional use permit approval, for places of worship and facilities for institutionalized persons, provided the site does not exceed a maximum of 25% impervious surface and meeting the requirements of Section 12-132(b)(12) and 12-132(c)(1-4).~~

~~All uses, except for single family residences and agricultural uses and for any use within the VHS-R or VHS-C district, which require a Conditional Use Permit for approval must adhere to Section 12-132(c).~~

^^ ~~The maximum site coverage and/or impervious surface in the VHS-C and VHS-R District may exceed 20 percent per conditional use permit approval provided the project can demonstrate to the City Engineer, WCD engineer, and Lower St. Croix Water Management Organization (LSCWMO) engineer through the use of green, volume control reduction and pervious technologies (e.g. pervious pavers and green roofs) that the result in the reduction of the impact of such impervious surface would be reduced to the equivalent of 20% impervious surface site coverage through the use of Low Impact Design (LID) methods and the completion and acceptance by the City Engineer, Washington Conservation District (WCD) engineer, and Lower St. Croix Water Management Organization engineer (LSCWMO) of the Impervious Surface Worksheet, as set forth in the City of Afton Best Management Practice (BMP) and Storm-water Guide . Provided the following conditions of this ordinance, along with the other~~

~~requirements of the Floodplain Regulations Chapter, the Lower St. Croix River Bluffland and Shoreland Management Chapter, and Section 12-142, and any and all other relevant sections of this chapter are met with the approval of the City Engineer, the WCD engineer, and LSCWMO engineer, a DNR variance to exceed the 20% maximum site coverage shall not be required by the DNR. However, the DNR shall be notified of any application in which there is change to the maximum site coverage no less than 20 days prior to a public hearing. Provided a variance to the DNR is not required Section 12-132(b)(12) shall be exempted.~~

~~* Should the City Engineer, LSCWMO or VBWO engineer, and WCD engineer certify the reduction of the impact of such impervious surface would be reduced to the equivalent of 20% impervious surface site coverage in the VHS-C and/or VHS-R District or 25% in the Industrial District, as well as meeting and/or exceeding all of the other remaining conditions as set forth in the City of Afton Best Practice (BMP) and Storm-water Guide the applicant shall be exempted from having to secure a cash escrow deposit and/or irrevocable letter of credit as required in Section 12-132(c)(5).~~

Sec. 12-132, Subdivision (b)

(12) Site coverage (impervious surfaces) ~~in the VHS-R, VHS-C, and Industrial Districts, and~~ for ~~places of worship and facilities for institutionalized persons shall be~~ churches and institutional housing permitted by Conditional Use Permit in the RR zoning district may exceed their allotted maximum impervious surface allowance, ~~also places of worship and facilities for institutionalized persons shall be allowed to go up to a maximum site coverage of 25% in the Agricultural and Residential Zoning District, with a Conditional Use Permit~~ provided that:

a. The ~~applicant shall test the~~ soils on the land ~~in order to determine if the soils~~ will support the structures and required on-site sewage treatment systems, parking areas, driveways and other proposed impervious surface. ~~The test should also~~ The site shall demonstrate ~~show if~~ the ~~proposed~~ development does not pose~~s any~~ significant risk of erosion, groundwater contamination or surface water discharge in excess of standards used by the watershed district and the Washington Soil and Water Conservation District. In addition, whenever possible low impact development methods shall be used to mitigate any groundwater discharge; and

b. The applicant will restrict its surface water runoff to predevelopment rates to be in conformance with the watershed district rules and regulations; and

~~b. The applicant must submit for City staff review the rates and volumes discharging from the site calculated from the 2, 10, and 100 year storm events as well as the ten day 100 year snowmelt event for both pre-development and post-development conditions of the site; and~~

c. The applicant will restrict its surface water runoff volumes to those volumes that would have been generated from the site had it been developed to have 10% of the parcel covered with impervious surfaces. That applicant shall prove that runoff equal to ¾ inch times the total impervious surface area minus ¾ inch times 10% of the impervious area shall infiltrate within 72 hours based on the infiltration rate of the soil. No infiltration basin shall be deeper than 2 feet. The bottom of all infiltration basins shall be a minimum of 2 feet above the seasonal high water table; and

~~c. The applicant will restrict its post-development surface water runoff from the site to predevelopment rates, and be in conformance with the watershed district rules and regulations; and~~

~~d. The applicant shall prove that runoff volume equal to ¾ inch times the total impervious surface area minus ¾ inch times 20 percent of the impervious area (25 percent of the impervious area for Industrial District and for Places of Worship and facilities for institutionalized persons in the Agricultural and Rural Residential Districts) shall infiltrate within 72 hours based on the infiltration rate of the soil. The bottom of all infiltration basins shall be a minimum of 2 feet above the seasonal high water table; and~~

~~e. The applicant may be directed by the City Administrator and/or City Council to have the a plan submitted o the Department of Natural Resources, the appropriate WMO, and County department for further review, prior to the city making a determination on the percentage of impervious surface allowed; and~~

~~f. For all properties within the Lower St. Croix River Bluffland and Shoreland Management District that exceed the DNR maximum allowed percentage of impervious surface (Reference Sec. 12-1636), a variance must be sought and forwarded to the DNR and a condition shall be in place that shall require annual monitoring by the applicant to ensure compliance with upkeep and maintenance of the facilities used to mitigate the effects of the impervious cover; and~~

~~g. Should the City Engineer determine that the maximum impervious surface coverage that the subject site can handle is less than the maximum allowed in the district per Section 12-132 (a)(11), the applicant shall not be allowed a variance to the extent of the maximum impervious coverage allowed, rather the applicant should submit alternative designs meeting the standards acceptable to the City; and~~

~~h. The City Administrator may require additional deposit via a letter of credit or performance bond; and~~

~~i.~~d. The development proposed by the applicant is in harmony with the goals of the Comprehensive Plan.

~~j. The maximum site coverage for places of worship and facilities for institutionalize persons in the Rural Residential and Agriculture District does not exceed 25 percent of the area of the parcel.~~

Sec. 12-134 Uses

	Agricultural (A)	Rural Residential (RR)	VHS-Residential (VHS-R)%	VHS-Commercial (VHS-C)	Industrial (I)	Marine Services (MS)
~~Two family Dwelling units~~	~~N~~	~~C~~	~~N~~	~~C~~	~~N~~	~~N~~
~~Planned Unit Development~~	~~N~~	~~N~~	~~N~~	~~C~~	~~N~~	~~N~~
~~Multiple family dwellings (six units or less, but no less than two)~~	~~N~~	~~N~~	~~N~~	~~C~~	~~N~~	~~N~~

Sec. 12-142. Village historic site, residential (VHS-R) and village historic site, commercial (VHS-C) zoning districts.

~~(A) *Purpose.* These districts are intended to recognize the unique and special land use qualities and problems of the old village, including small lot sizes and its proximity to the River. The purposes of these regulations are as follows:~~

~~(1) To assure that all uses, new development and construction, building and site rehabilitation, remodeling, property access, parking and pedestrian circulation are in conformity with the comprehensive plan;~~

~~(2) To develop and maintain these districts as an economic, social, and physical asset to the entire city;~~

~~(3) To recognize the unique and challenges of the old village not common to new commercial and residential areas;~~

~~(4) To promote the preservation and protection of the historic village, to enhancing the environmental quality of neighborhoods; and~~

~~(5) To provide an opportunity for all landowners and tenants to be aware of and comment upon all significant activities and development which may affect the well-being of the area.~~

~~(B) *Permitted uses.*~~

~~(1) As permitted by section 12-134; and~~

~~(C) *Conditional uses.*~~

~~(1) As permitted by section 12-134; and as regulated by the standards contained in section 12-78 and subsection (F) of this section.~~

~~(2) Multiple Family Dwellings provided that:~~

~~a. Building includes six (6) dwelling units or less without a PUD.~~

~~(D) Performance standards in the VHS-C District~~

~~(1) Performance standards~~

~~a. Parking~~

~~(1) The City Council, after receiving comments and recommendation from the Planning Commission, may exempt up to 50% of the off-street parking as required in section 12-196 of the Afton City Code provided the following:~~

~~(i) A public parking easement is placed over the remaining 50% of required off street parking.~~

~~(2) The City Council, upon received comments and recommendation from the Planning Commission, may exempt additional required off-street parking provided the applicant pay a parking fee (per deficient parking stall) to be placed in a parking fund used by the City to construct future public parking. The parking deficiency fee shall be defined in the City's fee schedule and adopted by resolution.~~

~~b. Individual Septic Treatment Systems (ISTS Systems) and wastewater treatment systems.~~

~~(1) Any use which produces more than the flow of a single family house may not be permitted unless an approved system performance, partial soil based or advanced type of water-conserving and/or wastewater pollution reduction system is installed to reduce the volume of flow to that of a single family house or a joint performance, partial soil based or advanced type of water-conserving and/or waste water pollution reduction treatment system which meets and/or exceeds all applicable MPCA and Washington County Wastewater treatment rules and regulations, or whichever is the more restrictive is installed. Any CUP application in which the proposed use would require a joint treatment systems in the VHS district shall be reviewed and deemed acceptable by the Lower St. Croix Water Management Organization and Washington County Public Health prior to the application being accepted by the City.~~

~~(2) Washington County, and the City of Afton shall have the right to place additional conditions as part of the approval of any PUD to ensure the health, safety, and welfare needs of the community are met.~~

~~(3) All residential, commercial, and mixed uses shall comply with Chapter 12, Article 9 on Sewage in the Afton code of Ordinances.~~

~~(4) In addition to allowing utility easements on suitable city property, as far as practical, for existing buildings with failing septic systems, within the VHS District, the city shall also extend a~~

~~utility easement, if feasible, to allow for the replacement and/or expansion of a standard septic system into a joint performance, partial soil based or advanced type of wastewater treatment system treatment system or for an approved alternative waste water treatment system which meets and/or exceeds all applicable MPCA and Washington County Wastewater treatment rules and regulations, or whichever is the more restrictive, is installed. (cross reference Section 12-83)~~

~~(5) Substandard lots, which cannot support a standard septic system, may be determined to be buildable if an approved performance, partial soil based or advanced type of water-conserving and/or wastewater pollution reducing system, which meets and/or exceeds all applicable MPCA and Washington County Wastewater treatment rules and regulations, or whichever is the more restrictive, is installed.~~

~~c. Building Height, Density, maximum site coverage, number of buildings, and design standards.~~

~~(1) Building Height~~

~~i. No structure except those for public utilities and places of worship shall exceed height of 35 feet (see section 12-132(e)(1)(a)(b)and (c)).~~

~~(2) Density and maximum site coverage~~

~~i. The maximum site coverage and/or impervious surface in the VHS-C District, for any use or PUD may exceed the 20 percent maximum site coverage provided the applicant is able to demonstrate to the City Engineer, the Washington Conservation District engineer, and Lower St. Croix Water Management Organization engineer the LID calculations from the Impervious Surface Worksheet are deemed acceptable and the applicant is able to comply with all of the other relevant conditions, pertaining to exceeding the site coverage (impervious surface), in Section 12-132 of the Afton City Code..~~

~~(3) Lot Size.~~

~~i. An applicant shall follow the PUD requirements should the applicant propose two or more principal buildings on any (1) one lot (or contiguous lots under common ownership). All Planned Unit Developments are subject to the conditions of section 12-142(e).~~

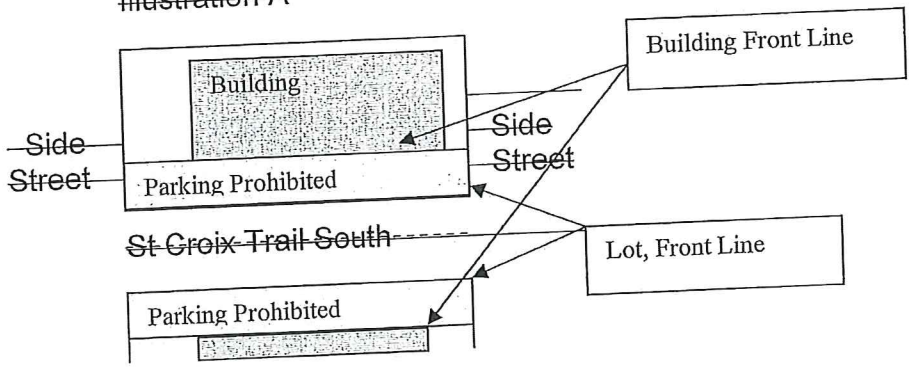
~~ii. An applicant proposing a mix of both residential and commercial uses shall apply for a PUD.~~

~~(4) Design Standards~~

~~i. No off-street parking or parking area shall be permitted within the front yard of any building fronting St. Croix Trail South in the VHS-C District. The length of the front yard shall be determined to be a line parallel to the closest point of the building facing St. Croix Trail and extending the entire length of the lot. (See Illustration 12A)~~

~~In the VHS-C District, driveway and parking ingress and egresses, along St. Croix Trail South, may be permitted within the front yard provided it meets the driveway access requirements of Section 12-84 of the Afton code.~~

~~Illustration A~~



~~(5) Uses.~~

~~i. Any development and/or building(s) which combine both residential and commercial uses shall constitute a PUD development.~~

~~(6) Substandard Lots~~

~~i. On substandard lots, meaning less than 22,500 square feet, multiple family and residential and commercial uses shall be allowed provided they follow the PUD requirements of section 12-142(e)(1), as well as all other applicable sections of this chapter.~~

~~(E) Planned Unit Developments are only permitted within the VHS-C District~~

~~(1) PUD requirements~~

~~a. Planned Unit Developments shall be process via a Conditional Use Permit as described in Section 12-78 of this Chapter.~~

~~b. The parking requirements of 12-196 and 12-142(d)(1)(a) shall apply to both primary and secondary uses.~~

~~c. The PUD shall comply with all of the minimum requirements of Section 12-132(a), (b), and (c) and Sec 12-142(d)(1)(c)(2) of the Afton City Code, with the exception of lots (or contiguous lots under common ownership) of less than 7,500 square feet may have a zero side yard setback.~~

~~d. If the proposed PUD cannot meet the requirements as outlined in Section 12-142(e)(1)(c) the project shall be scaled to the point of meeting the minimum requirements as outlined in this code of ordinances. The city shall have the right to deny any application should the PUD not meet the minimum requirements as outlined in this section.~~

~~(2) Additional PUD requirements~~

~~a. An explanation of the character of the planned development, along with a scaled site plan, including elevations of the proposal.~~

~~b. A statement of the present ownership of all land included within the planned development and a list of property owners within five hundred (500) feet of the outer boundaries of the property.~~

~~c. A general indication of the expected schedule of development including progressive phasing and time schedule.~~

~~e. A map giving the legal description of the property including approximate total square footage and indicating existing property lines and dimensions, ownership of all parcels, easements, street right-of-ways, utilities, buildings for the property and for the area five hundred feet beyond.~~

~~f. A plan to remedy traffic problems if requested by city staff, including, but not limited to, advise and direction from the City Engineer and/or Washington County Transportation.~~

~~g. A detailed map showing off-street parking and surrounding on-street parking, vehicular and pedestrian circulation and a count of all off-street parking and handicap parking stalls, including any parking exemption calculation as per Section 12-142(d)(1)(a).~~

~~h. A photometric plan illustrating the effects of light pollution both on-site and off-site adjacent to any other residential or PUD development with residential housing. All lighting shall comply with section 12-195 of the Afton City Code.~~

~~i. A development agreement addressing traffic, environmental, and easement concerns and issues.~~

~~j. Any additional information requested by the City Administrator, Planning Commission and City Council that might be required for clarification of the proposed project.~~

~~k. (25) copies of all required information shall be submitted at the time of application submittal.~~

~~(3) Requirements for the development agreement~~

~~a. If it is determined traffic improvements need to be made onto a city street the applicant shall be required to pay 100% for all necessary improvements, along with entering into a development agreement including providing the city with an escrow equal to 150% of the improvement during the duration of construction and following a (1) one year warranty period.~~

~~(F) Special Home Occupation (only permitted in the VHS-R District)~~

~~(1) Any home occupation which does not meet the specific requirements for a home occupation, as defined in Section 12-228 of the Afton Code of Ordinances shall require an interim use permit which shall be applied for, reviewed and terminated in accordance with the provisions of this Chapter . The application process for a Special Home Occupation shall follow the same minimum requirements as a conditional use permit (see Section 12-79(e)). A special home occupation shall also meet the following requirements:~~

~~a. Declaration of Conditions. The Planning Commission and City Council may impose such conditions on the granting of an interim use permit as may be necessary to carry out the purpose and provisions of this Section.~~

~~b. Effect of Permit. An interim use permit may be issued for a period of no greater than one (1) year. Prior to the one (1) year expiration notice the city must be made and approval must be granted to reissue the permit. After which a permit may be reissued at a maximum of five (5) year intervals. Notice of the~~

~~permit renewal application shall be provided to all property owners of land within five hundred (500') of the boundary of the property in question. The notice shall provide the date of consideration before the Planning Commission and indicate that parties may be heard to consider the application. Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this Ordinance.~~

~~c. Renewal of Permits. An applicant shall not have a vested right to a permit renewal by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that his monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered de novo without taking into consideration that a previous permit has been granted. The previous granting or renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.~~

~~d. Transferability. Administrative or interim use permits shall not run with the land and shall not be transferable.~~

~~(2) General Provisions~~

~~a. No special home occupation licenses shall be issued if the owner of the use does not reside within the principal dwelling and consider his/her place as their permanent place of residence.~~

~~b. Absolutely no business shall be transacted between the hours of 10 p.m. and 6 a.m.~~

~~c. No more than two signs shall be permitted. One nine (9) square foot wall sign may be permitted and one eight (8) square foot (either permanent or temporary) sign may be located within the front yard of the property.~~

~~d. Illuminated signs shall be prohibited in the VHS-R district~~

~~(3) A special home occupation permit is limited to the following uses:~~

~~i. Retail with less than 900 square feet of retail space~~
~~ii. Teaching with musical, dancing and other instruction of which the teaching must be conducted within the principal dwelling~~
~~iii. Photo/arts studio~~

~~iv. Barber Shop and Beauty Shop consisting of no more than two stations~~

~~v. Medical use consisting of no more than 3.0 FTE employees~~

~~vi. Office Use consisting of no more than 3.0 FTE employees~~

~~vii. Message consisting of no more than 3.0 FTE employees~~

~~(4) Special home occupations may be allowed to accommodate their parking demand through utilization of on-street parking. In such cases where off-street parking facilities are necessary, the City Council shall maintain the right to establish the maximum number of off-street spaces required and increase or decrease that maximum number when and where changing conditions require additional review.~~

~~(G) Design Review~~

~~(1) Any application for any building shall undergo a separate review with the design review committee prior to its consideration at the planning commission. When reviewing an application the zoning administrator and the design review committee shall take into consideration:~~

~~(a) All work should be of a character and quality that maintains the distinguishing features of the building and the environment. The removal or alteration of distinctive architectural features should be avoided as should alterations that have no historical basis and which seek to create an earlier appearance. The restoration of altered original features, if documental, is encouraged.~~

~~(b) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.~~

~~(c) Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event of replacement, new materials should match the original in composition, design including consideration of proportion, texture and detail, color and overall appearance.~~

~~(d) New additions or alterations to structures should be constructed in such a manner that if such conditions or alternations were to be removed in the future, the form and integrity of the original structure would be unimpaired.~~

~~(e) The impact of alterations or additions on individual buildings as well as on the surrounding streetscape will be considered; major alterations to buildings which occupy a corner lot or are otherwise prominently sited should be avoided.~~

~~(f) New construction should be compatible with the historic and architectural character of the district~~

~~(g) The city design guidelines that are adopted by the city council as section 12-1621 et seq., provide additional guidance for design review.~~

~~(2) The zoning administrator may apply the guidelines in subsection (1) of this section and section 12-121 et seq., and, if the work is conforming, approve permits for the following types of work without convening the design review committee:~~

~~a. Reroofing~~

~~b. Repair or replacement of porches ,windows, siding, trim and doors if new materials match existing.~~

~~c. Masonry finishing and chimney reconstruction~~

~~(3) The zoning administrator shall convene the design review committee for all types of work, including:~~

~~a. Roof alterations and skylights~~

~~b. Alterations to the front or side elevations visible from the public street including alterations to windows, siding, and entries.~~

~~c. Additions~~

~~d. New construction including any accessory structures exceeding 25 square feet~~

~~e. Demolition~~

~~(4) Exemptions~~

~~(a) Properties abutting Pennington Avenue and west of Pennington Avenue are exempt from the Design review standards of subsection (d) of this section and section 12-1621 et seq.~~

~~(H) Severability. In the event any section, subsection, clause, phrase, or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the City Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.~~

(a) *Purpose.* These districts are intended to recognize the unique and special environmental qualities and problems of the old village. The purposes of these regulations are as follows:

(1) To assure that all uses, new development and construction, building and site rehabilitation, remodeling, property access, parking and pedestrian circulation are in conformity with the comprehensive plan;

(2) To develop and maintain these districts as an economic, social, and physical asset to the entire city;

(3) To recognize the unique and special problems of the old village not common to new commercial and residential areas;

(4) To provide an opportunity for all landowners and tenants to be aware of and comment upon all significant activities and development which may affect the well-being of the area; and

(5) To promote the preservation and protection of historic structures to enhance the environmental quality of neighborhoods and to establish and improve property values.

(b) *Permitted uses*. In addition to those uses permitted by section 12-134, the following uses shall be permitted: Interior remodeling, except those requiring structural alterations and those allowing a more intensive use of the structure.

(c) *Conditional uses.* The following uses shall require a conditional use permit:

(1) All public improvements;
(2) All signs;
(3) All new construction requiring a building permit and exceeding $500.00 in assessed value as determined by the building official; and
(4) All exterior construction, alteration, remodeling or restoration of any structure or sign, except normal maintenance or repairs.

(d) *Standards for granting conditional use permits*. A conditional use permit shall be issued by the zoning administrator if he determines the proposed use satisfies the following conditions and the conditions set forth in section 12-79:

(1) All work should be of a character and quality that maintains the distinguishing features of the building and the environment. The removal or alteration of distinctive architectural features should be avoided as should alterations that have no historical basis and which seek to create an earlier appearance. The restoration of altered original features, if documentable, is encouraged.

(1) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

(3) Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event of replacement, new materials should match the original in composition, design including consideration of proportion, texture and detail, color and overall appearance.

(4) New additions or alterations to structures should be constructed in such a manner that if such conditions or alterations were to be removed in the future, the form and integrity of the original structure would be unimpaired.

(5) The impact of alterations or additions on individual buildings as well as on the surrounding streetscape will be considered; major alterations to buildings which occupy a corner lot or are otherwise prominently sited should be avoided.

(6) New construction should be compatible with the historic and architectural character of the district.

(7) The city design guidelines that are adopted by the city council as section 12-1621 et seq., provide additional guidance for conditional use permit design review.

(e) *Special uses.*

(1) As permitted by section 12-134; and

(2) As regulated by the standards contained in section 12-78 and subsection (d) of this section.

(f) *The design review committee.*

(1) *Established; members.* The design review committee ~~appointed by the city council shall assist the zoning administrator in the conditional use design review process. The commission shall consist of five members, four of whom shall be appointed by the city council, and one member appointed by the Afton Historical Society. Any member appointed to serve on the design review committee shall have a demonstrated interest and/or expertise in historic preservation. At least two members must be professional in a field related to preservation (architecture, history, planning, design, construction, law, and so forth).~~ is a function of the Heritage Preservation Commission described in 2-152.

(2) *Determination of level of review; minor work.* The zoning administrator may apply the guidelines in subsection (d) of this section and section 12-1621 et seq., and, if the work is conforming, approve permits for the following types of work without convening the design review committee:

a. Reroofing.

b. Repair or replacement of porches, windows, siding, trim and doors if new materials match existing.

c. Masonry finishing and chimney reconstruction.

(3) *Determination of level of review; major work.* The zoning administrator shall convene the design review committee review of all other types of work, including:

a. Roof alterations and skylights.
b. Alterations to the front or side elevations visible from the public street including alterations to windows, siding, entries, and trim.
b. Additions.
c. New construction, including garages.
d. Demolition.

(g) *Exemptions.*

(1) Properties abutting Pennington Avenue and west of Pennington Avenue are exempt from subsection (d) of this section and section 12-1621 et seq.
(2) Residences constructed after 1940 and before January 1, 1995, shall be exempt from subsection (d) of this section and section 12-1621 et seq., unless the proposed work involves additions, the construction of new accessory buildings or demolition.

Sec. 12-196. Parking

~~(e) Reduction of number. Off-street parking spaces in the VHS-C District may be reduced in number provided they meet the conditions of Section 12-142(d)(1)(a).~~

(e) *Reduction of number*. Off-street parking spaces shall not be reduced in number unless such number exceeds the requirements set forth herein.

Sec. 12-637. Minimum district dimensional requirements., Subdivision (a)

	Rural	VHS
(9) Maximum total lot area covered by impervious surface	10% (1 ½ acre)	10 percent or 4,350 sq. ft., whichever is greater ~~20%~~

This ordinance also repeals interim ordinance 02-2007 and interim ordinance 04-2007, which had established a moratorium on land use applications and the issuance of permits within the VHS-C land use district.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 9th DAY OF JANUARY, 2008.

SIGNED:

Julia K. Welter, Mayor

ATTEST:

Shelly K. Strauss, City Administrator

Motion By:	Welter
Second By:	Richter
Mucciacciaro:	No
Richter:	Yes
Nolz:	Yes
Nelson:	No
Welter:	Yes

ORDINANCE 06-2008

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE TO AMEND CHAPTER 12, LAND USE, BY AMENDING SECTION 12-145 AND AMENDING ARTICLE XII, TO ALLOW PRESERVATION AND LAND CONSERVATION DEVELOPMENTS IN THE AGRICULTURAL DISTRICT.

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

SECTION 1. Section 12-145 of the Afton Code of Ordinances is hereby amended to read as follows:

Sec. 12-145. Preservation and Land Conservation Development (PLCD) ~~Planned Agricultural Unit Development (PAUD)~~ Overlay District.

(a) Purpose. To encourage a more creative and efficient development of land and its improvements through the preservation of agricultural land, natural features and amenities than is possible under the more restrictive application of zoning requirements, while at the same time, meeting the standards and purposes of the comprehensive plan and preserving the health, safety, and welfare of the citizens of the city, ~~in the AG zoning district~~ as provided in Article XII of Chapter 12.

(b) Permitted uses. As permitted and regulated under Chapter 12.

SECTION 2. Article XII of the Code of Ordinances is hereby amended to read as follows:

ARTICLE XII. AFTON PRESERVATION AND LAND CONSERVATION DEVELOPMENTS ~~PLANNED AGRICULTURAL UNIT DEVELOPMENTS~~

Sec. 12-2371. Scope.

This article applies to ~~Planned Agricultural Unit Development (PAUD)~~ Preservation and Land Conservation Developments (PLCD) in the Agricultural (AG) zoning district.

Sec. 12-2372. General provisions.

A ~~PAUD~~ PLCD is a tract of land that is developed as a unit under single or unified ownership or controls. A ~~Planned Agricultural Unit Development~~ Preservation and Land Conservation Development may be allowed in the AG zoning district to preserve prime agricultural land, woodland, wildlife habitat, vistas, groundwater recharge areas, areas with sensitive soils or geological limitations and areas identified in the Comprehensive Plan. Uses not otherwise allowed in the zoning district are prohibited within a planned development unless specifically permitted by provisions of this ordinance. ~~provisions are made~~.

Sec. 12-2373. Purpose.

The purposes of this article are:

(1) To permit subdivisions in the Agricultural Zoning District which require the construction of a new public street.

(2) To encourage a more creative and efficient development of land and its

improvements through the preservation of agricultural land, natural features and amenities than is possible under the more restrictive application of zoning requirements, while at the same time, meeting the standards and purposes of the comprehensive plan and preserving the health, safety, and welfare of the citizens of the city.

(3) To ~~ensure concentration of~~ preserve open space ~~into more usable areas~~, to preserve the natural resources of the site and to preserve wildlife habitat and corridors.

(4) To facilitate the economical provision of streets and public utilities.

(5) To allow the transfer of development rights (density) within a subdivision in order to preserve agricultural land, open space, natural features and amenities.

Sec. 12-2374. Permitted uses.

The Permitted Uses are:

(1) Those uses that are permitted in the underlying zoning district;

(2) Subdivisions that require the construction of a new public street in the AG zoning district;

Sec.12-2375. General standards for approval.

A conditional use permit shall be required for all ~~planned agricultural unit~~ preservation and land conservation developments. The city may approve the ~~planned unit~~ preservation and land conservation development only if it finds that the development satisfies all of the following standards:

(1) The preservation and land conservation development is consistent with the comprehensive plan of the city.

(2) The ~~planned agricultural unit~~ preservation and land conservation development is an effective and unified treatment of the development possibilities on the project site and the development plan provides for the preservation of unique natural amenities.

(3) The ~~planned agricultural unit~~ preservation and land conservation development can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.

(4) The tract is~~, at least,~~ a minimum of ~~30~~ eighty (80) contiguous acres in size ~~unless the applicant can show that a PLCD of less acreage meets the standards and purposes of the comprehensive plan and preserves the health, safety and welfare of the citizens of the city~~ and that all of the following conditions exist:

(a) The proposal better adapts itself to the physical and aesthetic setting of the site and with the surrounding land uses than could be developed using strict standards and land uses allowed within the underlying zoning district.

(b) The proposal would benefit the area surrounding the project to a greater degree than development allowed within the underlying zoning district.

(c) The proposal would provide land use and/or site design flexibility while enhancing site or building aesthetics to achieve an overall higher quality of development than would otherwise occur in the underlying zoning district.

(d) The proposal would ensure the concentration of open space into more workable or usable areas and would preserve the natural resources of the site more effectively than would otherwise occur in the underlying zoning district.

(5) At least fifty (50) percent of the total tract is preserved as an undeveloped parcel.

Sec. 12-2376. ~~Exceptions to~~ Density, Frontage on a Public Street and Length of Cul de sac requirements:

(1) The average density over the proposed ~~PAUD~~ PLCD shall not exceed the maximum density permitted in the underlying zoning district. ~~except that the property owner shall be granted a bonus of one dwelling unit per forty contiguous acres preserved in the AG zoning district. All development rights from the preserved forties shall be transferred to the other participating parcel(s) unless the permitted number of lots for dwelling units cannot be platted on the remaining parcel(s), in which case a maximum of one dwelling unit may be permitted on the preserved 40-acre parcel.~~

(2) The minimum requirement for frontage on an improved public street may be reduced, as long as the minimum lot width at the building setback line is maintained, to encourage and accommodate curvilinear streets that better preserve the rural character or other resources within the ~~PAUD~~ PLCD.

(3) The maximum length of cul de sacs may be exceeded to accommodate curvilinear streets and other design elements that tend to preserve the rural character or other resources within the ~~PAUD~~ PLCD.

Sec. 12-2377. Coordination with subdivision regulations.

(1) It is the intent of this article that subdivision review under Chapter 12 be carried out simultaneously with the review of a planned development under this article.

(2) The plans required under this article must be submitted in a form that will satisfy the requirements of Chapter 12 for the preliminary and final plats.

(3) Parcels which contain their maximum permitted density or have been previously subdivided to their permitted density may not be joined to a PLCD.

Sec. 12-2378. Pre-application meeting.

Prior to the submission of any plan to the planning commission, the potential applicant is encouraged to meet with the city administrator to discuss the contemplated project relative to community development objectives for the area in question and to learn the procedural steps and exhibits required. This includes the procedural steps for a conditional use permit and a preliminary plat. The potential applicant may submit a simple sketch plan at this stage for informal review and discussion. The potential applicant is urged to seek the advice and assistance of the city staff to facilitate the informal review of the ~~outline plan and preliminary plat~~ simple sketch plan. The pre-application meeting process is entirely optional for the potential applicant and does not constitute an application within the meaning of this section.

Sec. 12-2379. General development plan.

(1) An applicant shall make an application for a Conditional Use Permit following the

procedural steps as set forth in Section 12-78.

(2) In addition to the criteria and standards set forth in Sec. 12-78 of this article for the granting of ~~special~~ conditional use permits, the following additional findings shall be made before the approval of the outline development plan:
   (a) The proposed ~~PAUD~~ PLCD is in conformance with the comprehensive plan.
   (b) The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to potential surrounding uses.
   (c) Each phase of the proposed development, as it is proposed to be completed, is of sufficient size, composition, and arrangement that its construction, marketing, and operation are feasible as a complete unit, and that provision and construction of dwelling units and common open space are balanced and coordinated.
   (d) The ~~PAUD~~ PLCD will not create an excessive burden on parks, schools, streets, and other public facilities and utilities that serve or are proposed to serve the district.
   (e) The proposed total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.

(3) The following exhibits shall be submitted to the city administrator by the proposed developer as a part of the application for a conditional use permit:
   (a) An explanation of the character of the proposed preservation and land conservation development and the manner in which it has been planned to take advantage of the ~~planned development~~ preservation and land conservation development regulations.
   (b) A statement of the present ownership of all the land included within the ~~planned~~ proposed preservation and land conservation development and a list of property owners within five hundred (500) feet of the outer boundaries of the property.
   (c) A general indication of the expected schedule of development including progressive phasing and time schedule.
   (d) A map giving the legal description of the property including approximate total acreage and also indicating existing property lines and dimensions, ownership of all parcels, platting, easements, street rights-of-way, utilities, buildings and use for the property and for the area five hundred (500) feet beyond.
   (e) Natural features maps or maps of the property and area five hundred (500) feet beyond showing contour lines at no more than two-foot intervals, drainage patterns, wetlands, vegetation, soil and subsoil conditions.
   (f) A map indicating proposed land uses including housing units and types, vehicular and pedestrian circulation, and open space uses.
   (g) Full description as to how all necessary governmental services will be provided to the development.
   (h) An engineering report presenting results of percolation tests and soil analysis of the site.
   (i) Any additional information requested by the city administrator, planning commission and city council that might be required for clarification of the proposed project.
   (j) Twenty-five (25) copies of all required information shall be submitted.

(4) The applicant shall also submit a preliminary plat and all the necessary documentation as required under Chapter 12 for all or that portion of the project to

be platted. For purposes of administrative simplification, the public hearings required for the conditional use permit and preliminary plat may be combined into one (1) hearing or may be held concurrently.

Sec. 12-2380. Final development plan.

(1) Within ninety (90) days following the approval of the general development plan with recommended modifications, if any, and the preliminary plat, the applicant shall file with the city administrator a final development plan containing in final form the information required in the general development plan plus any changes recommended by the planning commission and the city council as a result of the public hearing. The applicant shall also submit a final plat for that entire portion to be platted.

(2) The city administrator shall submit the final development plan and the final plat to the planning commission for review.

(3) The final development plan and the final plat shall conform to the general development plan and preliminary plat plus any recommended changes by the planning commission or city council to the general development plan and preliminary plat.

(4) The city council shall review the final development plan and final plat. If the final development plan is approved by the city council, the city administrator shall issue a conditional use permit to the applicant.

(5) The applicant(s) shall grant a Conservation Easement which shall run with the land in perpetuity to the City of Afton, all of the owners of the lots and parcels to be created in the ~~PAUD~~ PLCD, all land owners of property within Afton abutting the PLCD and the Minnesota Land Trust (or similar independent third party approved by the City of Afton), which restricts the lots and parcels, as well as the development rights on the undeveloped parcel(s), within the PLCD to the number of dwelling units approved for the ~~PAUD~~ PLCD and the land cover and use approved by the City of Afton as a part of this ~~PAUD~~ PLCD. If neither Minnesota Land Trust nor any comparable organization will accept the Conservation Easement the City of Afton, in its sole discretion, may upon a specific finding that no conservation organization will accept a Conservation Easement, waive such requirement. In the case of such waiver, the applicant(s) shall be required to extend the grant of a Conservation Easement to the owners of property that abuts all abutting property to the PLCD.

Sec. 12-2381. Enforcement of development schedule.

The construction and provisions of all of the common open spaces and public and recreational facilities that are shown on the final development plan must proceed at the same phase as the construction of dwelling units. At least once every six (6) months following the approval of the final development plan, the city administrator shall review all of the building permits issued for the planned development and examine the construction which has taken place on the site. If he shall find that the rate of construction of dwelling units is greater than the rate at which common open space and public and recreational facilities have been constructed and provided, he shall forward this information to the city council, which may revoke the ~~planned unit development~~ PLCD permit.

Sec. 12-2382. Conveyance and maintenance of ~~common open space~~ undeveloped parcel.

(1) All land shown on the final development plan as ~~common open space~~ an undeveloped parcel must be conveyed to a homeowners association or similar organization provided in an indenture establishing an association or similar organization for the maintenance of the planned development. The ~~common open space~~ undeveloped parcel must be conveyed to the homeowners association or similar organization subject to covenants to be approved by the city council which restrict the ~~common open space~~ undeveloped parcel to the uses specified on the final development plan and which provide for the maintenance of the ~~common open space~~ undeveloped parcel in a manner which assures it continuing use for its intended purpose.

(2) If a homeowners association is created, the applicant shall submit plans at the time of final plan of development and documents which explain:
   (a) Ownership and membership requirements.
   (b) Articles of incorporation and bylaws.
   (c) Time at which the developer turns the association over to the homeowners.
   (d) Specific listing of items owned in common including such items as roads, recreation facilities, parking, common open space grounds, and utilities.

Sec. 12-2383. Standards for ~~common or open space~~ undeveloped parcel.

No open area may be approved as common ~~open space~~ undeveloped parcel under the provisions of this article unless it meets the following standards:

(1) The location, shape, size, and character of the ~~common open space~~ undeveloped parcel must be suitable for the planned development.

(2) ~~Common open space~~ The undeveloped parcel must be used for amenity or recreational purposes. The uses authorized for the ~~common open space~~ undeveloped parcel must be appropriate to the scale and character of the planned development, considering its size, density, expected population, topography, and the number and type of dwellings to be provided.

(3) ~~Common open space~~ The undeveloped parcel must be suitably improved for its intended use but common space containing natural features worthy of preservation may be left unimproved. The buildings, structures and improvements which are permitted in the ~~common open space~~ undeveloped parcel must be appropriate to the uses which are authorized for the ~~common open space~~ undeveloped parcel and must conserve and enhance the amenities of the ~~common open space~~ undeveloped parcel having regard to its topography and unimproved condition.

Sec. 12-2384. Review and amendments.

(1) The city administrator shall review all ~~PAUDs~~ PLCDs within the city at least once each year and shall make a report to the city council on the status of the development in each of the ~~PAUD~~ PLCD districts. If the city administrator finds that the development has not commenced within one (1) year after the original approval of the ~~special~~ conditional use for the ~~PAUD~~ PLCD, the city administrator may recommend that the city council revoke the conditional use permit as set forth in Section 12-78 of this chapter. Prior to cancellation or revocation of this permit, the city council shall hold a public hearing at which time all interested parties will be given an opportunity to be heard.

(2) For additional phases of the ~~PAUD~~ PLCD, if within ~~five (5)~~ two (2) years of completion of the prior phase, the project has not progressed, the city administrator may recommend that the city council determine what action will be taken with the remainder of the project. Prior to determining the outcome of the ~~PAUD~~ PLCD, the ~~city council~~ Planning Commission shall hold a public hearing at which time all

interested parties will be given an opportunity to be heard.

(3) Minor changes in the location, placement, and heights of the buildings or structures may be authorized by the zoning administrator if required by engineering or other circumstances not foreseen at the time the final plan was approved.

(4) Approval of the planning commission and city council shall be required for other changes such as rearrangement of lots, blocks and building tracts. Those changes shall be consistent with the purpose and intent of the approved final development plan.

(5) Any amendment to the ~~PAUD~~ PLCD shall require the same procedures as for the application for a conditional use permit as set forth in this chapter.

(6) This Ordinance shall be in full force and effect from the date of the publication of this Ordinance.

SECTION 3. This amendment shall be in full force and effective immediately following its passage and publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 15th DAY OF APRIL, 2008.

SIGNED:

Julia K. Welter, Mayor

ATTEST:

James E. Norman, City Administrator

Motion By: Richter
Second By: Welter
Mucciacciaro: No
Richter: Aye
Nolz: Aye
Nelson: No
Welter: Aye

January 5, 2018

To: Afton City Council
Ron Moorse, City Administrator
From: Citizens Concerned for Afton
RE: PUD/PLCD Discussion before City Council on January 9, 2018

This addresses some of the comments in a memo dated December 18, 2017 by the City Planner, Stephen Grittman. Mr. Grittman (Planner) responded to citizen correspondence, and correspondence from its attorney, (both attached) regarding whether a PLCD is a PUD within the meaning of the Afton City ordinances.

First, the Planner can provide all the paper he wants showing other city and county ordinances but the question is: ***What does the Afton City ordinance show***? As the Planner knows, cities including Afton, have use tables that identify permitted uses and if a use is not listed, it is not permitted. The use table in the Afton shoreland ordinance says PUDs are prohibited at Sec. 12-363.B.1.l. That actually means something. The real and only question here is: What does the use table refer to where it says that a PUD is not a permitted use in the shoreland along a trout stream. The only thing it could be within the Afton ordinance is a PLCD. This is further supported by the redlined version of the ordinance showing the history of the change from a PAUD to a PLCD ordinance where essentially the only change was to replace the word PAUD with PLCD.

We will not address all the responses the Planner makes to the citizen memo because the attorney opinions of the City attorney (finding that it is "strongly suggestive" that a PLCD is a PUD) and the citizen's attorney carry far more weight when addressing a legal interpretation, but we will address some key assertions:

1. The Planner says the PUD definition in MN rules does not apply because there is no unified site design or density increases, etc. He is just plain wrong. In fact, the PLCD ordinance requires at 12-2375.A.2 that: "The preservation and land conservation development is an effective and **unified treatment of the development possibilities on the project site** and the development plan provides....(emphasis added). Furthermore, there is obviously a density increase when the underlying agricultural zoning would not allow the proposed 5-acre lots. Why would the developer be bothering with a PLCD if this were not the case?

2. Second, the citizen letter and its attorney's analysis, did not have to rely on secondary authority as the Planner did to support their view that a PLCD is a PUD. State law makes it clear as does the plain reading of our ordinance and its legislative history. But we find it interesting that the City Planner discounts the definition of a PUD that the Minnesota League of Cities provides as guidance to cities all over the state. The City planner dismisses the League as just a "lobbying group" that cannot be relied upon. Maybe the Planner is not aware that the League, through its insurance trust, actually defends cities in litigation on the interpretation of land use matters just like these.

Lastly, as a matter of City policy, we are concerned with the tone of the Planner's response to a citizen letter and the letter of its attorney. The tone is not of a professional providing its best advice to a City looking at both sides of an issue but instead the tone of an advocate for a cause. Given the past missteps in reading our ordinance by the Planner's firm and this recent advocacy, we are concerned whether the City is getting the best representation on these matters that are so important to the future of our City and its citizens.

(612) 337-6100 (612) 339-6591
100 Washington Ave S Suite 1300
Minneapolis, MN 55401
siegelbrill.com

SIEGEL BRILL PA
ATTORNEYS AT LAW

December 15, 2017

Via U.S. Mail and Email (rmoorse@ci.afton.mn.us)

Mayor Richard Bend and
Members of the City Council
City of Afton
3033 St Croix Trail S.
PO Box 219
Afton, MN 55001

Re: Afton Creek Preserve application
Our File No. 28697

Dear Mayor Bend and Council members:

I represent Citizens Concerned for Afton, and I am writing today to address a number of points in Mr. Moorse's December 14 Council Action Memo regarding the proposed Afton Creek Preserve PLCD.

The first point I wish to address is the statement in the Memo that the interpretation of ordinance provisions is "within the Council's powers." With all due respect to Mr. Moorse and the Council, this statement does not fully address where the ultimate power to interpret ordinances actually lies. It is certainly the case that, *in the first instance*, the authority to interpret ordinances rests with the Council or its designee. But that requires the City to apply its ordinances as they are written and resort to "interpretation" only when an ordinance is unclear or ambiguous. However, it is ultimately the courts that resolve disputed ordinance interpretations, and the Courts perform this function *de novo*, without giving any deference to a city council interpretation. *See Frank's Nursery Sales, Inc. v. City of Roseville*, 295 N.W.2d 604, 608 (Minn. 1980) ("while issues of fact and legislative policy-making decisions should be left to the city's determination, subject only to the broad limits of the 'arbitrary and capricious' standard, the interpretation of an existing ordinance is a question of law for the court"). The City must therefore apply its ordinances as they are written, or risk reversal by the district court.

Here, the ordinance without question states that PUDs are not a permitted use in shoreland areas. The ordinance does not define the term PUD, but the only possible use it could be referring to is a PLCD; nothing else in the ordinance comes close. The law requires the City to give meaning to every word of an ordinance, *see 500, LLC v. City of Minneapolis*, 837 N.W.2d 287, 291 (Minn. 2013), and the only way to do that here is to conclude that the term "PUD" in the use table in Sec. 12-363(B) refers to a PLCD. (It is also worth noting that the legislative history of the PLCD ordinance that is included with the Council Action Memo shows that the PLCD ordinance is largely just the old PUD ordinance with a name change.)

The second issue is the suggestion in the Council Action Memo that in the absence of a definition of PUD in the Afton City Code the City can rely on a definition from a general legal treatise that was provided in a November 30 letter from the City Attorney. Even if this matter could not be resolved based on an interpretation of the prohibition on PUDs in the use table in

Sec. 12-363, reliance on a secondary source like a treatise would be inappropriate because the Minnesota state shoreland rules provide a definition of PUD that is binding on the City:

> *"Planned unit development" means a type of development characterized by a unified site design for a number of dwelling units or dwelling sites on a parcel, whether for sale, rent, or lease, and also usually involving clustering of these units or sites to provide areas of common open space, density increases, and a mix of structure types and land uses.*

Minn. R. 6120.2500, subp. 12. The proposed PLCD is plainly a planned unit development under this definition—it involves a unified site design for a number of dwelling units and a form of clustering to provide areas of common open space and increased density.

Finally, the Council Action Memo indicates that the City's planning consultant has suggested that a PLCD can be distinguished from a PUD based on the fact that a PLCD that does not comply with general zoning provisions requires separate variances, whereas such deviations can be approved as part of a PUD approval, without the need for variances. This argument should not even be considered for the reasons outlined above, because the prohibition of PUDs in the shoreland is plain on its face. In any event, nothing in the City Code supports the planner's argument, and fact that a PLCD applicant may need a subdivision variance does not take a PLCD outside of the definition of a PUD.

Sincerely,

Mark Thieroff

612.337.6102 | Direct
markthieroff@siegelbrill.com

December 18, 2017

TO: Ron Moorse and Afton City Council
FROM: Citizens Concerned for Afton
RE: PUDs and PLCDs in the Afton Shoreland District

Thank you for the opportunity to provide comments on the above-referenced issue.

1. **Planned Unit Developments (PUDs) are Prohibited in the Afton Shoreland District**

- Afton's ordinance specifically prohibits Planned Unit Developments (PUDs) in its shoreland district at Sec. 12-363(B)1.l.

- Minn Rule 6120.3800, subpart 1 (attached) says local governments must consider the use of Planned Unit Developments (PUDs) in their shoreland districts
  - municipalities only have obligation to consider but have no obligation to allow PUDs in shoreland.
  - if they allow PUDs in shoreland, their ordinances must include all the restrictions, procedures, and information requirements set for the state law at Minn. Rule 6120.3800
- Cities can choose to be more protective of their shoreland and not encourage any development near or within their shorelines
- Afton made this choice by specifically prohibiting PUDs in the shoreland district as stated in 12-363(B)l.
- If Afton now wants to consider allowing PUDs in shoreland, it must follow the procedures set forth in state law to do so and amend its ordinance

2. **A PLCD is a type of PUD and is Prohibited in the Afton Shoreland District**

- No specific definition of a PLCD so next step is to look at the many legal definitions of PUD to see if a PLCD fits within it.
- City Attorney December 1, 2017 opinion on page7-8 says his research ***"strongly suggestive"*** that PLCD is PUD as commonly understood in the real estate industry. He relies on a legal treatise to support this view.
- Minnesota law supports the same view without resorting to relying on a treatise but instead looking at the definition in state law. Minn. Rule defines PUD as: "*Planned unit development" means a type of development characterized by a unified site design for a number of dwelling units or dwelling sites on a parcel, whether for sale, rent, or lease, and also usually involving clustering of these units or sites to provide areas of common open space, density increases, and a mix of structure types and land uses.*" Minn. R. 6120.2500, subp. 12 (attached). The Afton PLCD is plainly a planned unit development under this definition-it involves a unified site design for a number of dwelling units and a form of clustering to provide areas of common open space and increased density.

- MN League of Cities defines PUD as "*A development of contiguous land area that contains developed clusters intermixed with green space or commercial or public development. Often the cluster development allows greater density than normally permitted in the development, in exchange for some other benefit such as green space or open space.*" Mn League of Cities, Information Memo Zoning Guide for Cities, page 7 (attached). This definition also encompasses a PLCD.
- The history of adoption of the Afton PLCD ordinance is also important to consider. Afton's PUD ordinance was merely replaced by the PLCD ordinance almost verbatim.
    - The actual City resolution approving the PLCD ordinance (attached) shows the markup of the PUD ordinance. It clearly indicates that the word PLCD was merely substituted for the word PUD in the scope and general provisions indicating they are essentially interchangeable terms.
- Afton City Planner says because PLCD applicant may need subdivision variance that the PLCD can't be a PUD. There is absolutely no authority for that premise. The fact that a PLCD applicant may need a subdivision variance does not take a PLCD outside of the definition of a PUD.
    - Planner's attempt at 'interpreting' the PLCD ordinance beyond its plain meaning is yet another misreading of our ordinances and the law and an attempt to bend over backwards to maximize density in the PLCD.
- The City does not have authority to interpret ordinances beyond its plain meaning. Here PUDs are strictly prohibited in shoreland. Furthermore, the legal definitions in treatises, Minnesota law, and the MN League of Cities Zoning Guide ***all*** point to a PLCD being a type of PUD. Thus, a PLCD can not be included in the Afton Shoreland District.

Minnesota Administrative Rules

Authenticate

6120.3800 PLANNED UNIT DEVELOPMENT.

Subpart 1. **Scope of planned unit development provisions.** Local governments must consider incorporating, with approval of the commissioner, provisions into shoreland management controls to allow planned unit developments. The provisions may allow planned unit developments for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land. The provisions must be consistent with standards in this part. During the period between adoption of parts 6120.2500 to 6120.3900 and adoption of local government official controls meeting the planned unit development standards in part 6120.3800, preliminary plans for each planned unit development must be reviewed for consistency with part 6120.3800 and approved by the commissioner before final local government approval.

Subp. 2. **Land use district designation.** If local governments allow planned unit developments, the land use districts in which they are an allowable conditional use must be identified in their official controls and on a zoning map. Designation of the districts must be based on consideration of the criteria in part 6120.3200 and the following criteria:

A. existing recreational use of the surface waters and likely increases in use associated with planned unit developments;

B. physical and aesthetic impacts of increased density;

C. suitability of lands for the planned unit development approach;

D. level of current development in the area; and

E. amounts and types of ownership of undeveloped lands.

Expansions to existing commercial planned unit developments involving up to six dwelling units or sites, unless the density determined under subpart 6, item A is exceeded, may be allowed as permitted uses under standards developed by local units of government. The date of effect of official controls adopted by each local government under this part must be the base date for determination of expansions. Expansions exceeding these limits must be processed as conditional uses and meet the standards in this part.

Subp. 3. **Information requirements.** Provisions for submission of adequate information by project proponents must be included in official controls. The provisions must include at least the following:

A. a site plan for the project showing property boundaries, surface water features, existing and proposed structures, sewage treatment systems, topographic contours

RELEVANT LINKS:

Cities should strive for zoning that meets their goals as simply and efficiently as possible. Above all, a zoning ordinance should be a practical document that is as enforceable as possible.

Depending upon the individual needs of the city, a zoning ordinance also may contain provisions for the following:

- Mixed use or hybrid districts. Districts that do not neatly meet the traditional district categories of residential, commercial or industrial use, but may contain a blend of uses. For example, a "downtown mixed use district" that features a blend of commercial uses and multifamily residences.
- Planned Use Development (PUD) or cluster development: A development of contiguous land area that contains developed clusters intermixed with green space or commercial or public development. Often the cluster development allows greater density than normally permitted in the development, in exchange for some other benefit, such as green space or open space.
- Overlay district: A district developed to "overlay" one or more existing zoning districts that imposes additional zoning requirements. Overlay districts may be developed with a specific land area in mind or may be developed to "float" until anchored to a suitable development proposal. In some cities, overlay districts may be structured as conditional uses.

Some definitions as PUD encompasses

5. Natural resource protection and flood plain provisions

Zoning in cities that contain certain natural resources, such as lakes and rivers, or that sit within a floodplain, also may contain the following:

Minn. Stat. § 103F.121
Minn. R. 6120.5000
See MN DNR sample floodplain management ordinances
See also MN DNR for more information and resources on floodplain management

- Floodplain requirements: Floodplain management ordinances are required by state law. Flood plain ordinances regulate the use of land in the floodplain to preserve the capacity of the floodplain to carry and discharge regional floods and minimize flood hazards.

Minn. Stat. § 103F.335

See also MN DNR website for more information on MN Wild and Scenic Rivers.

- Wild and scenic rivers development requirements: Wild and Scenic Rivers development ordinances are required by state law for cities that have shoreland located within the Minnesota Wild and Scenic Rivers System. These ordinances must comply with state standards set by the Commissioner of Natural Resources.

Minn. Stat. § 103F.221
Minn. R. 6120.2500 - 3900
See shoreland management ordinance, DNR Model
See also MN DNR website for more information and resources on shoreland management

- Shoreland development requirements: For cities that contain shore land, these zoning regulations control the use and development of its shorelands. City shore land regulations must be at least as restrictive as state standards and are subject to the review of the Commissioner of Natural Resources.

Subp. 7b. **Industrial use.** "Industrial use" means the use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

Subp. 7c. **Intensive vegetation clearing.** "Intensive vegetation clearing" means the complete removal of trees or shrubs in a contiguous patch, strip, row, or block.

Subp. 8. **Lot.** "Lot" means a parcel of land designated by plat, metes and bounds, registered land survey, auditors plot, or other accepted means and separated from other parcels or portions by said description for the purpose of sale, lease, or separation.

Subp. 9. **Lot width.** "Lot width" means the shortest distance between lot lines measured at the midpoint of the building line.

Subp. 10. **Nonconformity.** "Nonconformity" means the same as that term is defined or described in Minnesota Statutes, chapter 394.

Subp. 11. **Ordinary high water level.** "Ordinary high water level" means the boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.

Subp. 12. **Planned unit development.** "Planned unit development" means a type of development characterized by a unified site design for a number of dwelling units or dwelling sites on a parcel, whether for sale, rent, or lease, and also usually involving clustering of these units or sites to provide areas of common open space, density increases, and a mix of structure types and land uses. These developments may be organized and operated as condominiums, time-share condominiums, cooperatives, full fee ownership, commercial enterprises, or any combination of these, or cluster subdivisions of dwelling units, residential condominiums, townhouses, apartment buildings, campgrounds, recreational vehicle parks, resorts, hotels, motels, and conversions of structures and land uses to these uses.

Subp. 13. **Public waters.** "Public waters" means any waters as defined in Minnesota Statutes, section 103G.005, subdivisions 15 and 15a. However, no lake, pond, or flowage of less than ten acres in size in municipalities and 25 acres in size in unincorporated areas need be regulated for the purposes of parts 6120.2500 to 6120.3900. A body of water created by a private user where there was no previous shoreland may, at the discretion of the local government, be exempted from parts 6120.2500 to 6120.3900.

ORDINANCE 06-2008

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE TO AMEND CHAPTER 12, LAND USE, BY AMENDING SECTION 12-145 AND AMENDING ARTICLE XII, TO ALLOW PRESERVATION AND LAND CONSERVATION DEVELOPMENTS IN THE AGRICULTURAL DISTRICT.

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

SECTION 1. Section 12-145 of the Afton Code of Ordinances is hereby amended to read as follows.

Sec. 12-145. Preservation and Land Conservation Development (PLCD) ~~Planned Agricultural Unit Development (PAUD)~~ Overlay District.

(a) Purpose. To encourage a more creative and efficient development of land and its improvements through the preservation of agricultural land, natural features and amenities than is possible under the more restrictive application of zoning requirements, while at the same time, meeting the standards and purposes of the comprehensive plan and preserving the health, safety, and welfare of the citizens of the city, ~~in the AG zoning district~~ as provided in Article XII of Chapter 12.

(b) Permitted uses. As permitted and regulated under Chapter 12.

SECTION 2. Article XII of the Code of Ordinances is hereby amended to read as follows:

ARTICLE XII. AFTON PRESERVATION AND LAND CONSERVATION DEVELOPMENTS ~~PLANNED AGRICULTURAL UNIT DEVELOPMENTS~~

Sec. 12-2371. Scope.

This article applies to ~~Planned Agricultural Unit Development (PAUD)~~ Preservation and Land Conservation Developments (PLCD) in the Agricultural (AG) zoning district.

Sec. 12-2372. General provisions.

A ~~PAUD~~ PLCD is a tract of land that is developed as a unit under single or unified ownership or controls. A ~~Planned Agricultural Unit Development~~ Preservation and Land Conservation Development may be allowed in the AG zoning district to preserve prime agricultural land, woodland, wildlife habitat, vistas, groundwater recharge areas, areas with sensitive soils or geological limitations and areas identified in the Comprehensive Plan. Uses not otherwise allowed in the zoning district are prohibited within a planned development unless specifically permitted by provisions of this ordinance. ~~provisions are made.~~

Sec. 12-2373. Purpose.

The purposes of this article are:

(1) To permit subdivisions in the Agricultural Zoning District which require the construction of a new public street.

(2) To encourage a more creative and efficient development of land and its

February 14, 2018

To: Afton City Council
RE: Is a Preservation and Land Conservation Development (PLCD) a type of Planned Unit Development (PUD) under Afton Ordinances

From: Citizens Concerned for Afton

We encourage you to support the recommendation from the Planning Commission (6-1 vote) that a PLCD is a form of PUD under Afton's ordinances. As a result, because PUDs are prohibited in Afton shoreland districts, PLCD acreage can not be located in such areas.

We previously provided you detailed comments on this subject. Since that time, the Planning Commission reviewed this issue. Two members of the Planning Commission were on the Commission when the shoreland district restrictions were put in place and they provided context for the meaning of the definition of a PUD at the last Planning Commission meeting. They concluded that a PLCD was clearly a form of PUD unique in Afton ordinances and that the City specifically added that PUDs should not be included in shoreland areas such as Trout Streams as a way to discourage large scale development in sensitive shoreland areas.

The decision before you does affect the Carlson PLCD (it may lose a couple of lots but the project's shoreland can still be included in a conservation easement) but it is a much broader issue for all future development in Afton. For those of us concerned about water quality, we want to discourage any large scale development in our sensitive shoreland areas. A vote finding that a PLCD is a PUD within the meaning of Afton's ordinances, is vote for protecting our water quality and shoreland areas.

James Rickard
Nicole Mettler Rickard
Mary McConnell
William and Jan Dickes
Doug and Joy Forbes
Mike McBain
Franz Hall
T. Seifert
N. Rademacher
Ed Stanek
Sue Rich
Patrick Leahy
George Kinney
Kevin and Vicki Slaikeu
Randy Graham
Kathy Graham
Teresa Lewandowski
Christian Dawson
Nancy Turner
Tom Rhode
Jeff Berggren
Doug Parker
Paul Wolner
PLUS

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Afton Creek Preserve PLCD Subdivision Application, including Rezoning, Preliminary Plat and Conditional Use Permit on 219 acres of land at 14220 60th Street and parcels with PID Numbers 33.028.20.33.0005, 33.028.20.33.0004, 33.028.20.32.0001, 32.028.20.41.0002, 32.028.20.42.0004, and 32.028.20.43.0001

Background

At the January 8 Planning Commission meeting, the Afton Creek Preserve PLCD subdivision application was considered and a recommendation of denial was made without proper notice. The Council referred the application back to the Planning Commission for consideration and recommendation with proper notice. In the interim, the applicant has submitted a revised design plan and related materials for a public hearing and consideration at the March 5, 2018 Planning Commission meeting.

Planning Commission Recommendation

At its February 5 meeting, the Planning Commission considered the Afton Creek Preserve application and recommended, on a vote of 6-1-0, denial of the application or alternatively applicant should be asked to withdraw his preliminary plat application with refund of any application fees not used by the city and resubmit an application with one proposed preliminary plat drawing that meets the City of Afton's ordinances without the need for a rezoning or variances. The recommendation was based on the following findings:

Findings:

1) The application requires a variance for more than 9 lots on a cul-de-sac
2) The application requires a variance to join a lot to the PLCD that has already been subdivided to its maximum density which is disallowed by the PLCD ordinance
3) The question of rezoning a RR parcel so that it can be included in the PLCD has not been adequately addressed, but appears to be disallowed by the PLCD ordinance
4) The application has been incomplete and still lacks complete slope data that has been requested
5) The issue re: stormwater runoff has not been addressed adequately
6) The traffic issue has not been studied adequately with a traffic study taking place during a holiday week and while there was construction in the area
7) The traffic study did not adequately address the safety impacts of traffic increases along the Trading Post curve, the substandard road width along the Trading Post curve, the private driveway in the tangent of the curve, or the increased traffic speed if the road were to be paved
8) The traffic study did not adequately address the safety impacts traveling south on 60th Street from the proposed access point related to traffic increases, curves, substandard road width, inadequate sight lines, speed if the road were to be paved, or intersection quality at Oakgreen.
9) Currently, there are no less than 3 plans for this application. Applicant needs to submit one final and complete plan to be considered.
10) Lot sizes and lot layout are questionable with at least one lot having a very odd shape.

11) The issue of the field access road off of Trading Post has not been addressed (potentially leaving no purpose for the access road leading to its abandonment and regrowth in invasive species)
12) The southern boundary of the shoreland district boundary is not shown on the preliminary plat application maps
13) The question of whether the PLCD is a PUD within Afton ordinances requiring the removal of shoreland district acreage from the PLCD has not be adequately addressed or reflected on the preliminary plat application maps.
14) Access road setbacks from the Graham property need to be confirmed so that the setbacks are fully adhered to and do not place an encumbrance on the Graham property in the future.

Proper Procedure Regarding Consideration of the Planning Commission Recommendation

The City Attorney has indicated that the proper procedure to follow in the case where the Planning Commission has provided a recommendation regarding a subdivision based on a design plan that is no longer current, and based on findings some of which are no longer relevant, is either that the applicant withdraws the original application in favor of an application with the revised design plan, or that the Council continues action on the application until a recommendation is received from the Planning Commission regarding the revised design plan. The continuation option would need to be subject to the applicant agreeing to provide an additional extension of the 60 day review period beyond the current April 14 date, along with a letter acknowledging the need for the extension and that they will not assert the statutory consequences in relation to the extended review date. The applicant has indicated a letter regarding an additional extension of the 60 day review period will be provided.

COUNCIL ACTION REQUESTED:

Motion regarding the Afton Creek Preserve PLCD Subdivision Application.

To:	Mayor Bend and Members of the City Council
From:	Ron Moorse, City Administrator
Date:	February 15, 2018
Re:	Preliminary Comments from the Citizens Concerned for Afton Regarding the Afton Creek Preserve Revised Plan

---

As requested by the Citizens Concerned for Afton, attached are preliminary comments from the Citizens Concerned for Afton regarding the revised plan for the Afton Creek Preserve PLCD Subdivision.

February 14, 2018

To: Afton City Council and Planning Commission

RE: Carlson PLCD: Preliminary Comments on Proposed Final Plan submitted on February 5, 2018 (Odell Access, Horse Sanctuary, Park)

From: Citizens Concerned for Afton (see list)

First, we are very disappointed that Mr. Bush's final application addresses very few of the concerns the neighborhood group has expressed for the past 18 months. For example, despite the Odell access being taken off the table in December 2016, the developer is now back to proposing an Odell access point. This plan shows even more homes (now 4 instead of 3) abutting the Turner/Rhode horse farm than many of the previous plans.

This all goes back to the owner buying property that has substantial development challenges with a stream, steep topography, and very poor access. Yet he continues to put the burden back on the City and its residents to fix his problem with compromises on road safety, breaking up an existing neighborhood, hurting existing businesses, and maximizing density on land that is unsuitable for it. This, coupled with an inexperienced developer who has refused to work with the community, is why we are here after 18 months and countless hours spent by the residents, city staff and committee volunteers.

Odell Access. The City attorney has suggested that an access at 5550 Odell could be considered without the need for a variance if there was a pre-existing road on the parcel. Although the City attorney in his December 1 opinion claimed this way to access was technically possible, he went on to say that this approach would be "unusual, to say the least." Alternatively, if there is no pre-existing road, the developer would have to get a variance to join the parcel to the PLCD in order to use it as an access

To allow the developer to proceed without a joining variance, the City would have to approve tearing down a house on a rural residential lot in the middle of a mature subdivision in order to put a public road through it so that the developer could come in later to say there was a preexisting road. However, it defies logic to suggest there is or could be a pre-existing road under these present circumstances.

On its own, the City would never approve a public road through this lot because it would be a public road to no where with no purpose. The developer is seeking approval for the public road in conjunction with his approval for the PLCD development. In fact, but for this public road approval, he could not maximize his density with a loop road as shown on his plan, so the two are tightly intertwined—there is nothing pre-existing about it. The application for the public road is made in conjunction with his application for approval for his preliminary plat—his preliminary plat plan shows the issues are not independent (or preexisting) but one and the same.

Further, as a matter of policy if the City approved this approach, there would never be such a thing as a final plat in Afton again. The parcel at 5550 Odell is a rural residential lot with a home on it. It is located in the middle of an established neighborhood/subdivision that was reviewed extensively and platted over 20 years ago. The proposed road will break up the subdivision and add over 180 car trips per day on the local road (Odell) that was designed to serve only 14 lots under its original plats. Final plats are created to give some certainty to buyers and owners to invest in their properties without fear that roads, parks, etc. will appear next door devaluing their interests. What a terrible precedent and a way to discourage investment by breaking up cohesive neighborhoods of Afton residents with roads/parks just to advance the economic interests of a developer.

Lastly, we are shocked that this type of trickery with our ordinances is even being presented as a viable option for consideration. It shows how far off-track things are that a developer would be encouraged to present this option and even worse if it is considered by the City only to advance the interests of a developer at the expense of the community. This is a sad day for Afton.

An Odell access also does also not comply with Afton's subdivision or PLCD ordinances:

12-1377.D. Proposed subdivision shall be coordinated with <u>existing</u> nearby municipalities or <u>neighborhoods so that the community as a whole may develop harmoniously</u>. (emphasis added). The project has not been coordinated with existing nearby neighborhoods so that the community as a whole may develop harmoniously. In fact, the developer now proposes to break up an existing subdivision by tearing down a house in the middle of it and forcing a road through this lot so he can access his development behind it. This access is not in harmony with nearby neighborhoods.

Sec. 12-2375. General standards for approval.
A. A Conditional Use Permit shall be required for all preservation and land conservation developments. The City may approve the preservation and land conservation development if it finds that the development satisfies all of the following standards:
3. *The preservation and land conservation development can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.* The development does not harmonize with existing development surrounding the project site. In fact, it breaks up an existing subdivision with a proposed road access at Odell. This road access is not a unified part of the PLCD boundary but burdens and existing neighborhood. A proposed park in the middle of an existing neighborhood also burdens an adjacent existing neighborhood. The surrounding neighborhoods object to the placement of a park that breaks up an existing neighborhood

Sec. 12-2379. General development plan.
B. In addition to the criteria and standards set forth in Sec. 12-78 of this article for the granting of Administrative Permits, the following additional findings shall be made before the approval of the outline development plan:
2. The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to potential surrounding uses. The proposed road access at 5550 Odell will break up an existing cohesive neighborhood that was planned, reviewed and

approved more than 20 years ago as a subdivision. Odell was designed as a minor street to support only traffic from abutting properties. The proposed access onto Odell will change it to a collector street where it will collect traffic properties that do not abut it. Odell has sharp curves with steep grades and currently is popular as a walking, biking and running road. These activities will be negatively impacted by increased traffic that is incompatible with these uses given the reduced sitelines, curves and steep grades. The proposed park in the middle of this historical subdivision is not compatible with the nature of the neighborhood and will negatively impact the two properties that abut it plus it would add potentially more traffic to Odell in addition to the traffic from the development. These road safety considerations have not been adequately addressed.

5. The proposed total development is designed in such a manner as to form a desirable and unified environment within its own boundaries. The proposed access point from 5550 Odell is outside of the PLCD boundaries breaking up an established subdivision. It is not a development that is a "unified environment within its own boundaries."

Turner/Rhode Horse Sanctuary. How can we allow a developer to come into our community and destroy the value of a long-standing business particularly one that is encouraged and prized in Afton's Agricultural Zone? Our Comprehensive Plan is filled with policy/goals to promote continued agricultural uses in our Ag Zone and not residential uses.

The horse sanctuary that has operated on the Turner/Rhode property for many years is part of a very successful non-profit operation that is widely known throughout the country for its exemplary work (www.thisoldhorse.org). It is one of only 30 accredited horse sanctuaries in the US! The proposed development with its maximum density surrounds the sanctuary with 4 lots butting right up to its pastures on 2 sides. The neighborhood suggested that the lots be shifted north to allow a conservation easement buffer around the farm's pastures—a very small concession for the business. But the developer even ignored that option saying he might have to take down some trees even though he is willing to do so for roads. In fact, a review of the tree line on his plan shows very few trees would be impacted. Further, while a previous development plan showed 3 lots abutting the farm's pastures, the new plan shows 4 lots now abutting the farm's pastures. Again, this is a retreat from addressing any of the community's concerns. The developer proposes to mitigate impacts by planting some trees on the boundary line of the lots that abut the farm's pastures, but trees on private property can always be easily removed and this provides no meaningful protection for the sanctuary. Instead, the developer needs to remove all the lots around this sanctuary.

We need to remind ourselves what our Comprehensive Plan states at page 21: **"The residents of the City of Afton value the agricultural economy and rural character that an agricultural environment provides. This Plan intends to preserve agricultural land for permanent agricultural use, and does not accept the belief held by some that agricultural use is merely a temporary use or that agricultural lands are merely a holding area for future residential or other development. Moreover, the community values agricultural land as open space in an increasingly urban environment, a sanctuary for a rural lifestyle that Afton residents have consistently desired to maintain."**

Park. Joe Bush also proposes a public park at 5550 Odell adjacent to his access road presumably to meet his park dedication obligation. First, this is a public park in the middle of an established neighborhood and has no context as part of any park planning in the City. The residents in this neighborhood do not want their subdivision broken up with a public park placed adjacent to their properties and which could potentially add even more traffic to Odell in addition to the proposed 180 new car trips per day with the Odell access. Afton typically has chosen not to take scattered parcels of parkland throughout the city and this would be a deviation from current practice.

James Rickard
Nicole Mettler Rickard
Mary McConnell
William and Jan Dickes
Doug and Joy Forbes
Mike McBain
Franz Hall
T. Seifert
N. Rademacher
Ed Stanek
Sue Rich
Patrick Leahy
George Kinney
Kevin and Vicki Slaikeu
Randy Graham
Kathy Graham
Teresa Lewandowski
Christian Dawson
Nancy Turner
Tom Rhode
Jeff Berggren
Doug Parker
Paul Wolner
PLUS

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 15, 2018

Re: Proposal to Dedicate 5550 Odell Parcel as Parkland and Findings Necessary for a PLCD Application

---

Council member Richter has requested that the proposal by Will Carlson to dedicate the parcel at 5550 Odell Avenue to the City for use as parkland, with the reservation of a 60 foot wide public road right-of-way through the parcel, be discussed by the Council in advance of the revised Afton Creek Preserve PLCD Subdivision application being considered by the Planning Commission.

Council member Richter has also requested that the five findings listed in Sec. 12- 2379 B of the PLCD ordinance (and listed below) be reviewed to determine if the application meets these findings before it is moved forward for consideration by the Planning Commission. The City's Planning Consultant has advised that the five findings are to be used by the Planning Commission and Council in their consideration of the application and as a basis for an action to approve or deny the application, rather than a determination regarding these findings being made prior to review by the Planning Commission and Council.

Sec. 12-2379.
B. In addition to the criteria and standards set forth in Sec. 12-78 of this article for the granting of Administrative Permits, the following additional findings shall be made before the approval of the outline development plan:
1. The proposed PLCD is in conformance with the comprehensive plan.
2. The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to potential surrounding uses.
3. Each phase of the proposed development, as it is proposed to be completed, is of sufficient size, composition, and arrangement that its construction, marketing, and operation are feasible as a complete unit, and that provision and construction of dwelling units and common open space are balanced and coordinated.
4. The PLCD will not create an excessive burden on parks, schools, streets, and other public facilities and utilities that serve or are proposed to serve the district.
5. The proposed total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.

COUNCIL ACTION REQUESTED:
Any action to be taken is to be determined by the Council.

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 9, 2018

Re: Comprehensive Plan Update

Background

Every ten years, all cities in the Minneapolis/St. Paul Metropolitan Area are required to prepare an updated Comprehensive Plan. The Comprehensive Plan sets out the City's land use philosophy, policies and goals that reflect the long term vision for the community and are the foundation of the City's land use regulations. The Planning Commission has prepared an updated Comprehensive Plan for public review and comment. The updated Comprehensive Plan continues the philosophy and policies of the 2008 Comprehensive Plan, updates a number of goals to reflect the completion of goals established in the 2008 Comprehensive Plan, and reflects a number of edits to clarify and update information and language in the Plan.

Planning Commission Public Hearing and Recommendation

The Planning Commission held a public hearing regarding the Comprehensive Plan update at its February 5 meeting. During the public hearing, there were no public comments provided. Following the public hearing, the Planning Commission, on a vote of 7-0-0, recommended approval of the Comprehensive Plan Update.

Council Consideration of Comprehensive Plan Update

The attached redlined version of the updated Comprehensive Plan reflects edits that were made after the Comprehensive Plan was provided to the Council for comments and edits at its December 19, 2017 Council meeting. Mayor Bend provided a number of comments and suggested edits that were provided to the Planning Commission for its review at its January 8, 2018 meeting. Most, but not all, of the Mayor's edits were incorporated into the updated Comprehensive Plan that was the subject of the public hearing.

At this time, the Council may make further edits to the updated Plan, or approve the updated Plan for review by adjacent cities and the Metropolitan Council.

COUNCIL ACTION REQUESTED:

Motion regarding the updated Comprehensive Plan.

City of Afton

CITY OF AFTON
2018 COMPREHENSIVE PLAN

Working Draft 2/12/2018

This Page Intentionally Left Blank

Table of Contents

Preamble **7**
Philosophy 7
Introduction 8
Vision Statement 8
Purpose 9
Historical Background 10

Background Information **11**
Migration & Turnover of Population 11
Housing Values 12
Conclusion 12

Environmental Resources Plan **15**
Intent 15
Soils 15
Topography 16
Vegetation 16
Riparian Systems 17
Groundwater 17
Aggregate Resources 18
Energy 18
Environmental Resources Goals and Policies 19

Housing and Land Use Plan **22**
Agricultural 22
Agricultural Zoning District and Agricultural preserves Overlay District 22
Residential 22
Old Village 24
Industrial 26
Marine Services 26
State Park 26
Housing and Land Use Goals, Policies and Strategies 27

Transportation Plan **30**
Traffic Analysis Zones 31
Roads and Highways 33
Safety 35
Access Management 35
Aviation 35
Transit 35

Non-Motorized Transportation 35
Transportation Goals, Policies and Strategies 36

Groundwater and Surface Water Plan 37
Groundwater and Surface Water Goals and Strategies 35

Wastewater and Sanitary Sewer Plan 39
Existing System 39
Planned System Improvements and Projected Wastewater Flows 41
Collection System Improvements 43
Treatment System Improvements 45
Inflow and Infiltration 45
Staging 45
Wastewater Goals and Policies 45

Parks and Open Spaces Plan 47
Existing Parks & Open Space 47
Parks and Open Space Goals, Policies and Strategies 49

Solid Waste Plan 52
Solid Waste Goals and Policy 52

City Governance Plan 54
City Governance Goals, Policies and Strategies 54

System Statement Compatibility 55

Implementation Plan 57

Capital Improvements Program 59

List of Appendices 61

Appendix A Terms and Definitions
Appendix B Demographic Information
Appendix C Watershed District Information
Appendix D Resource References
Appendix E Soils Information
Appendix F Parks and Open Spaces
Appendix G Surface Water Management Plan (draft)
Appendix H Community Survey
Appendix I Maps
Appendix J Sewage Treatment System Inspection Services Agreement & Ordinance
Appendix K Afton Flora and Fauna
Appendix L Public Involvement in Comprehensive Plan Process
Appendix M Facility Plan – Elevate Wastewater Collection and Treatment Alternatives

List of Figures

Figure 1 Afton Population Pyramid, 2015 Census 11
Figure 2 Transportation Analysis Zones-Afton, Metropolitan Council 31
Figure 3 City of Afton Existing Transportation System, Metropolitan Council 34
Figure 4 Compliance Status 40
Figure 5 Historic Village Sewage Treatment Service Area Zoning 42
Figure 6 Estimated Sanitary Sewer Flows 44

List of Tables

Table 1 Housing Values, 2000 Census 12
Table 2 Residential Housing Units, 2000 Census 24
Table 3 Acreages by Zoning District, City of Afton 27
Table 4 Traffic Analysis Zones (TAZs), Metropolitan Council 31

This Page Intentionally Left Blank

PREAMBLE

We, the residents of the City of Afton, Minnesota, in order to:
preserve our rural sanctuary amidst suburban sprawl;
preserve our agricultural heritage and land use;
preserve the character of our Old Village;
protect our groundwater and surface water from contamination;
protect our rolling hills from erosion;
provide for open spaces to be enjoyed by future generations; and
ensure a sound tax base and a sense of community
Do ordain and establish this 2018 Comprehensive Plan.

Philosophy

From the time this community was named with a river in mind and now a City on the Scenic St. Croix River, water has been *the* foremost concern of its residents. That concern has never been greater than today.

Some see urban development as excellent proof of a growing economy; we see urban development as a threat to the water we drink, the crops we grow, and the vistas we gaze upon. This preservation attitude is consistent with the long-term desires of our residents and promotes a healthy respect for the environment. As such, our ordinances do not forbid change; they require that change not harm the environment. As stewards of this land and all that is in it or on it, we can do no less. This City is different from other communities in the Metropolitan Area *and wants to stay that way.*

This City borders on another city that has a diametrically opposed philosophy about land use and urban expansion. This is one of the most significant challenges this City has ever faced. The adage in the real estate industry is that the three most important points in real estate are "location, location, and location." The three most important points in the City of Afton are "groundwater, surface water, and groundwater recharge." We drink this water, we fish these streams, we protect the environment for the flora and fauna with which we share the land.

In many respects, we regard agricultural and open space as the "highest and best use" of the land. We regard our position as a community trust to preserve, protect, and defend our lands and lifestyle from irreversible change. That is our right and the actions of other jurisdictions, including the Legislature and the Metropolitan Council, ***should respect that vision of Afton to remain rural by choice.***

Introduction

Flow gently, sweet Afton, among thy green braes,
Flow gently, I'll sing thee a song in thy praise;
My Mary's asleep by thy murmuring stream,
Flow gently, sweet Afton, disturb not her dream.

When Robert Burns penned these words, he was describing his own idyllic rural sanctuary in southern Scotland. Half a century later, settlers of the St. Croix Valley would recognize the same spirit in the locale of the township and city they would name Afton.

Afton strives to remain true to the vision of a rural environment, a place neither purely agricultural, nor purely residential, but a blend of both. Located only fifteen miles from downtown St. Paul and bordering rapidly growing suburbs, Afton's unique status as a rural sanctuary is worth preserving.

This plan is divided into Sections as recommended by the Metropolitan Council: Inventory, Goals and Policies, and Implementation. The message of this plan and the story of Afton should be abundantly clear. This city is unique among communities in the Metropolitan Area and wants to stay that way. Afton's leaders are to look to the principles espoused within this plan for governing guidance as they define the ordinances that will preserve this place for current citizens and those to come. For definitions see Appendix A.

Vision Statement

The City of Afton began as a country village. The city's Old Village provides a business center and a rural village atmosphere typically only found far away from the conveniences of a metropolitan area. The Old Village is the cultural heart of the community, providing a town square and access to the river.

Afton is also 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. The quality of groundwater and surface water is essential to maintaining Afton's character. Wells and septic systems, rather than city water and sewers, govern every home's relationship to the land.

Afton is also a city of open fields. The farm fields of southwestern Afton represent the city's historical roots in agriculture and continue to be farmed in the face of development pressures on Afton's borders. Methods of preserving Afton's agrarian roots must be found if the city is to remain a rural sanctuary.

Afton is also a city of rolling hills. Water has carved these hills over thousands of years, but it is the impact of development which the city must protect against. Erosion and deforestation in these hills strip Afton of forests and vistas that are also an essential part of life in Afton.

Most importantly, Afton is a city of people. The community within this rural sanctuary gives meaning to the city's character. A sound tax base provides the community with the means to maintain roads, provide police and fire protection, and provide public facilities for the community.

How lofty, sweet Afton, thy neighbouring hills,
Far mark'd with the courses of clear, winding rills
There daily I wander as noon rises high,
My flocks and my Mary's sweet cot in my eye.

The rural sanctuary in southern Scotland that Robert Burns wrote of has long passed into history. But on the shores of the St. Croix River, the citizens of Afton established this plan to maintain the city's deep-seated historical vision. We are stewards of this land and all that is in it or on it, and our government has been granted a trust to preserve and protect our lands.

Public Involvement

In the past the City of Afton involved the general public in the assembling of plan updates. Since the revisions to this plan in 2018 are more limited, public involvement has not been as extensive. City commissions were asked to review sections of the plan that pertained to their areas of expertise and pass that on to the Afton Planning Commission. Public hearings held in early 2018 provided the opportunity for citizens to comment on the revised plan.

Purpose

Afton's location within a major metropolitan area belies the rural atmosphere that greets commuters at its borders. Residents and visitors to Afton know they have arrived somewhere special. When Afton residents were asked what they like best about living in Afton, the three most prevalent responses all related to Afton's natural, rural character; each of them is crucial to making Afton a unique community:

1. Rural location and low population density;
2. Open space and dispersed pattern of development; and
3. Presence of active farms and agriculture.

Afton residents value rural location, low development density, open space, working farms, abundant wildlife, and historic "Old Village". Afton residents enjoy Afton's proximity to the St. Croix River, Belwin Conservancy, state and regional parks, the convenient location of the City to commercial centers, reasonable taxes, good schools, and our community identity (Community Survey: General Priorities – Appendix H).

The purpose of the Afton Comprehensive Plan is to perpetuate this character. It is to identify and capture those things that make Afton a unique and special place and protect them for current and future residents.

Citizens of Afton obtain their drinking water from the ground. It is essential, therefore, that thoughtful development planning be followed in order to protect this vital resource. Because groundwater and surface water are connected, it is just as essential to protect our streams and lakes.

The purpose of this plan is to:

1. Promote the health, safety and welfare of the City of Afton and its residents.
2. Provide for the preservation of our water resources through careful planning.
3. Preserve agriculture and open space.
4. Protect groundwater and natural resources.
5. Maintain historical character of the Old Village.
6. Ensure a safe and pleasant environment for residential, commercial, agricultural, industrial and public activities.`
7. Ensure a sound tax base, which will provide the resources needed to maintain our quality of life.

Historical Background

The early human inhabitants of the St. Croix Valley were Native Americans. In the early 1800's, Afton was settled by New Englanders who probably felt at home among Afton's tree covered hills and bluffs. The city retains that New England flavor with its natural beauty accented by narrow, winding roads and small, clapboard sided houses. Joseph Haskell, in 1839, planted three acres of corn and potatoes, built a farmhouse, and thus began the first farm in Minnesota. While communities north of Afton were building sawmills, the first flour mill in the state was built in Afton in 1843. A further indication of the importance of agriculture in Afton was the use of a steam-powered threshing machine in 1861.

The village of Afton was platted in 1855. The majority of the city's historical structures are located within the boundaries of the original village. The 1974 Afton Comprehensive Plan established the Village Historic Site District in recognition of the village's historical significance. The following sites are found within the boundaries of the Village Historic Site District: the Afton Theological Academy, the area's first educational academy built in 1867; the Village Hall (housing the Afton Historical Society), built in 1895 as the Congregational Church; the "Little Red House," built in 1859; the Afton House, built in 1867; and the Little Brick Schoolhouse, built in 1857.

The township of Afton, established in 1859 and named after the village, also has important historical structures and sites. Included among these are: the Bolles Mill Site, the first flour mill in Minnesota; the Bolles House, built in 1856 and the oldest frame house in the area; and Haskell's Farm.

In 1971, the village and township incorporated to form the City of Afton. Afton is a large city geographically, approximately 25 square miles, but is sparsely populated. The eastern portion of the city contains the bluffs and tree covered hillsides that attracted the original settlers, while the western portion has rolling hills, and open farmland.

BACKGROUND INFORMATION

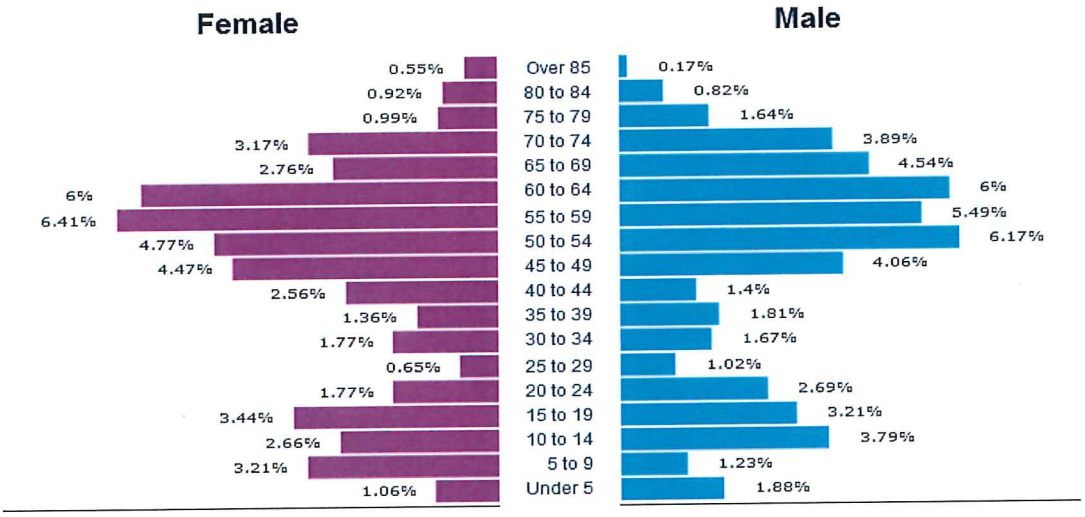
Afton has long been a desirable place to live. While being only minutes from St. Paul, Afton is a unique and special place due to the combination of its rural character, its scenic bluffs, and its location on a major wild and scenic river. The City has always approached land use management as a crucial component of its goal of protecting groundwater, the St. Croix River, and lakes and streams from the negative environmental impacts associated with urban development, which has set it apart.

Afton is and will remain a highly sought-after location. As surrounding areas have developed at typical suburban densities, Afton has remained steadfast in its low-density approach to development, in order to protect its environment and maintain its rural character. This contrast in development philosophy is visibly apparent as one enters Afton from the west. As these divergent development trends continue, Afton's rural character will become even more in demand.

Migration & Turnover of Population

The population of Afton, as in all of the U.S., is aging. The median age in 1990 was 35.8, in 2000 42.2, and in 2010 a median age of 48.6. Since 1990, the number of people ages 20 to 34 declined from 432 in 1990 to 288 in 2010, 26 more than in 2000.

Population by Age & Gender in Afton
American Community Survey 2011 - 2015



The Aging of Afton's population will continue in the coming decades. One of the results will be continuing turnover in residential property. As current residents decide to downsize their houses or adopt a lower maintenance lifestyle, many new homeowners will arrive from other cities. New residents will come for the same reasons current residents chose Afton: clean water, rural vistas, open spaces, and the St. Croix River. It is the responsibility of Afton's residents and leaders to ensure that

new property owners come to share the values associated with Afton's character. Preserving the rural character, beauty, and natural resources of Afton will be paramount for the future of the City.

This is an opportunity to be proactive in telling Afton's story in a way that creates and manages the expectations of those who are considering developing or living in Afton, so that those who choose to develop or live in Afton are drawn here by the promise of the unique natural, open, rural character of the City vs. the urban development and services available in countless locations throughout the metro area.

Housing Values

The median housing value in Afton is significantly higher than both the median housing values of homes in Washington County and the State of Minnesota. This reflects the fact that Afton is a desirable place to live and that the demand for housing in the city is high.

Table 1 - Housing Values

	Afton	Washington County	Minnesota
Median value (2009 dollars)	397,100	243,600	186,200
Median monthly household costs with a mortgage payment	2,242	1,730	1,490
Median monthly rent	1,500	1,144	848

It is not clear what the future will bring in terms of housing values in Afton. Current trends statewide and nationwide suggest that housing values are rising and that demand is high. The desirability of housing in Afton is directly tied to the rural lifestyle and the connection to the natural environment that living in Afton provides. People value the low-density development pattern and willingly pay to secure that.

Conclusion

Afton has established a development pattern that residents value and is in high demand throughout the region. The challenge for Afton will be to continue to contain infrastructure costs, maintain a low demand for services, and incorporate new residents and their ideas in a way that focuses on the interests of all Afton residents and will maintain the current development pattern.

Demographic trends will significantly increase pressures to develop Afton. These trends in Afton are important to understand because they have evolved and increased in the years since the last update of the Comprehensive Plan. This Comprehensive Plan acknowledges these pressures and seeks to address them by reinforcing the diversified rural development pattern in the City of Afton through its housing and land use goals, policies, and strategies.

For additional demographic information and sources, see Appendix B.

This Page Intentionally Left Blank

ENVIRONMENTAL RESOURCES PLAN

Intent

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.

Afton will only permit low density development which is designed to preserve and protect the soils, wildlife, slopes, drainage ways, vegetation, lakes, streams and river that make up Afton's natural features. Preserving the health and safety of residents requires protecting Afton's environmentally sensitive areas, which preserves the aesthetic qualities of the landscape and protects the purity of the air and water.

The citizens of Afton have a high regard for their environment. Low density development based on the use of private wells and individual and cluster septic systems have provided Afton with unique and sustainable neighborhoods that are not only self-sufficient, but collectively have a relatively low environmental impact. While the city is only fifteen miles east of downtown St. Paul, there is a world of difference between Afton and the surrounding urban and suburban development Citizens desire to keep the city open and rural, while still enjoying the benefits of being located close to a major metropolitan area.

Afton's natural features exist in gently rolling uplands cut by deep ravines, drainage ways, and streams that flow into the St. Croix River. This topography, while uniquely defining, presents distinct challenges, particularly with stormwater and agricultural runoff. Interspersed with environmentally sensitive areas including trout streams, a lake, bluffs, ravines, wetlands, steep slopes, floodplains and a river, low density development is an essential part of the lifestyle in Afton. The commitment to preservation is strong (Appendix H-2007 Community Survey: Groundwater, Farmland and Rural Character).

Afton plans to accommodate future development without compromising the assets that make the city an environmentally friendly area. In addition to those mentioned above, natural resources in need of preservation include viewsheds, soils, wildlife habitat, wildlife corridors, groundwater resources such as springs and aquifers, geologically significant topographic features, vegetation, and drainage areas.

Soils

In the soil survey issued by Washington County Soil Conservation District in April 1980, the soils in Afton have been reviewed and different soil types categorized as to their suitability to accommodate on-site sewage treatment systems and to support a rural atmosphere, farming, groundwater protection, wildlife habitat, and a biological diversity for its citizens, flora, and fauna (see Appendix I). It is an inventory of the soils found in the city and indicates, among other things, the type of soil, the slope

gradient, the suitability of the soils to support certain uses and the degree and kind of limitation of each soil type for certain uses.

The maps that accompany the soil survey are useful as a planning tool since one is able to determine those areas that present problems for development. While the soil map is reasonably accurate, it is still recognized that unmapped pockets of different soil types can exist within a designated soil boundary line. Therefore, the soil map does not eliminate the need for soil sampling and testing on each building site. The soil map indicates the areas of prime agricultural soils and additional farmland of statewide importance.

The different types of soil in Afton are directly attributed to glacial till. (Tester, J.R., Minnesota's natural Heritage, University of Minnesota press, 1995; chapter 1) and weathered limestone. Most of the Afton area includes soils overlaying bedrock having slow percolation rates, steep slopes, periodic flooding and seasonal high water tables, although there are some karst areas with rapid infiltration rates. In addition, there are some areas in Afton that have been mined. These geologic features have created deep ravines and drainage ways. Soil types associated with these features are generally unsuitable for development due to their instability, high erosion potential and low absorption rates. Development in these areas needs to be monitored to prevent further soil degradation.

While soils are a major factor in determining the importance of land for agricultural purposes, (Appendix I – Map 3), there are many other factors that influence whether a land is most suitable for agricultural uses. In Afton, the prime agricultural lands tend to be those areas most easily developed, having few topographic or environmental constraints. Yet, these areas provide some of the broadest expanses of non-fragmented open space in the city and are thus critical preservation areas.

Topography

Afton's steep slopes (Appendix I–Map 5) are a result of erosion by flowing water. It is vital to the community that these drainage ways be protected and maintained. It is essential that every attempt be made to limit the amount of additional stormwater and agricultural runoff that flows through these drainage ways. Afton currently protects all slopes with a grade over 18 percent and slopes with a grade over 12 percent are protected if the soils on such slopes are deemed fragile. Continued care must be taken when allowing development in the upland areas of the City.

Vegetation

The vegetative cover is an essential part of Afton's natural environment and should be protected. (Appendix I–Map 4). In an area where there is such dramatic topography, damage to the vegetative cover can result in such things as increased erosion and stormwater runoff, and danger of flooding and siltation, lessening of water quality, loss of landscape diversity, decreased land values, detriments to surrounding wildlife and ecosystem, and degradation of soil and air quality. The tree cover is predominant where there are steep slopes, areas not being farmed and along watercourses and drainage ways. The vegetative cover consists mainly of deciduous trees, with several areas of planted conifers.

Riparian Systems

The St. Croix River, a National Wild and Scenic River, is one of the most pristine large river ecosystems in the upper Midwest. In 2009, it was named one of the Ten Most Endangered Rivers in the United States by the organization American Rivers. It is shared and highly valued by two states, Minnesota and Wisconsin. Land use along the river is governed by the Departments of Natural Resources of both states, as well as the U.S. Park Service and local municipalities. In addition to local zoning regulations, all development must conform to the provisions of the Lower St. Croix Bluffland, Shoreland, and Floodplain Management Ordinances.

Parts of the City of Afton are included in three major drainage ways (Appendix I-Map 6): the Valley Branch Watershed District, the Middle St. Croix Water Management Organization and the South Washington Watershed District. Valley Creek, South Fork Valley Creek, Trout Brook and other major ravines and drainage ways are tributaries to the St. Croix River. Much of the surface water that flows from Afton into the St. Croix River goes through or near the Old Village. It is vitally important to the safety of the Old Village, and to the health and vitality of the St. Croix River, that these drainage ways be protected and stabilized and the amount of stormwater runoff through these drainage ways be kept to a minimum.

According to the 1996 National Water Quality Inventory, stormwater runoff is a leading source of water pollution. Stormwater runoff can harm surface waters such as rivers, lakes, and streams which in turn cause or contribute to non-compliance with water quality standards. Stormwater runoff can change natural hydrologic patterns, accelerate stream flows, destroy aquatic habitats, and elevate pollutant concentrations and loadings. Development substantially increases impervious surfaces thereby increasing runoff from city streets, driveways, parking lots, and sidewalks, on which pollutants from human activities settle.

Nutrients (phosphorus and nitrogen) and sediment enter the St. Croix and its tributaries from many different sources: wastewater treatment plants, urban stormwater, residential lawns, crop land, pastures, animal feeding operations, construction sites and natural sources. Common pollutants in runoff include pesticides, fertilizers, oils, metals, pathogens, salt, sediment, litter and other debris.

Groundwater

Afton must keep the groundwater in its natural condition, free from any degradation caused by human activities. All homes in Afton are currently served by private wells and septic systems Afton is currently outside of the metropolitan urban services area (MUSA) and has no intention of utilizing the Metropolitan Council's sewer and water services even if they become available. However, a large subsurface treatment system and gravity sanitary sewer collection system has been constructed to serve the existing residential and commercial properties for the Historic Village Sewage Treatment Service Area. It is of the upmost importance in order to maintain our rural residential and agricultural character, that we have ample supplies of clean drinking water throughout the city. In areas that have rapid infiltration or that have been mined, it is essential to monitor groundwater to prevent unfiltered septic effluent from damaging the aquifer.

Aggregate Resources

Afton contains limited mineral deposits, primarily sand and gravel. Minnesota Geological Survey indicates that much of Afton falls within area designated as "Afton Valley Fill", which is described as:

> *Colluvial material which fills in lower-lying areas within the bedrock uplands in southeastern Washington County. We interpret most of these deposits to be thin and gravel-poor.* 1
> (Minnesota Geological Survey Information Circular 46.)

The circular also indicates that, "*In all likelihood, the majority of these deposits will not continue to be available for mining because of competing land-use pressures.*"

Of the areas in Afton that could potentially be utilized for aggregate extraction, most are either within existing, residential neighborhoods or encumbered by a permanent conservation easement. (For instance, lands within the Belwin Conservancy are unavailable for aggregate extraction.) The remaining areas are zoned primarily Industrial, which allows for extraction through a permitting process outlined in Chapter 12, Article X, of the Afton City Code.

Although not significant in size, there are several areas in the city that have been mined that are unsuitable for building unless it is established that they can meet all building requirements. Mining removes the topsoil and sub-soils that filter runoff and sewage system effluent. Systems installed in soils in areas previously mined may result in the effluent moving quickly and untreated through the coarse soils to the water table resulting in pollution of water wells. This is of even greater concern if the area is one of groundwater recharge. Areas of groundwater recharge are critical areas that have soil characteristics that are conducive to rapid percolation of water from the surface into the substrate and ultimately into the local water table and connected hydrologic systems (wetlands, lakes, aquifers, and rivers). Pollution of the groundwater supply would have a devastating financial and environmental effect on the community and its residents.

Energy

As a sparsely populated rural community, the City will encourage feasible methods of energy storage and conservation, and renewable forms of energy that are environmentally friendly, including wind, photovoltaic and geothermal.

The Metropolitan Land Planning Act (Minnesota Statutes 473.859, Subd. 2) requires that local comprehensive plans include an element for the protection and development of access to direct sunlight for solar energy systems. The City of Afton protects such access by requiring minimum lot sizes, abundant open space, yard setbacks, and maximum height of buildings for urban residents. Land uses should not preclude the possible use of solar energy systems. The City will review and revise, as necessary, the Zoning and Subdivision Ordinances to ensure the protection of solar access.

New subdivisions are required to be designed to accommodate extensive use of passive and active solar energy systems. New and modified structures are prohibited from blocking reasonable capture of Solar Resource within the buildable area of other parcels, including vacant lots.

Environmental Resources Goals, and Policies

The City of Afton establishes the following environmental resource goals:

1. Preserve a rural landscape and natural ecosystem.
2. Maintain the city's overall one housing unit per ten acres, which is Afton's definition of low density, to limit development's footprint upon the land by maintaining the minimum acreage requirement.
3. Reduce nutrient loading to the St Croix River.
4. Improve and protect water quality in Kelle's Creek, Valley Creek, Lake Edith and the St. Croix River.
5. Protect supply of surface and groundwater.
    a. Maintain springs, Lake Edith and Valley Creek at current surface elevation.
    b. Maintain aquifers at levels supporting existing area wells.
6. Protect groundwater recharge areas from pollutants.
    a. Prevent untreated wastewater and unfiltered stormwater runoff from entering the groundwater.
    b. Develop a plan to reduce nutrients.
7. Protect groundwater aquifers from contamination.
    a. Provide for safe drinking water.
    b. Prohibit mining and prevent contamination from previously mined areas.
    c. Continue a well monitoring program.
    d. Encourage organic farming and gardening practices.
8. Maintain and enhance fish and wildlife habitats so as to retain or expand the current diversity of species.
    a. Ensure the long term ecological stability of the riparian system.
    b. Restore the riparian forests that line the banks of Valley Creek.
    c. Provide for natural corridors throughout the City.
    d. Explore creating effective wildlife corridors with neighboring communities.
9. Preserve existing forests, woodlands and prairies and control invasive species.
    a. Plant diverse species of native trees.
    b. Control and eradicate noxious species.
    c. Control and eradicate invasive species to facilitate agricultural operations.
    d. Prohibit clear cutting.
    e. Encourage tree planting for erosion control, carbon sinks, water infiltration, and energy conservation.
10. Protect and preserve steep slopes and the land atop them from development.
    a. Preserve viewsheds.
    b. Prevent erosion.

11. Protect soils from erosion, contamination and loss.
    a. Utilize best management practices in all development.
    b. Provide natural buffers to stabilize soils and contain run-off where possible.
    c. Encourage use of native grasses, flowering plants and shrubs.
12. Protect and preserve natural features unique to the City of Afton.
    a. Promote conservation and scenic easements.
13. Reduce the use of fossil fuels for energy production by encouraging alternative options such as solar, wind and geothermal.
    a. Reduce community wide use of non-renewable energy sources attempting to meet state-wide standards of 80% renewable by 2050.
14. Protect the night sky from light pollution.
15. Anticipate changing climate demands on our environment.
16. Promote wise land stewardship.

<u>The City of Afton establishes the following environmental resources policies</u>:

1. Maintain the city's overall development density of no more than one dwelling unit per ten acres.
2. Use water quality protection practices such as reducing the use of phosphorus fertilizers and support protection efforts by state, county and federal agencies, as well as the Valley Creek Protection Initiative.
3. Work with various agencies to develop a strategy for reasonable and achievable reduction of nutrient and sediment loading from wastewater treatment plants, Subsurface Sewage Treatment Systems (SSTS), stormwater, crop land, pastures, animal-based agricultural operations, construction sites and natural sources.
4. Strive for the highest standard possible for Individual or Communal, or Large Subsurface Sewage Treatment System technology and advanced treatment of wastewater where that technology has been tested, proven reliable and approved by regulatory agencies.
5. Work with the Wisconsin Department of Natural Resources (WDNR)), the Minnesota Department of Natural Resources(DNR), and the Minnesota Pollution Control Agency (MPCA) with support from the St. Croix River Water Resources Planning Team (an interagency planning team consisting of federal, state and local members) to develop Total Maximum Daily Load requirements which will enhance the water resources in the St. Croix River Basin.
6. Prohibit clear cutting.
7. Monitor and control land uses which contribute to erosion, pollution, and well contamination by enforcement of ordinances.
8. Work with the various agencies involved with groundwater monitoring in regard to the east well-field area in the City of Woodbury.
9. Continue to provide funding for a volunteer well-monitoring program.
10. Study and consider ordinances to allow for economically sustainable, locally renewable and environmentally friendly means of energy production.
    a. The city will install renewable energy technology on city property.
    b. Establish ordinances and building codes requiring energy efficiency and encourage use of renewable energy sources.

11. Actively enforce all land use ordinances, including the various special overlay districts.
12. Protect steep slopes, tree cover, wetlands and other fragile lands through conservation easements, scenic easements, and other available means.
13. Require setbacks from the crest of all slopes of 18% or greater, except in the Lower St. Croix Bluffland District where the slope is greater than 12%.
14. Utilize data from the Natural Resources Inventory when considering all land use applications.
15. Develop an Environmental Score Card for the City of Afton.
16. Discourage use of chemical pesticides.
17. Encourage use of organic landscape applications.
18. Encourage integrative pest management techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties.
19. Protect trout streams from temperature increases by actively enforcing Afton's restrictions on vegetative and topographic alterations in its shoreland district.

HOUSING AND LAND USE PLAN

The City's land use philosophy is an outgrowth of its focus on environmental protection and the resulting natural rural character of the City. The protection of groundwater is both essential to, and the result of, the City's low density development approach based on private wells and septic. The City's managed development philosophy is also based on limiting and managing stormwater run-off to protect the quality of the area's main natural and recreational resource, the St. Croix River.

In the Metropolitan Council's Thrive MSP 2040, Afton is designated as "Diversified Rural." The residents of the City of Afton have consistently supported the concept that Afton remain rural.

The residents of the City of Afton value the agricultural economy and rural character that an agricultural environment provides. This Plan intends to preserve agricultural land for permanent agricultural use, and does not accept the belief held by some that agricultural use is merely a temporary use or that agricultural lands are merely a holding area for future residential or other development. Moreover, the community values agricultural land as open space in an increasingly urban environment, a sanctuary for a rural lifestyle that Afton residents have consistently desired to maintain.

Agricultural

After several years of work, and in conformance with the Metropolitan Council's prior Development Framework Plan, in the Comprehensive Plan of 1982, the City of Afton established an Agricultural Zone with a density of 3 dwelling units per quarter-quarter section (40 acres) of land and passed ordinances to enforce that policy. At that time, and continuously to the present, the residents of the City of Afton have valued the agricultural economy and rural character that an agricultural environment provides.

Agriculture plays an important role in preserving the balance of economic conditions in the Twin Cities Metropolitan area, but productive agricultural land is being lost to nonagricultural development. Once agricultural land is developed for nonagricultural residential, commercial or industrial use, it is forever lost to agricultural production.

In April 1980, the State of Minnesota enacted the Metropolitan Agricultural Preserves Act. This act provides a package of benefits designed to give farmers in the seven-county metropolitan area the assurance that they can continue their farm operations on an equal footing with other farmers in the state, without the pressures of urbanization. These benefits include:

1. Agricultural use valuation.
2. A limit on total tax rates so that they cannot exceed 105% of the statewide average in townships for all purposes.
3. Prohibition of special assessments for sewer and water.
4. Protection for normal farm practices -- a local government would be prohibited from enacting ordinances which inhibit normal farm practices unless they bear a direct relationship to the public health and safety.

5. Protection from eminent domain -- before Ag Preserve land can be acquired by eminent domain, it must be shown that there are no reasonable, cost-effective alternatives which would have less of a negative impact on Ag Preserves. The process of review is conducted by the Environmental Quality Board. A suspension of up to one year is possible, but it cannot permanently stop eminent domain (Minn. Stat. . 473H.01 – 473H.17).

In order to take advantage of these benefits, a farmer's land must be designated "agricultural" on the city's land use map and zoned at a density of no more than one dwelling unit per quarter-quarter section for residential development. In addition, the farmer must apply for and receive certification from the city stating that the property is eligible for "preserve" status. Once a farmer's land is designated a preserve, the land must remain in agricultural use indefinitely or for eight years after the landowner applies for an expiration of the preserve designation.

Agricultural Zoning District and Agricultural Preserves Overlay District

To address environmental concerns detailed within this plan and to maintain our overall one dwelling per 10 acres (1 per10) density, this plan creates an Agricultural Preserves Overlay District. With the Agricultural Preserves Overlay District, the Agricultural District is envisioned to allow for three development scenarios:

1. Agricultural Preserves Overlay District 1 dwelling unit per quarter-quarter section (approximately 40 acres)
2. Agricultural Zoning: 3 dwelling units per quarter-quarter section (approximately 40 acres)
3. Agricultural Zoning using a Preservation and Land Conservation Development on a minimum of 80 acres: 4 dwelling units per quarter-quarter section Land developed under this option would be subject to conservation easements, and subdividers would be required to set aside an extensive part of their property for continued farming or conservation. The City intends to provide more conservation-minded land use planning throughout this zone so as to coordinate and link the preservation areas for maximum benefit and minimal impact to the character of the community.

Note that, pursuant to the Agricultural Preserves Act, lands in the Agricultural Preserves Program would only be allowed a density of 1 unit per 40 acres on a specific, designated parcel. (Agricultural Preserves Overlay District).

Residential

According to the 2010 census estimates, there were a total of 1,143 residential housing units in Afton.

Table 2 – Residential Housing Units, 2010 Estimates

	Afton	Afton %	Washington County	Washington County %	MN	Minnesota %
Single-Family Detached	1,139	99.7%	66,590	68.1%	1,619,319	67.2%
Townhomes (single-family attached)	0		13,713	14.0%	175,908	7.3%
Duplex, triplex and quad	4	0.3%	2,841	2.9%	98,798	4.1%
Multifamily (5 units or more)	0		13,213	13.5%	433,746	18.0%
Manufactured Home	0		1,333	1.4%	79,520	3.3%
Other (Boat, RV, etc.)	0		59	0.1%	0	0.0%
Total Housing units	1,143		97,749		2,409,701	

The majority of the housing stock (99.7%) that existed in Afton in 2010 was single-unit detached, which is a higher proportion than either Washington County (68.1%) or the State of Minnesota as a whole (67.2%).

The predominance of older housing is a unique feature of Afton. Nearly a quarter of Afton's current housing was built in the 1960's and 15% of the housing stock was built prior to World War II. Homes in Afton hold their value and have appreciated much more quickly than homes across the county and state

The high land values in Afton have been an obstacle for those looking to locate affordable housing in the City. This is not likely to change in the near future.

The Rural Residential Zoning District provides for residential development on private wells and on-site sewage treatment systems, with the exception of the rural residential properties within the Historic Village Sewage Treatment Service Area as shown in Figure 5.. Each Rural Residential lot requiring a minimum of five acres, including 2.5 acres of contiguous buildable area. With the steep topography of a majority of the land in the rural residential zone, the average density attainable in this zone is expected to be about one unit per ten acres.

Old Village

The village of Afton is within the Village Historical Site zoning district, hereinafter referred to as the "Old Village," located in sections 22 and 23 of Afton along the St. Croix River. The eastern boundary of the Old Village is established by the St. Croix River. It is bounded on the southern and western sides by steep slopes and river bluffs. The northern boundary is the intersection of St. Croix Trail South and Stagecoach Trail South. The Village Historic Site zoning district has two sub-districts, the Village Historic Site-Residential District and the Village Historic Site-Commercial District.

The only commercial zone of the city is located within the Old Village (VHS Zone) which has been certified as a Historic District. This area has been the traditional commercial focus for the city and for area visitors. The existing village atmosphere needs to be preserved while allowing a balanced and

complementary mix of residential, recreational, locally attractive commercial and tourist uses. Infrastructure improvements should be designed to eliminate environmental hazards and to sustain the long term viability of the commercial area.

Commercial uses in that portion of the Old Village zoned commercial are within the Lower St. Croix Bluffland and Shoreland Management District and thus allowed by Conditional Use Permit only.

The quaint character and charm of this rural village stands in stark contrast to the commercial development happening in neighboring communities. The mix of small businesses and residential properties provides a unique destination experience.

The Old Village has a special place in the history of Afton. The Old Village was platted in 1855 by R. Haskell, Joseph Haskell, H.L. Thomas, and C.S. Getchell. The plat is typical of land divisions of that time: 50 x 150-foot lots and 80-foot wide street rights-of-way designed in a grid pattern overlaying the natural topography and other physical limitations of the site.

Afton's Old Village offers unique opportunities to business owners and professionals. The Old Village has attracted a number of successful small businesses as well as professionals drawn both to the lifestyle and the natural environment. This mix of businesses fits with the residential development of the Village and, together, they reinforce the context that makes the Old Village such an important feature of the City of Afton. Because of the location and the natural constraints on development, most successful businesses in the Old Village have a focused market. The Old Village is not the place for a big box store but rather an ideal location for specialty shops, services, and as a destination place for tourists.

The Old Village was established on river flats subject to flooding from the St. Croix River. A significant portion of the Old Village lies within the 100-year floodplain and, over the years, there has been periodic flooding. The City of Afton has made substantial improvements to the levee that protects the Old Village to enable the levee to be certified by the Corps of Engineers.; continued maintenance of the levee to standards necessary for certification will be necessary to protect against future flooding and encourage reinvestment in existing properties. The physical features noted above, bluffs to the west and south, the St. Croix River to the east, naturally constrain expansion of the Old Village beyond its present limits.

St. Croix Trail is the main thoroughfare running through the Old Village. It is maintained by Washington County at county standards. The other improved streets in the Old Village are typical of a rural village. The driving surfaces are relatively narrow, causing slower traffic speeds, a safe pedestrian environment and the aesthetic of the Old Village. In 2017 the City of Afton and Washington County upgraded the stormwater management and improved all streets and sidewalks in the old village.

Old Village residences and businesses have been utilizing private wells and on-site sewage treatment systems. Small lot sizes leave limited room on each property for sewage treatment. The overall density

has created concerns over the total amount of sewage effluent being discharged into the ground in a limited area. This concern was heightened by the existing, high groundwater table, which leaves limited vertical space for soil treatment before effluent reaches the groundwater. Adding these concerns to the intermittent flooding and geography, the Old Village has a small margin for error when it comes to properly treating sewage and therefore must carefully control remodeling and new construction. The City of Afton has taken steps to require periodic inspections of wastewater treatment systems within the Old Village. To mitigate these concerns, the City of Afton has installed a large subsurface treatment system (LSTS)and a sanitary sewer collection system to serve the Historic Village Sewage Treatment Service Area.

Many of the structures in the Old Village are of historical interest, which is a tremendous asset for the area. Unfortunately, some of these buildings are vacant or in disrepair. Where the historical value is not realized and the properties become blighted, it negatively impacts the entire community. A map showing structures and sites of historical value in the City of Afton is included in this plan (Appendix I-Map 8). The city intends to support renewal and reuse of these vacant buildings in order to continue to promote unique opportunities and the revival and survival of small businesses and professionals. Doing this will enhance the Old Village as a destination that attracts local residents and tourists.

Industrial

Approximately 239 acres of the City are zoned for light industrial use. The light industrial area is bounded by I-94 to the north, State Highway 95 to the west, and includes one 70 acre parcel directly abutting the south side of the Interstate Frontage Road and the east side of State Highway 95, as well as all property north of the Interstate Frontage Road between State Highway 95 to the city limits to the east. Light industry and storage related activities will continue to be allowed in the light industrial area under current zoning ordinances. Afton intends to maintain this area as a relatively low intensity transitional use between the interstate highway and the nearby residential zone. The light industrial area provides a location within the city for those uses that would be incompatible with the residential and agricultural districts.

Marine Services

The City has created a separate marine services zoning district to complement the river accesses and marinas and to permit storage and repair of boats and boat trailers by Conditional Use Permit. This District is generally confined to the area just north of the Old Village that was designated General Business and Light Industry in the Township of Afton before the Lower St. Croix River Bluffland and Shoreland Management Ordinance was adopted, and also includes a boat storage facility located on Manning Avenue just north of 8th Street.

State Park

Afton State Park is owned by the State of Minnesota, and is operated as part of the State Park System. The Park provides substantial open space and natural features, as well as recreational opportunities

for Afton residents and the general public. It is anticipated that the land will continue to be used in this way far into the future. The State Park consists of 793 acres.

Belwin Conservancy

The Belwin Conservancy - a non-profit conservation organization dedicated to the preservation, restoration, and appreciation of the natural world - owns 1,239 acres of preserved land in Afton. Belwin's acreage is substantial and preserves and protects open space in the form of high value native habitats to include oak savanna and woodlands, tall grass prairie, wetland and fens. It is anticipated that this land will also continue to be conserved in this manner far into the future.

Table 3 - Acreages by Zoning District, City of Afton

Zoning District	Acres
Agricultural	7180
Rural Residential	7702
State Park	793
Industrial	289
VHS	176
Marine Service:	25

Housing and Land Use Goals, Policies and Strategies

The City of Afton establishes the following housing and land use goals:

1. Maintain the city's overall low density.
2. Preserve the rural character of Afton.
3. Encourage agricultural uses.
4. Maintain natural open spaces.
5. Promote wise land stewardship.
6. Maintain a low demand for public expenditures.
7. Avoid the need for extension of the metropolitan wastewater system into the City of Afton
8. Resist development pressures and land speculation, which tend to create urban sprawl.
9. Ensure that development within the Old Village is sensitive to the natural environment that surrounds it.
10. Preserve and revive the rural village character of the Old Village and promote its use as an entry point for recreational activities in the area.
11. Maintain a mix of single-family residential structures and commercial structures containing niche businesses in the Old Village.
12. Provide for adequate parking in the Old Village
13. Encourage pedestrian-friendly sidewalks and lighting in the Old Village.
14. Promote relatively narrow driving surfaces and slower traffic speeds in the Old Village.

15. Improve access to and residents usage of the city docks and access to the St. Croix River as it relates to Main Street.
16. Ensure that untreated wastewater and stormwater do not flow into the St. Croix River.

<u>The City of Afton establishes the following housing and land use policies:</u>

1. The overall development density of the City shall not exceed one unit per ten acres
2. The City shall not approve any requests to permit property then within the municipal boundaries of Afton to be annexed to any other municipality.
3. The City shall maintain the current densities for the following land use classifications:
   a. Agricultural– 3 dwelling units per quarter-quarter section.
   b. Preserve Agricultural Preserves - 0 or 1 dwelling unit per quarter-quarter section.
   c. Agricultural with a Preservation and Land Conservation Development and a minimum of 80 acres– 4 dwelling units per quarter-quarter section
   d. Rural Residential - 1 dwelling unit per 5 acres, with a minimum of 2.5 contiguous buildable acres
   e. Old Village – 1 unit per 22,500 square feet (1 unit is considered one structure and may include one commercial unit, one residential unit or a combination commercial unit on the main floor with residential unit above.)
4. The City shall maintain the current minimum lot sizes for newly created lots in each of the following land use classifications:
   a. Agricultural – 5 acres with a minimum of 2.5 contiguous buildable acres.
   b. Rural Residential – 5 acres with a minimum of 2.5 contiguous buildable acres.
   c. Old Village – 22,500 square feet.
5. Provide for a mixture of land uses which maintains a rural environment and lifestyle and prevents the extension of the Metropolitan Council's sewer systems, municipal water, and other urban services in the Agricultural and Rural Residential Zoning Districts.
6. Prohibit land uses which are inconsistent with the rural character of the Rural Residential Zoning District and which might place excessive demand on city services.
7. Prohibit rezoning of a parcel from Agricultural to Rural Residential unless, in addition to meeting other criteria, the parcel is more than 50% contiguous to a rural residential zoning district and such a rezoning would not result in development which is inconsistent with the generally rural character of the surrounding area.
8. Discourage residential development on lands suitable for agricultural use and adhere to planning practices that will allow farms to operate without external pressures.
9. Prohibit long and narrow lots and irregularly shaped lots except when deemed advisable in the Rural Residential Zoning District.
10. Restrict industrial uses to those which do not pose a threat to air or groundwater
11. Prohibit hazardous waste facilities within the city limits of Afton.
12. Restrict industrial development to those uses that do not generate large amounts of traffic or sewage, and can operate efficiently on an onsite standard drainfield approved by City ordinances.
13. Restrict industrial uses to those which would not create the need for metropolitan sewer, municipal water or sewer, or additional urban services.

14. Retail, restaurants and other similar commercial uses are allowed as principle uses only in the VHS Zoning District. Multi-unit dwellings within the Old Village are prohibited as they are not in keeping with the context of the community. Accessory commercial uses may be allowed by ordinance in other zones.
15. Monitor and support municipal wastewater collection and treatment serving properties within the Old Village.
16. Encourage economic revitalization of the commercial portions of the Old Village.
17. Continue to allow mixed use structures in the Old Village as they are consistent with the current character of that area.
18. To ensure the preservation of the character of the historic district, current non-conforming uses that are rendered unusable may be restored to their prior use in accordance with state law.

<u>The City of Afton will seek to implement the following land use strategies:</u>

1. Prepare a plan establishing priority conservation areas within the Agricultural Preservation Overlay District. The plan should identify areas that are best-suited for continued agricultural production as well as linkages/wildlife corridors that should be established throughout the district.
2. Partner with the Minnesota Land Trust and other independent, non-profit organizations that serve as holding entities for conservation easements.
3. Study parking needs in the Old Village.
4. Develop and enforce requirements for construction and maintenance of sidewalks and lighting in the Old Village.
5. Develop a management plan for unimproved right-of-ways in the Old Village.
6. Incorporate design review standards (to be) created by the Design Review/Heritage Preservation Commission for future village construction.
7. Encourage the use of conservation or open space design subdivisions where the subdivision permanently preserves open space or agricultural land uses or creates transition zones with adjoining zones or jurisdictions.
8. Develop signage and pedestrian-friendly connections to the St Croix River.
9. Protect Steamboat Park as a nature preserve and passive use area.

TRANSPORTATION PLAN

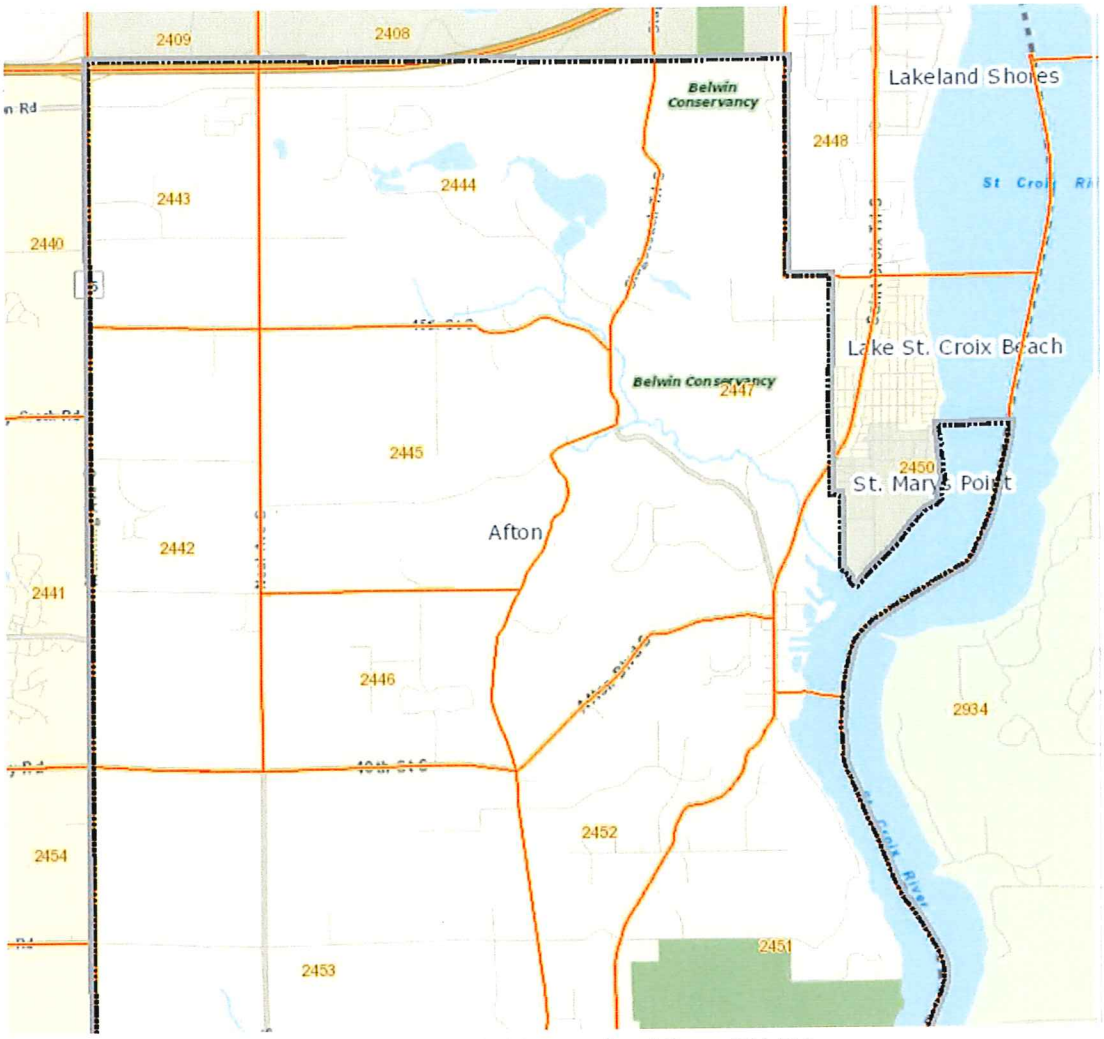
In 1855 the City of Afton consisted of a main street through the center of the village going north and south with short side streets extending up the sides of the bluffs. Today, Afton is served by an extensive network of federal, state, county and local roads.

The continued emphasis on low density, rural development pattern will not result in significantly more roads being added to the City of Afton. The projected household growth is estimated to be 12% over the next 20 years. There is a higher growth forecast for cities and towns adjacent to Afton. This higher adjacent growth forecast may bring more traffic to roads within the City.

Development of the road system over the past few decades has focused on the construction of new roads in cooperation with the developers of the subdivisions. The developer has been responsible for the construction of paved roadways and appropriate drainage to city standards and the city has assumed maintenance and ownership of these roadways one year after completion. Due to the low development density of the Agricultural Zoning District, road development has been deemed unnecessary and is prohibited within this zone.

Traffic Analysis Zones

Metropolitan Council Traffic Analysis Zones (TAZ) for Afton which were used to create the 2040 forecasted traffic volumes are detailed below. The projected growth for 2040 is 150 new homes and an increase in employment by 180.



Traffic **Analysis Zones** for **Afton** (TAZs)

			2014	
Met Council TAZ	**Population**	**Households**	**Retail Employment**	**Non-Retail Employment**
2442	224	81	3	8
2443	247	91	29	89
2444	338	119	2	74
2445	203	81	0	1
2446	203	77	1	11
2447	788	312	9	67
2450	1227	535	62	96

2451	263	104	0	5
2452	552	231	3	97
2453	555	201	0	100
TOTALS	4600	1832	109	548

2020				
Met Council TAZ	Population	Households	Retail Employment	Non-Retail Employment
2442	200	80	0	10
2443	250	100	20	100
2444	340	130	10	70
2445	230	90	0	0
2446	210	80	0	10
2447	810	330	20	8
2450	1260	560	40	180
2451	290	110	0	0
2452	590	230	20	80
2453	590	220	10	90
TOTALS	4770	1930	120	548

2030				
Met Council TAZ	Population	Households	Retail Employment	Non-Retail Employment
2442	210	80	0	10
2443	250	100	10	110
2444	350	140	10	70
2445	230	100	0	0
2446	220	90	0	10
2447	830	350	10	90
2450	1260	570	30	200
2451	290	120	10	5
2452	590	240	20	0
2453	630	250	10	90
TOTALS	4860	2040	100	585

2040				
Met Council TAZ	Population	Households	Retail Employment	Non-Retail Employment
2442	210	90	0	10
2443	250	100	10	110
2444	350	150	10	70
2445	230	100	0	0

2446	220	90	0	10
2447	830	360	10	100
2450	1280	570	20	210
2451	290	120	0	10
2452	590	250	10	100
2453	670	270	10	90
TOTALS	4920	2100	70	710

Roads and Highways

A combination of Federal, State, County, and local roads serve Afton as shown in the Existing Transportation System (Figure 3). Ideally, roads are designed to perform a designated function and are located to best serve the type of travel needed. The four functional classifications assigned by the Metropolitan Council that describe roads in Afton are

1. Principal arterial;
2. Minor arterial (("A" Minor/"B" Minor);
3. Collector; and
4. Local.

Principal arterial routes are roadways intended to connect metropolitan areas, major industrial centers, etc. that are the highest traffic volume roadways such as interstate highways. Minor arterials connect urban service areas to cities and towns inside and outside the region. The emphasis of minor arterials is on mobility as opposed to access in the urban area. Collector roadways provide connections between neighborhoods and regional business centers. Local roads provide land access by connecting blocks and land parcels.

Interstate I-94 is a principal arterial along the northern border of the City. "A" minor arterial connectors within the City are Trunk Highway (TH) 95, Washington County Road (CR) 18, and CR 21 (from the village to Denmark Township). "B" minor arterial routes are CR 71 and CR 21 (from the village to the north). Collector routes include 15th Street South (from TH 95 east to Oakgreen Avenue South). All other roads in Afton are considered local.

The remaining unpaved roads in Afton were paved in 2005. As these and other roads age, maintenance expenses are expected to increase over the next decade. The city is committed to maintaining the transportation infrastructure of Afton in a timely manner. The city should plan for road improvements over the long term and facilitate budgets that include ongoing funding. When necessary, bonding may provide funding for unanticipated improvements, providing such bonding includes planning to return to on-going funding.

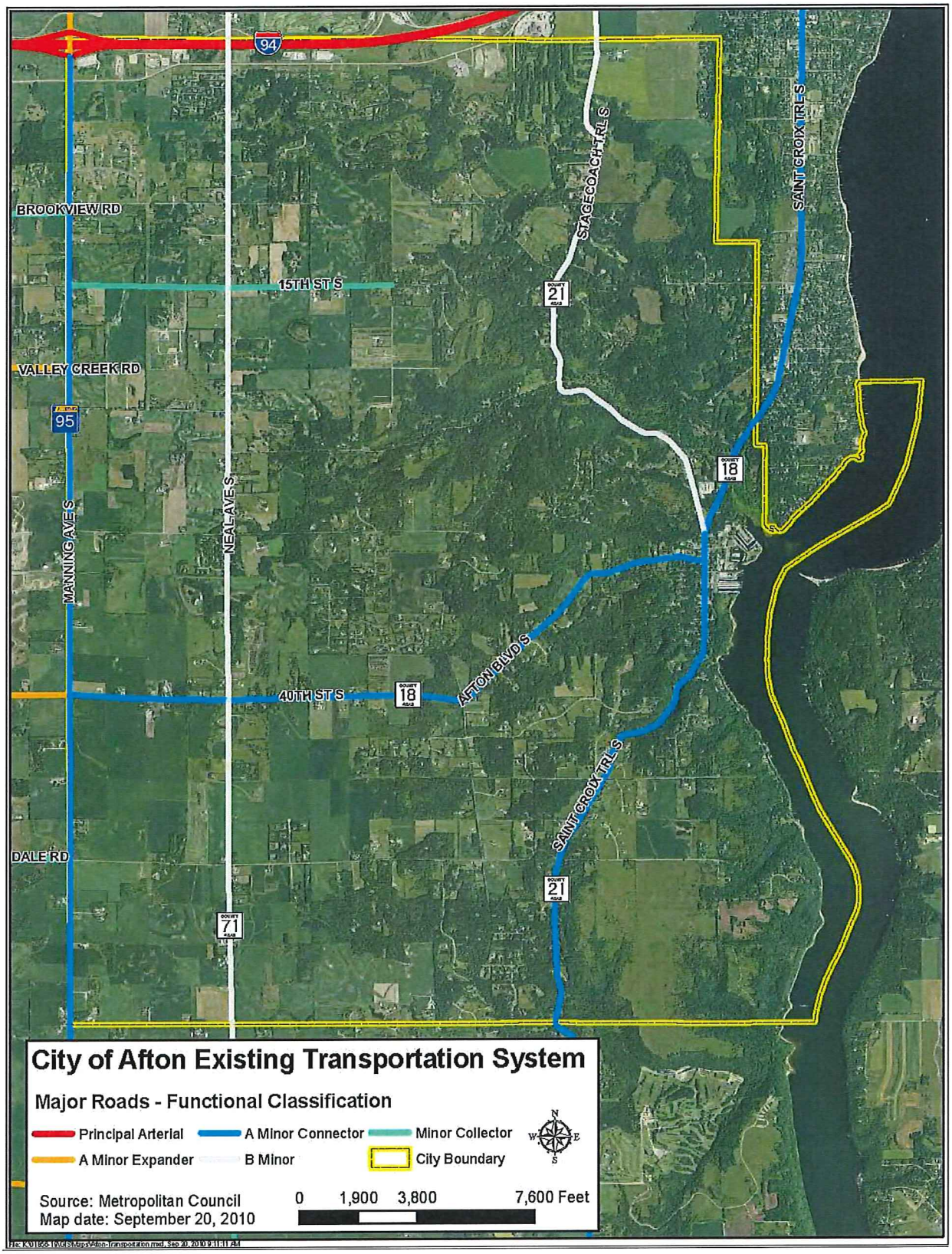


Figure 3 – City of Afton Existing Transportation System, Metropolitan Council

Safety

The City will construct new roadways and reconstruct roadways to meet City standards and increase safety and mobility.

Access Management

The City encourages the alignment of new access points with other existing access points, the provision of adequate spacing to separate and reduce conflicts, and the consideration of sight distance limitations. The City will use Washington County's access management requirements as a guide for design standards on local roadways.

Aviation

Afton does not have an airport or landing strip and will not allow any, public or private, due to the lack of central services, suitable land space, fragile soils, and noise pollution. Heliports are likewise prohibited. The City of Afton promotes the protection of airspace navigations and electronic communication. Current City ordinances prohibit any structures, including antennas and wind turbines, over 150 feet in height. Proposed new structure construction will require a Conditional Use Permit where the applicant will be required to submit a "Notice of Proposed Construction or Alteration" to the Federal Aviation Administration (CFR – Part 77, Form 7460-1).

Transit

Afton is outside of the Metropolitan Transit Taxing District; there is no regular route transit service existing or planned in the City. There is a Park and Ride lot located at I-94 and St. Croix Trail. Washington County provides limited transit service for the elderly and disabled. The City is located in Market Area IV; service options for transit in Market Area IV include Transit Link, formerly called "dial-a-ride", volunteer driver programs, and ridesharing. The City, in conjunction with its neighboring St. Croix Valley communities and Washington County, may be an advocate for a light rail corridor along I-94 to the St. Croix River. As our population ages, our City may choose to explore the expansion of bus service into our community.

Non-motorized Transportation

While the City of Afton encourages non-motorized transportation, it is not practical as a primary mode of transport outside of the Old Village. However, with the paving of most of Afton's streets, the City has become a destination for the recreational bicyclist who enjoy the rolling hills, open spaces, and low traffic volumes within much of the community.

Transportation Goals, Policies, and Strategies

The City of Afton establishes the following transportation goals:

1. Ensure safe routes for motor vehicles, bicycles, and pedestrians.
2. Ensure that roadways are adequate for use by emergency vehicles.
3. Provide appropriate roadways for area businesses depending on their location in an industrial zone or within the historic Old Village.
4. Provide reliable access to roadways outside of the City of Afton.
5. Provide and maintain roadways and intersections by the most cost effective means possible.
6. Avoid disruption to the natural environment.
7. Promote safe, contemporaneous use of the roads by motorized and non-motorized traffic, as well as oversized and slow moving farm vehicles and implements.
8. Utilize appropriate design and construction techniques to avoid premature degradation of roads adjacent to waterways.
9. Encourage "Park and Ride" lots for commuters in areas adjoining major thoroughfares.
10. Require right-of-way dedication for existing easement roads and existing streets whenever land is subject to City Council approval.

The City of Afton establishes the following transportation policies:

1. Prohibit the construction of new streets in the agricultural district except where deemed necessary to allow a property owner to use the property in keeping with the agricultural zoning and to promote land conservation to the maximum extent.
2. Control the upgrading of existing roads and construction of new roads which would serve to encourage non-farm development in the agricultural zone.
3. Prohibit airports, landing strips and heliports within Afton.
4. Update and implement a capital improvement program.

The City of Afton will seek to implement the following strategies:

1. Post speed limits, weight and parking restrictions on City streets, where appropriate.
2. Post share-the-road signs for bicyclists, equestrians and other uses, where appropriate.

GROUNDWATER AND SURFACE WATER PLAN

A copy of the City's Surface Water Management Plan is attached, as Appendix G.

This Page Intentionally Left Blank

WASTEWATER AND SANITARY SEWER PLAN

Properly treating wastewater is a critical concern of the residents of Afton. There is a strong desire to ensure that wastewater is properly treated so as to limit the impact that development in Afton has on the natural environment. There is an equally strong desire to avoid the land use patterns that come with centralized collection and treatment of wastewater. Continued use of highly efficient and well maintained individual sewage treatment systems throughout the rest of the City will avoid public expenditures for central sewer and will prevent development at urban densities.

In 2013, the City completed a Facility Plan to evaluate various wastewater collection and treatment alternatives to replace current individual subsurface treatment systems (ISTS) within the Historical Village Sewage Treatment Service Area (HVSTSA). Included in the study were four alternatives: 1. Leave the system as is; 2. Conduct widespread ISTS replacement; 3. Implement a large subsurface treatment system (LSTS); or 4. Undergo regionalization. The Facility Plan concluded, after consideration of environmental, financial, and technical factors, that the preferred alternative for the city is the implementation of an LSTS system.

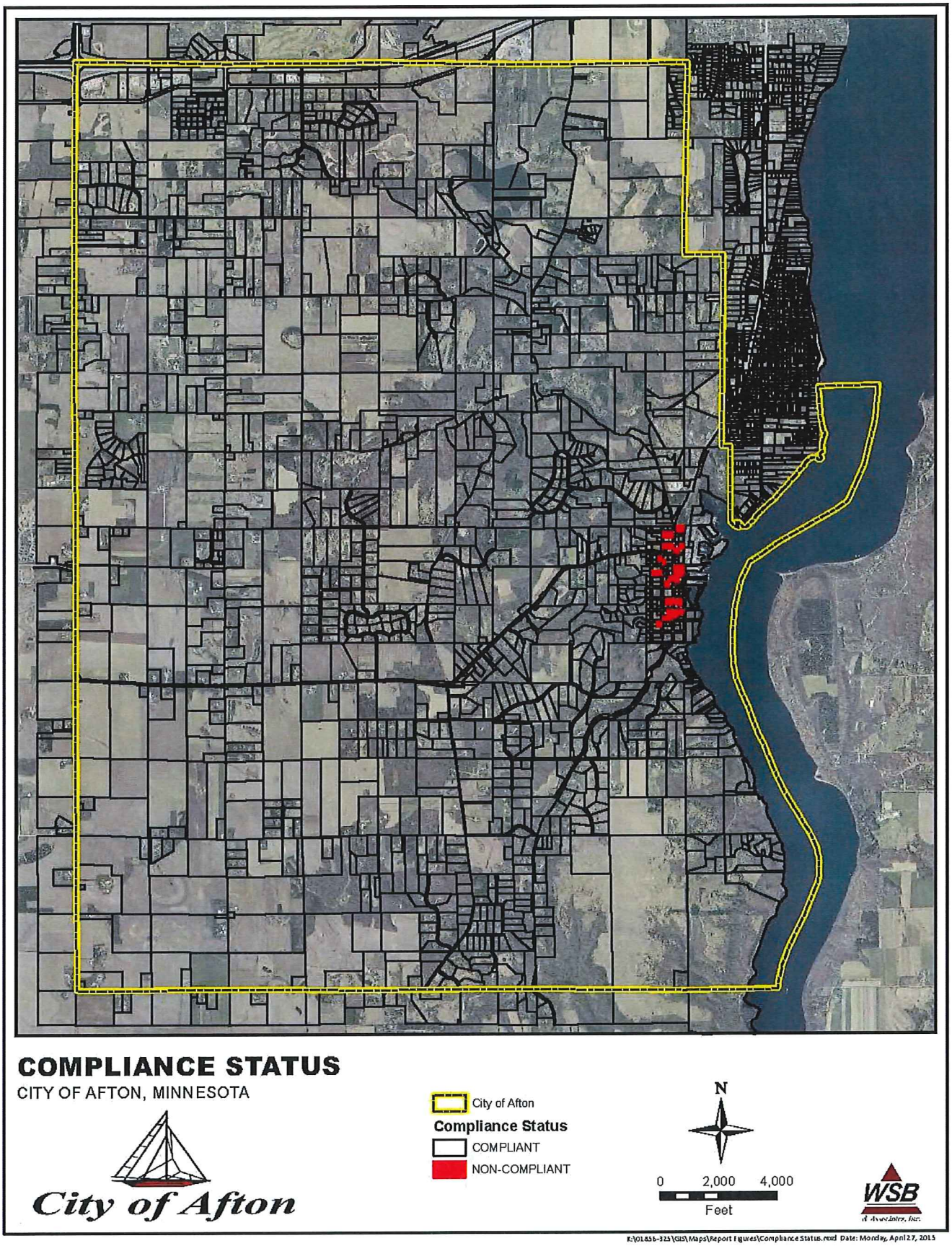
The Facility Plan has been reviewed and approved by the MPCA and the following information summarizes that plan in accordance with comprehensive planning requirements. The entire Facility Plan is included in Appendix M of this Comprehensive Plan.

Existing System

As of 2008, there were 1,119 individual, subsurface sewage treatment systems within the city limits. In addition, there is one community cluster system that serves eleven homes. A survey of the HVSTSA was completed, and the location of surveyed, non-compliant systems are shown in Figure 4. It was estimated that 52% of the existing systems were compliant and meeting setback requirements, with another 18% compliant but not meeting setback requirements.

The current reliance of ISTSs will require the City of Afton to be diligent in protecting residents' health, safety, and welfare. Development restrictions in place limit development in areas with unsuitable soils. Compared with other communities in Washington County, Afton has few soils with a slow percolation rate. Slow percolation rates usually indicate a heavy or tight clay soil which does not allow sewage effluent percolation. A significant area of these soils is in the southeast corner of Afton along the St. Croix River. Other small pockets of these soils occur along the many drainage ways within the City.

Figure 4. Parcels known to have non-compliant sewage treatment systems in the HVSTSA.



Steep slopes are predominant in Afton along the eastern half of the city. These steep slopes follow the major drainage ways. Currently, installation of an on-site sewage treatment system is prohibited on any slope exceeding 12%. Installation of septic systems on slopes over 12% may result in erosion, lateral seepage, and down-slope flow of effluent. The soils with a seasonal high water table or that are wet or subject to periodic flooding are also located along Afton's drainage ways. These soils are not suitable for septic systems since the effluent will either be dispersed into groundwater or will back up into the residence.

To further ensure the health and safety of Afton's residents, the City performs a thorough review of all ISTS designs and provides expert inspection for all installations. Afton has also implemented a maintenance program for existing systems, including an on-site, biennial mandatory inspection and the gradual upgrading of all substandard systems.

The installation, maintenance and inspection of all ISTSs and LSTSs are regulated by both the City of Afton and Washington County in accordance with Minnesota Rules Chapter 7080. An agreement is in place whereby Washington County provides individual sewage treatment system inspection services within the City (Appendix J – ISTS Inspection Services Agreement). As part of this agreement, the City of Afton has adopted Washington County's ordinance #179 by reference as Afton Ordinance 08-2010. The City has agreed to be consistent with, or more restrictive than, the county.

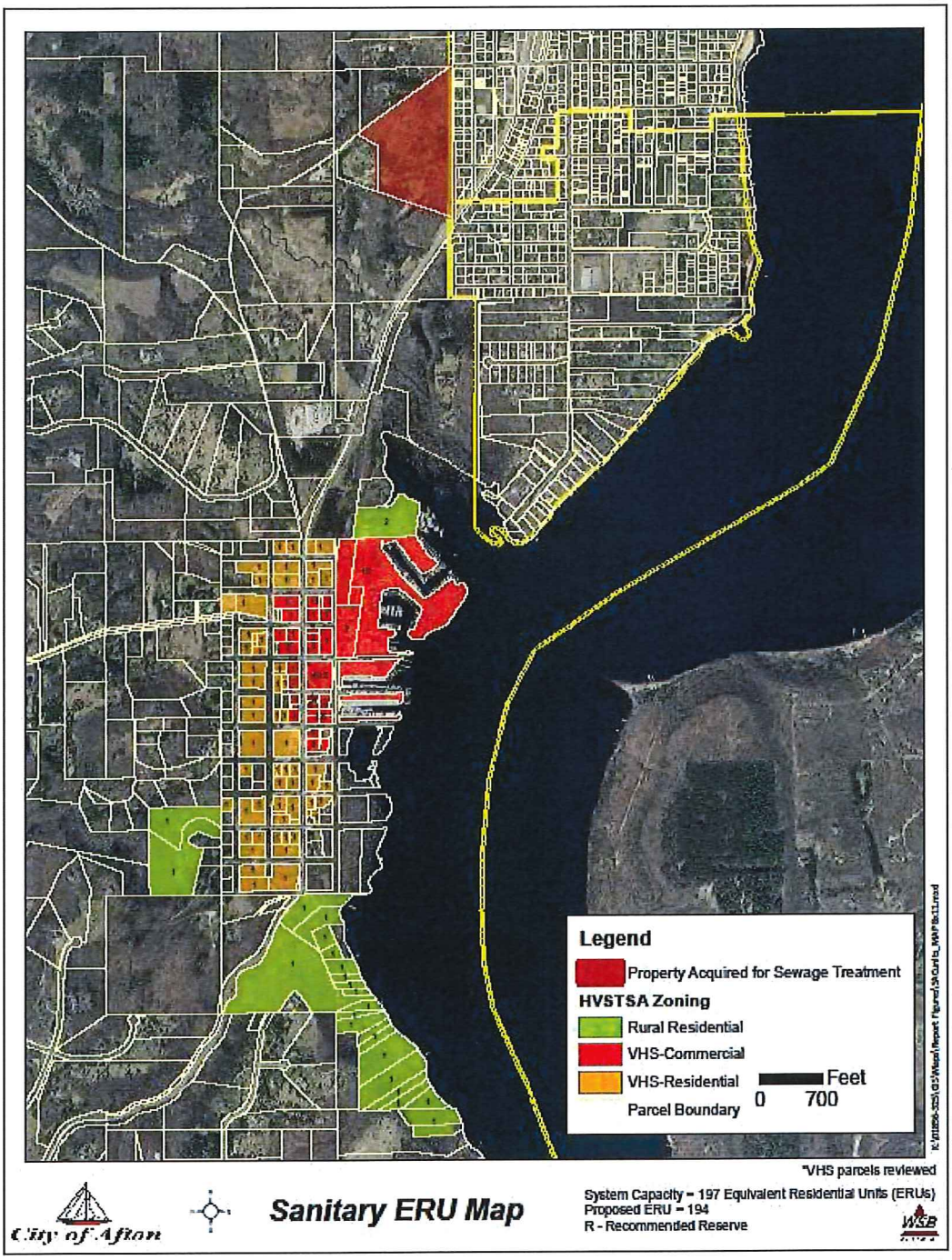
Existing ISTSs in the Historic Village Sewage Treatment Service Area will continue to provide wastewater treatment until the new system is operational - Because not all individuals will connect to the planned system, and others will be connected in stages, any residents remaining on ISTS systems will still be required to undergo biennial inspection.

Planned System Improvements and Projected Wastewater Flows

Due to the high flooding risk in Afton, as well as the non-compliant ISTSs serving residential dwellings and commercial establishments within the Historic Village Sewage Treatment Service Area, there is a need for sanitary sewer system improvements. The implementation of a LSTS will improve water quality and reduce noncompliant systems. The planned improvements will greatly reduce , health, and sanitation impacts to the City, residents, businesses, and general public.

There is a desire from the City of Afton, however, to prevent large-scale treatment systems that would allow for widespread commercial and industrial development. For this reason, the City implemented a LSTS with a capacity allowing a modest growth in residential and commercial flows only. The system estimates a population growth of 30 people (17%) in the Old Village over the next 20 years. In 2030, the system will serve an estimated 77 households and 22 commercial establishments. The following figure details the Historic Village Sewage Treatment Service Area to be served by the LSTS.

Figure 5. Current Zoning for parcels in the Historic Village Sewage Treatment Service Area.



The following table presents the sanitary sewer flows that will be generated within the Historic Village Sewage Treatment Service Area based on the land use designations as detailed in the city's Facility Plan. The 2020 and 2030 flows are in accordance with the proposed system staging that is described in the following sections. As the LSTS will only accommodate modest growth, it is assumed that the design capacities will be reached by the year 2030.

Land-Use	2013 Flow (gpd)	2020 Flow (gpd)	2030 Flow (gpd)
Residential	0	9,272	18,544
Commercial	0	14,175	28,349
Inflow/Infiltration Allowance	0	2,000	4,000
Total Peak Flow	0	25,447	50,893

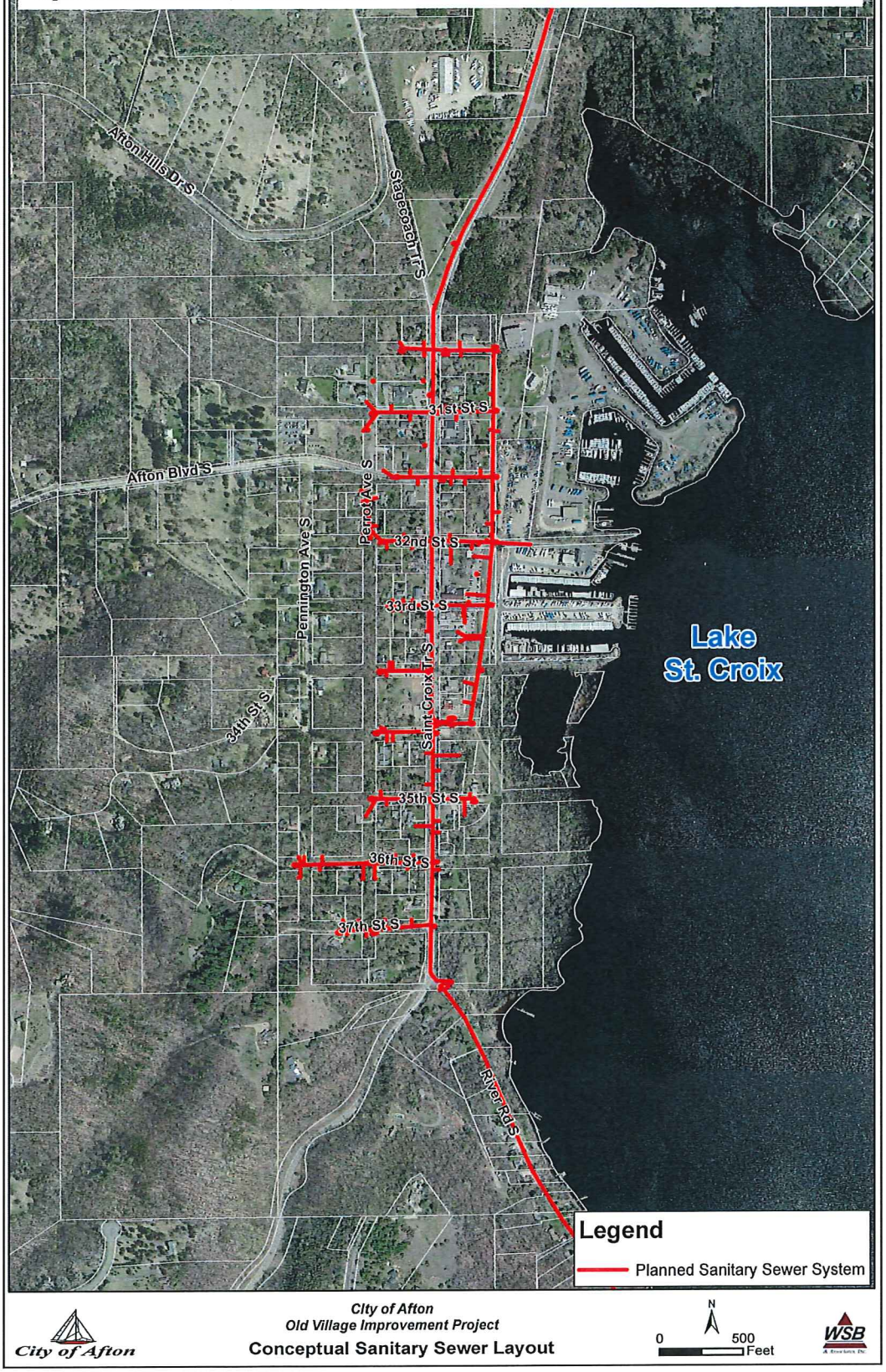
Table 5. Estimated sanitary sewer flows.

Collection System Improvements

The improvements include the construction of a gravity sanitary sewer system, lift stations, and forcemain to convey the residential and commercial wastewater flows generated within the Historic Village Sewage Treatment Service Area to the LSTS. Individual sewer services will be connected in 2017 & 2018 to the pipe sewer and extend to the homes and businesses to be served.

The trunk lines within Saint Croix Trail extend to a main lift station located adjacent to the Steam Boat Park parking area east of the intersection of Saint Croix Trail and Upper 34th Street. The main lift station will convey the wastewater to the LSTS north of the Historic Village Sewage Treatment Service Area. Two additional lift stations located along River Road have been reconstructed to convey wastewater to the collection system and ultimately the LSTS. The following figure details the sanitary sewer collections system improvements within the Historic Village Sewage Treatment Service Area (Figure 6).

Figure 6. Planned sewer system in the Historic Village Sewage Treatment Service Area.



Treatment System

The treatment system consists of communal septic tanks, an anoxic denitrification component, recirculation tank, recirculating gravel filter, and a dose tank sized to store and meter flows throughout the day to a seepage cell soil dispersal drainfield. A control building houses various valves and controls. It also serves as a location to store miscellaneous items pertinent to system operation and maintenance.

The treatment system is located north of town at an elevation of 720 to 730 feet above mean sea level. The treatment system is above the 500 year, 100 year, 50 year, and 10 year floodplain elevations of 695 ft, 691.5 ft, 690 ft, and 686.5 ft, respectively, and will be operable during the 25-year flood and protected during a 100-year flood event.

Inflow and Infiltration

Due to Afton's proximity to the St. Croix River, extra precautions were put in place to ensure the system can withstand flooding. These precautions limit inflow and infiltration in the system. Flood-tight castings are used along the collection system in the floodplain. The collection sanitary sewer will be made from PVC plastic with water-tight gaskets and HDPE including fused joints to keep water from entering the system. In addition, the collection system was pressure tested after construction, and the manholes include joints, rings, and castings that are wrapped to exclude water. The combination of these technologies will greatly reduce the potential for inflow and infiltration. Nonetheless, the system plans include an inflow and infiltration allowance of 4,000 gpd as required by the MPCA permit.

Staging

Residences and commercial establishments that have existing non-compliant septic systems will be required to connect to the system. The remaining users in the Historic Village Sewage Treatment Service Area will be required to hook up to the system within eight years of completion. The system will be fully connected prior to 2030, as outlined in the updated Sanitary Sewer Code for the City of Afton (Appendix G.)

Wastewater Goals, and Policies

The City of Afton establishes the following wastewater goals:

1. Reduce the volume of wastewater that is discharged to the soils of Afton.
2. Protect ground and surface waters to the greatest extent practicable by improving the quality of wastewater effluent.
3. Protect the groundwater from chemical or hazardous waste introduced from wastewater systems.

The City of Afton establishes the following wastewater policies:

1. Encourage the use of individual, highly efficient, wastewater treatment systems for all homes and businesses within Afton.
2. Restrict industrial uses to those which would not create the need for metropolitan sewer or additional urban services.
3. Educate all residents on the proper maintenance of a septic system.
4. Monitor and manage the upgrading of all substandard wastewater treatment systems and require the immediate upgrading or replacement of failing systems.

PARKS AND OPEN SPACES PLAN

Residents value the rural atmosphere of Afton. Five-acre minimum lot sizes outside of the Old Village with houses that do not dominate the views of the countryside, large non-buildable areas of the City, and a large amount of farmland create an open feel to the landscape *Open spaces, in and of themselves, are valuable to the residents of the City as preserves of nature and sanctuaries for flora and fauna.* An adequate area of properly managed parks and open spaces helps to protect and recharge surface and groundwater which is used by every resident of the city.

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, including:

1. Parkland dedication;
2. Parkland acquisition;
3. Open space dedication incentives in land development regulations; and
4. Encouraging and supporting the long term continuation of agricultural uses.

Existing Parks and Open Space

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. These open space amenities include a State Park, Regional Parks and the Belwin Conservancy. In addition, the St. Croix River is a magnificent open space amenity, providing scenic and tranquil vistas, and a major recreational resource. Another significant element of Afton's open space is its scattered rural development, including large lots and large expanses of agricultural land. Rather than developing new parks, the focus of the City has been to protect and preserve the existing natural resources and open space amenities.

The City currently has a limited amount of City-owned open space and developed parks. The City of Afton has one park for active recreation, Town Square Park, and another for passive recreation, Steamboat Park, along the St. Croix River. Both parks are located in the Old Village.

Steamboat Park lies mostly in the floodplain. and is approximately thirty (30) acres in size. It serves as a sanctuary for many birds and various kinds of wildlife. It is one of the few locations on the lower St. Croix River that is not readily accessible for large boat traffic. Recreation is limited to passive recreation, such as picnicking, walking, swimming, bird and wildlife viewing.

Town Square Park is a more active site. The park provides space for basketball, baseball, picnicking, music concerts, skating and group activities. There is playground equipment, a band shell, and a picnic shelter in the park, as well as restroom facilities. Town Square Park is the focal point of many special events.

Over the course of many years, the City has acquired a number of other parcels throughout the city of Afton with the potential to develop into local parks. These public lands were acquired in conjunction with the approval of major subdivisions over the course of several decades and remain undeveloped. In all, there are 53.44 acres of designated park land available for public use.

Community and regional parks (Afton State Park, Lucy Winton Bell Athletic Fields, Lake Elmo Regional Park Reserve, St. Croix Bluffs Regional Park, and Cottage Grove Ravine Regional Park) also provide a variety of different types of recreation to Afton residents.

Rinta Community Garden was created in 2012. The city of Afton received a grant from the Lower St. Croix Valley Community Foundation. These funds were used to remove trees and shrubs on approximately 1 acre of dedicated park land. The garden area was plowed and tilled. There are 21 garden plots on the property as well as compost bins, a garden shed with rain barrels to catch runoff from the shed's roof. Gardeners are primarily from the Lower St. Croix Valley, although a few come from Woodbury, Oakdale and St. Paul.

Two biking/hiking trails pass through the City. One trail follows St. Croix Trail South and extends from the northern edge of the Old Village to Interstate 94. The other, Afton Bluffs Regional Trail, is designated along County Road 18 running east and west, and is not separated from the roadway.

The planned St. Croix Valley Regional Trail will parallel the St. Croix River, and will connect Point Douglas County Park, Carpenter Nature Center, St. Croix Bluffs Regional Park, Afton State Park and the proposed Afton Bluffs Regional Trail. The St. Croix Valley Regional Trail will be aligned parallel and in close proximity to the St. Croix River.

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. Bissell's Mounds in particular are unique to Washington County and are a recognized landmark in the City. Other natural features that are determined to be either unique or geologically sensitive will be preserved as the property around them is developed.

Afton State Park is located south of Afton and a portion of the park (787 acres) is located within the City's boundaries. The park was authorized by legislation in 1969 and was opened to the public in 1982. The terrain of the park is defined by a glacial moraine cut by deep ravines running into the St. Croix River. To Afton's residents, the state park offers many recreational amenities, including: backpack camping, swimming, hiking, fishing, cross country skiing, a prairie landscape, bird watching, and animal sighting. Some of the animals the park offers a home to include hawks, bluebirds, meadowlarks, deer, fox, badgers, turkeys, thirteen-lined ground squirrels, and gray and fox squirrels. Afton State Park is also home to an array of natural vegetation. It contains a combination of oak savannah and woodlands. Park wildflowers include woodland ephemerals in the spring, butterfly weed and puccoons in the summer, and sunflowers and blazing star in the fall.

Belwin Conservancy also holds considerable land within Afton under a conservation easement with the Minnesota Land Trust. The Belwin land provides a substantial open space amenity for adjacent land uses, and makes a major contribution to the protection of natural resources, and to the City's rural countryside character.

Parks and Open Space Goals, Policies and Strategies

The City of Afton establishes the following parks and open space goals:

1. Acquire and Preserve adequate amounts of open space to maintain a rural atmosphere (Afton's 2012 Park Plan).
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 expanded access to the City docks to all residents.
5. Provide safe areas to ride bicycles within the City.
6. Provide safe areas to ride horses within the City.
7. Provide pedestrian friendly means of enjoying Afton's scenic views, wildlife, and connections to the St. Croix River.
8. Preserve locally important water resources, natural and scenic features.
9. Periodically identify the recreational needs of Afton citizens and evaluate ways to meet them.
10. Consider using the Afton Bluffs Regional Trail to create an east-west connection from Afton's Old Village to the City of Woodbury.
11. Manage all City owned or controlled land to maintain or restore to naturally occurring species of plants and trees plus those necessary to anticipate climate change.
12. Manage all City owned or controlled land to prevent erosion to recharge groundwater and to increase carbon storage.

The City of Afton establishes the following parks and open space policies:

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 central community places.
3. Maintain safe environments for children to play and for the community to gather.
4. Maintain designated open spaces to provide for wildlife habitat and migration.
5. Work cooperatively with Washington County, the Belwin Conservancy, the Science Museum of Minnesota, and other -public and private entities to preserve sensitive lands and open space.
6. Develop a forestry plan for all park and open space land to enhance water quality.
7. Develop a park plan for the five small parcels obtained by the City through park dedication.

The City of Afton establishes the following parks and open space strategies:

1. Develop signage and pedestrian friendly connections to the St. Croix River.
2. Protect Steamboat Park as a nature preserve and passive use area.
3. Develop a long term plan to obtain additional city owned land in areas identified as having unique environmental value, ecological significance or fragile geological attributes. Significant weight should be given to highly ranked areas identified on Afton's Natural Resources Inventory.
4. Develop a forestry plan to identify plant and tree species native to Afton and hardy in projected climate conditions.
5. Develop a long term plan to pay for acquisition and development of Afton's parks and open spaces.

This Page Intentionally Left Blank

SOLID WASTE PLAN

Solid Waste Goals and Policy

The City of Afton establishes the following solid waste goals:

1. Manage waste in a manner that will protect the environment and public health.
2. Manage waste to minimize land filling and incineration.
    a. Emphasize less waste generation.
    b. Increase waste reuse (composting) and source separating of recyclable materials.
3. Routinely report to residents results of recycling and waste reduction with total volumes and associated cost benefits.
4. Educate residents and businesses by sending consistent messages about the importance and value of waste management both economically and environmentally.
5. Evaluate the value and relative success of mandatory or voluntary participation.

The City of Afton establishes the following solid waste policy:

1. Waste reduction and reuse of resources.
2. Waste separation and recycling.
3. Promote resource conservation and recovery.
4. Promote composting of yard waste and food waste.
5. Provide for trash hauling and recycling.
6. Enforcement of illegal burning or dumping of trash.
7. Routinely report to residents results of recycling and waste reduction efforts with total volumes and associated cost benefits.
8. Explore avenues to encourage residents and businesses to reduce solid waste by providing educational material for best present and future practices.

This Page Intentionally Left Blank

CITY GOVERNANCE PLAN

The City provides services consistent with those provided in small rural communities, including general street maintenance, parks and recreation facilities, police service, fire protection, building inspection services and general assistance at City Hall. These services have typically been managed from City Hall by a city administrator and small staff.

The City of Afton owns five public buildings located on three parcels of property. The Afton Village Hall, leased to the Afton Historical Society and City Garage are located on Lots 1, 2, and 3 of Block 8 in the Old Village. The Town Hall (leased) and Garage are located in the NW quarter of the SW quarter of Section 10, on Stagecoach Trail South. The City Hall and a new city garage located next to city hall is located on Lots 2, 3, 4, 5, and 6 of Block 11 of the Old Village. The City also owns docks that are leased to a private operator.

Police protection is provided through a contract with the Washington County Sheriff's Department. As the city grows the cost of police protection may increase, and the provision of these services should be a consideration as new developments are proposed. Fire, ambulance, and rescue services are provided by way of a joint powers agreement among the five Lower St. Croix Fire Protection District cities with a fire station located in Lake St. Croix Beach. There are no current plans to add additional public facilities.

City Governance Goals, Policies and Strategies

The City of Afton establishes the following public facilities goals:

1. Maintain a small and efficient government.
2. Properly maintain public facilities.
3. Encourage a "pay-as-you-go" approach to maintaining public facilities and infrastructure.
4. Public subsidy for development, in the form of tax breaks such as Tax Increment Financing, shall be discouraged by the City of Afton.

The City of Afton established the following public facilities policies:

1. The City of Afton will comply with all FAA and Met Council Aeronautic Safety Standards regarding the height of structures and any regulations that pertain to airspace safety and electronic interference over the City of Afton.
2. Comply with all state and federal mandates.
3. City property is to be leased at market value.
4. The City Code shall be properly maintained so that current version is annually provided to all elected and appointed officials.
5. Continue utilizing and updating the Capital Improvements Plan and long-range planning process for maintenance and improvement of roads and other municipal infrastructure.

The City of Afton will seek to implement the following strategies:

1. Institute a budgeting process that annually takes a long-term examination of the City's finances.

SYSTEM STATEMENT COMPATIBILITY

The Metropolitan Council has issued a system statement for the City of Afton, which indicates specific issues that must be addressed by the Comprehensive Plan before the Plan is considered complete by the Metropolitan Council. The City of Afton seeks to comply with all aspects of the system statement and has done so as per the following:

1. **Population, Housing, and Employment Forecasts**: The Metropolitan Council (Met Council) provides population, housing and employment forecasts for the City of Afton until the year 2040. These are required to be part of the plan update and are cited in Appendix B - Demographics Information of the Comprehensive Plan.

2. **Density and Land Use Classification:** The Met Council classifies the geographic area that the city of Afton is located in as "diversified rural" and partially "agricultural". Diversified rural areas include a mix of large-lot residential and clustered housing with agricultural and other uses. Density in diversified rural areas must be no greater than 1 housing unit per 10 acres. Agricultural areas are planned and zoned by local communities to maintain agriculture as the primary long-term land use. The density of agricultural areas may not exceed 1 housing unit per 40 acres.

   This plan identifies policies, in the Housing and Land Use Action Plan, that will maintain an overall development density within the parameters required in the system statement.

3. **Aviation Plan and Facilities**: The system statement requires that the City of Afton must include airspace protection in its comprehensive plan. The protection is for potential hazards to air navigation including electronic interference. Airspace protection should be included in local codes/ordinances to control height of structures, especially when conditional use permits would apply. The comprehensive plan should include policy/text on notification to the FAA as defined under code of federal regulations CFR-Part 77, using the FAA Form 7460-1 "notice of proposed construction or alteration."

   There are no public or private airfield facilities within the City of Afton. Furthermore, public and private airfields and heliports are not allowed within the City of Afton. Language has been added to the Public Facilities Action Plan to reflect Afton's desire to follow all FAA and Met Council Aeronautics Safety Standards in regards to airspace safety in the City of Afton.

4. **Sewage Treatment**: The system statement requires that the City of Afton incorporate current MPCA regulations as part of a program for managing individual cluster, and large sewer systems

in the local comprehensive plan and implement the standards in issuing permits. An overview of Afton's management program must be included in the community's local comprehensive plan update.

Afton should include in the sewer element of its comprehensive plan the conditions under which private treatment plants would be allowed. The use of private wastewater treatment plants must be consistent and compatible with the long-term regional wastewater system plan.

Subsurface and cluster septic treatment systems are regulated by Afton City Code which adopted Washington County's septic ordinance by reference and by contract with Washington County to perform permitting and inspections (Appendix J).

5. **Watershed Management:** The system statement requires that a local surface water management plan should be prepared once a watershed plan for the area has been approved. The local surface water management plan must be submitted to both the water management organization(s) within whose watershed the community is located and to the Metropolitan Council for its review.

   Afton is required to complete a local surface water management plan. The plan will be submitted to the Met Council for its review concurrent with the review by the watershed management organizations.

6. **Trail Connections**: The system statement indicates that a proposed regional trail following the St. Croix River (St. Croix River Regional Trail) and a planned trail (Afton Bluffs Trail) will be located within or traverse across the City of Afton. These trail alignments are acknowledged in the Parks and Recreation Action Plan.

IMPLEMENTATION PLAN

The City has adopted and does enforce the following ordinances, among others. The ordinances and official controls listed in this section will continue to be enforced in order to implement this Plan.

1. The Zoning Ordinance, as amended from time to time and incorporated by reference herein, implements the primary elements of this Plan by establishing the type, location, and intensity of uses throughout the city as prescribed by this Plan.
2. The Shoreland Management Ordinance, as amended from time to time and incorporated by reference herein, protects wetlands, water bodies and water courses throughout the City as prescribed by this Plan.
3. The Floodplain Ordinance, as amended from time to time and incorporated by reference herein, protects man-made development from floodwaters and the floodplain areas that carry and discharge regional floods by limiting development in those floodplains and floodways in the City as prescribed by this Plan.
4. The Sanitary Sewer Disposal Ordinance, as amended from time to time and incorporated by reference herein, governs the installation, inspection, and maintenance of septic systems as prescribed by this Plan. Further, the City issues septic system permits, inspects installation of all septic systems, reviews soil tests for subdivisions, issues building permits after the City has issued any required zoning use permit, and provides consultant planning services. The City is currently undergoing a Sanitary Sewer code revision to address changes in the Historic Village Sewage Treatment Service Area
5. The Subdivision Ordinance, as amended from time to time and incorporated by reference herein, regulates the division of all property as prescribed by this Plan.
6. The Mining Ordinance, as amended from time to time and incorporated by reference herein, establishes uniform performance standards for sand and gravel extraction and for land reclamation as prescribed by this Plan.
7. The Lower St. Croix River Bluffland and Shoreland Management Ordinance, as amended from time to time and incorporated by reference herein, protects the natural environment and aesthetics of this wild and scenic river as prescribed by this Plan.
8. The International Building Code, as amended from time to time and incorporated by reference herein, protects the safety, health and welfare of residents through regulating standards of construction.

In addition to these ordinances, the city utilizes and depends on the following agencies for reviews of proposed developments and advice on ordinance revisions:

1. Watershed and Water Management Organizations review all proposals within the watershed and recommend permit conditions for building within four different watershed districts within City limits.
2. Minnesota Department of Natural Resources reviews and approves all developments along the St. Croix River, other public water bodies and floodplains.
3. U.S. Army Corps of Engineers reviews and approves alterations of public water bodies.

4. Minnesota Pollution Control Agency reviews pollution problems.
5. Metropolitan Council reviews and approves the comprehensive development plan.
6. Lower St. Croix Valley Volunteer Fire Department recommends ordinances necessary to protect the health and safety of Afton residents, and comments on development proposals.
7. Washington County Soil and Water Conservation District reviews proposed projects and offers recommendations on slope, wetland, and fragile lands protection.
8. Minnesota Department of Transportation and Washington County Highway Department maintain and develop state and county roads.

In 1997, the City amended and recodified its ordinances to eliminate any inconsistencies and to assure conformance with the Comprehensive Plan. In addition to enforcing the existing ordinances that will implement this Plan, the city will update and revise pertinent ordinances in order to implement all of the policies contained in this Plan. As a general overview, it is the City's intent to amend the ordinances and policies in conformance with this plan within required timeframes.

While this plan contains much of the language, intent and purpose of the previous version of the City's Comprehensive Plan, it has been formatted quite differently. The plan is now organized into sections of background followed by topic specific goals. It is the intention of the City of Afton to work, over time, on developing policies and strategies for implementing these goals. When adopted, these would require an amendment to the plan, which would need to follow required procedures for making plan amendments.

CAPITAL IMPROVEMENTS PROGRAM

The City has limited funding for capital improvements and seeks to minimize debt. As such, the City needs to correlate the tax base with the long-term capital needs of the community, including:

1. Re-pave, reconstruct and sealcoat streets.
2. Repair bridges, streets and culverts as required.
3. Use Park Dedication Funds to upgrade existing facilities and to purchase land and/or easements to add to future park and trail infrastructure.
4. Resolve surface water erosion issues.

A detailed Capital Improvement Program (CIP outlining cost estimates, income sources, and payment schedules will be attached to this plan at a future date.) The CIP will be reviewed and revised annually. Sound financial planning will be utilized so as not to significantly increase the tax burden on individual property owners in fulfilling the capital improvement plan.

This Page Intentionally Left Blank

List of Appendices

Appendix A: Terms and Definitions

Appendix B: Demographic Information

Appendix C: Watershed District Information

Appendix D: Resource References

Appendix E: Soils Information

Appendix F: Parks and Open Spaces

Appendix G: Stormwater Management Plan

Appendix H: Community Survey

Appendix I: Maps

Appendix J: Article IX. Sewage- Afton Code of Ordinances .

Appendix K: Afton Flora and Fauna

Appendix L: Public Involvement in Comprehensive Plan Process

Appendix M: City of Afton Wastewater Collection and Treatment System Facility Plan

CITY OF AFTON
2018 COMPREHENSIVE PLAN

APPENDICES

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2018

Re: Recognition of Barbara Ronningen for Her Dedicated Service to the City

---

Barbara Ronningen has served on the Planning Commission for 19 years including serving as the Chair for the past 9 years. Barbara's thorough knowledge of the Zoning Code, passion for Afton's rural character, and dedicated service have enabled her to leave a legacy of protecting and preserving Afton's rural character for future generations.

COUNCIL ACTION REQUESTED:

Motion regarding recognizing Barbara Ronningen's dedicated service to the City.

WSB

477 Temperance Street | St. Paul, MN 55101 | (651) 286-8450

Memorandum

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

From: *Nick Guilliams, PE, City Engineer*

Date: *February 20, 2018*

Re: *February Engineering Staff Report*
WSB Project No. 11166-000

---

1. Downtown Village Landscape Improvements

Bids were received for the above-referenced project on Thursday, February 1, 2018 and were opened and read aloud. Eight bids were received as shown in the attached bid summary.

Action: Consider these bids and award a construction contract to the lowest responsible bidder Dreamscapes Landscaping & Design, Inc.in the amount of $84,092.00

2. 30th Street Culvert

Staff brought forward 2 options to address the 30th Street Culvert repair at the January 30, 2018 City Council work session. Staff is recommending that the entire culvert and masonry structure be replaced with 7'x6' Box Culvert.

Action: Provide direction to staff.

3. Surface Water Management Plan Update

As part of the Comprehensive Plan Update, WSB was asked to provide a proposal to update the City's Surface Water Management Plan. WSB proposes to complete this for work on an hourly basis in accordance with our 2018 billing rate schedule for a not to exceed fee of $7,300. A copy of the proposal is attached to this report.

Action: Consider approval of proposal from WSB and Associates to update the City's Surface Water Management Plan for a not to exceed fee of $7,300.

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

701 Xenia Avenue South | Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

February 12, 2018

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

Re: Downtown Village Landscape Improvement Project
SAP 082-618-024/SAP 082-621-038
City of Afton, MN
WSB Project No. 1856-520

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Thursday, February 1, 2018, and were opened and read aloud. A total of eleven bids were received. The bids were checked for mathematical accuracy and tabulated. Please find enclosed the bid tabulation indicating the low bid as submitted by Great Northern Landscapes in the amount of $84,092. The Engineer's Estimate was $106,398.65.

We recommend that the City Council consider these bids and award a contract in the amount of $84,092 to Great Northern Landscapes based on the results of the bids received.

Sincerely,

WSB & Associates, Inc.

Candace Amberg, RLA
Project Manager

Enclosures

BID TABULATION SUMMARY

PROJECT:
Downtown Village Landscape Improvement Project

OWNER:
City of Afton, MN

WSB PROJECT NO.:
1856-52

Bids Opened: February , 2018 1:00 p.m.

	Contractor	Addendum No. 1	Addendum No. 2	Bid Security (5%)	Grand Total Bid
1	Great Northern Landscapes	X	X	X	$84,092.00
2	Dreamscapes Landscaping & Design, Inc	X	X	X	$108,527.59
3	Precision Landscaping & Construction	X	X	X	$118,353.62
4	Hoffman & McNamara Co.	X	X	X	$119,625.00
5	Urban Companies	X	X	X	$120,063.25
6	Autumn Ridge Landscaping, Inc.	X	X	X	$152,617.00
7	Greenscape Companies, Inc.	X	X	X	$153,147.50
8	Peterson Companies	X	X	X	$153,717.00
	Engineer's Opinion of Cost				$106,398.65

I hereby certify that this is a true and correct tabulation of the bids as received on February 1, 2018

Candace Amberg, Project Manager

Denotes corrected figure

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 13, 2018

Re: 30th Street Culvert Replacement

Background

At its January 30, 2018 work session, the Council discussed two options for the replacement of the 30th Street culvert and discussed whether 30th Street should be improved through a reclamation project in 2018.

The City Engineer provided the attached information regarding two options for replacing the 30th Street culvert. One option is to replace only the oldest portion of the culvert at a cost of $87,481. The other option is to replace the whole culvert at a cost of $113,766. The breakout of the costs is as follows:

Costs

	Partial Replacement	Full Replacement
Culvert	$20,120	$41,395
Labor and Installation	$37,371	$42,371
Restoration (guard rail, curb and gutter, erosion control, etc.)	$30,000	$30,000
Total	**$87,491**	**$113,376**

The Council agreed that the most cost-effective option over the long term is to replace the whole culvert.

The Council also agreed that the condition of 30th Street was adequate to enable the reclamation of 30th Street to be delayed beyond 2018.

COUNCIL ACTION REQUESTED:

Motion regarding the approval of the replacement of the whole culvert on 30th Street at a total cost of 113,766,

477 Temperance Street | St. Paul, MN 55101 | (651) 286-8450

Memorandum

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

From: ***Nick Guilliams, PE, City Engineer***

Date: ***January 30, 2018***

Re: ***30th Street Culvert***
WSB Project No. 11166-000

This memorandum is to provide City Council options and costs associated with the 30th Street culvert replacement and reclamation of 30th Street from Nybeck Avenue to Neal Avenue.

An existing culvert located west of Nybeck Avenue on 30th Street has experienced extensive erosion resulting in deterioration of the guardrail such that it is no longer anchored. The existing culvert consists of approximately 40 feet of 8'x8' box culvert and an approximately 100yr old brick mortar section. The following photos illustrate the condition of the existing culvert along with the adjacent erosion.

Following discussions with Tri-County and the City Council in 2017, a proposal was brought forward by Tri-County to replace the existing 100yr brick culvert section with a pre-cast culvert that extends substantially beyond the current culvert's north end to allow a new guardrail to be installed. The new pre-cast culvert would tie into the existing precast culvert, that was proposed to remain in place.

The City Council directed the City staff to work with Valley Branch Watershed District (VBWD) to determine the minimum size of the box culvert allowable to reduce construction costs and maintain existing drainage. VBWD reviewed the drainage model and provided reduced size options. The City considered options to do a full replacement as recommended by WSB and Associates, or install a 36-foot section of 7'x6' box culvert as recommended and quoted by Tri-County. At the March 21, 2017 City Council Meeting, the City Council directed staff to purchase the 36-foot section of 7'x6' box culvert at a cost of $20,120 in preparation of replacing the deficient culvert.

Following production of the box culvert, Staff investigated the existing condition of 30th Street as a portion of the roadway would be required to be replaced as necessary to facilitate construction. Following review, it was determined 30th Street has deteriorated beyond regular routine maintenance and has been

prioritized for improvement in 2018. Coring's of the roadway indicate bituminous pavement reclamation as a cost-effective means to provide a street surface with an extended life.

There are 2 options available to address the 30th Street Culvert:

Option 1: Replace 36' Masonry Section with 7x6 Culvert

- Box culvert has been purchased for **$20,120**
- Labor and Restoration (Tri-County): **$37,371** – Includes replacement of brick culvert with new box culvert, rip rap, fill to build sides, and lime rock for road base
- Restoration, guard rail, curb and gutter, erosion control, etc. is proposed to be included in the upcoming road reclamation project
- The condition of the existing 8'x8' box culvert is unknown
- This option will require a field joint between the existing 8'x8' section and 7'x6' section. WSB recommends this option be reviewed by a structural engineer.
- Supporting soils data and structural review is recommended to determine the stability of the proposed repair and to determine if wing walls or other elements are required
- Maintenance review post large rain events and semi-annually recommended

Option 2: Replace entire Masonry Section and Box Culvert with new 7x6 Culvert

- Will require an additional 36' of 7'x6' Box Culvert for **$21,275**
- Labor and Restoration (Tri-County): **$42,371** – Includes full culvert replacement, rip rap, fill to build sides, and lime rock for road base
- Restoration, guard rail, curb and gutter, erosion control, etc. is proposed to be included in the upcoming road reclamation project
- Joints sealed per MnDot specifications with rubber gaskets. Reduces the risk of an eroding field joint
- Reduces risk of unknown conditions and construction change orders
- New culvert reduces recommended inspections and long term maintenance costs
- Considering life cycle costs and maintenance Option 2 is more cost effective long term

Road Reclamation Costs

The cost to reclaim 30th Street from Nybeck to Neal is estimated to be approximately **$300,000** which includes approximately **$30,000** for culvert restoration (guard rail, curb and gutter, erosion control). The cost is estimated considering the following:

- Economy of scale. This project is less than a mile, last year's project was nearly 15 miles. The greater the scope of work the better the pricing received from the contractor.
- The bid prices received last year were extraordinary low. Average bid pricing is assumed.

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

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 15, 2018

Re: Surface Water Management Plan Update

The current Comprehensive Plan includes a draft Surface Water Management Plan that was prepared in 2010. Because the local Watershed Districts have all updated their Management Plans since 2010, and because a number of substantial stormwater management improvements were made as part of the Downtown Village Improvement Project, the Surface Water Management Plan needs to be updated. A proposal from WSB for updating the Plan is attached. The proposed cost is $7,300. There is currently a balance of $8,947.36 in the account set aside for costs related to the update of the Comprehensive Plan.

COUNCIL ACTION REQUESTED:

Motion regarding the proposal from WSB for updating the City's Surface Water Management Plan at a cost not to exceed $7,300.

WSB
Building a legacy – *your* legacy.

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

January 24, 2018

City of Afton
3033 St Croix Trail S
PO Box 219
Afton, MN 55001
Phone: 651-436-5090

Re: Proposal and Fee Estimate for Professional Engineering Services
Surface Water Management Plan

WSB & Associates, Inc. (WSB) is pleased to present this proposal to provide engineering services to update the City's Surface Water Management Plan (SWMP). Our project team proposes the following scope of services to complete your SWMP:

Project Approach/Scope of Services

Collect Available Background Information
This task consists of gathering relevant water resources-related information for the City. WSB will coordinate with City staff and communicate with agencies to facilitate collection of this information. We anticipate collecting the following data:

- City of Afton Surface Water Management Plan (2011)
- All relevant Watershed Management Plans
- Any existing City-wide models
- Previously developed SWPPP information, plans, and annual reports, including the SWPPP Application for Reauthorization
- Floodplain, bluff, shoreland, wetland, erosion control, and other City ordinances related to stormwater management, as available
- Water resource-related agreements
- Climate and precipitation data (Atlas 14)
- Soils information
- Groundwater and well information – specifically wellhead protection ordinance updates
- List and description of known water resource problem areas
- City parks, trails, open space and redevelopment plans
- FEMA's floodplain maps and Letters of Map Amendments
- City's Comprehensive Land Use Plan and land use mapping
- County Water Plan
- National Wetland Inventory mapping
- Previous reports or studies related to stormwater management, water quality issues, lake and stream levels, or other issues
- Information related to impaired waters within the City
- Available monitoring and modeling data

Information will also be collected from the following agencies: Valley Branch Watershed District, Middle St. Croix Watershed Management Organization, South Washington Watershed District, Minnesota Department of Natural Resources, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, Minnesota Pollution Control Agency (MPCA), and other organizations that may be applicable.

To facilitate the information-gathering efforts and to provide notice that the City will be developing a Plan, an email request will be sent to each of these agencies to gather the desired information. This information collected will be used to develop the City's Plan and to develop a water resource library for the City's future use and reference.

Goals and Policies

Based on the results of the previous tasks and associated analysis, goals and policies for the management of water resources in the City will be included. These goals and policies will be in compliance with State and Local requirements, including but not limited to; NPDES, MPCA, and the needs of the City. Input from the City staff, Council, Commissions, and the public will be used to formulate these policies. The water resource management goals and policies will include cooperation and coordination with other regulatory agencies, internal operation and maintenance practices, and regulation of new development and redevelopment. Policies in the following areas will be included:

- Rate control
- Flood control
- Water quality
- Volume control
- Wetland protection and management
- Wildlife habitat and recreation
- Public education
- Public ditch and creek systems management
- Groundwater protection
- Erosion and sediment control

These policies will provide the City with tools to address and manage its water resources in an effective, efficient, environmentally, and financially responsible manner.

WSB will clearly provide direction to the City on the regulatory requirements of the goals and policies developed. We will also be specific on what agencies are requiring the policies to be included in the City's Plan.

Identify Problems and Corrective Actions

Water resource management problems identified within the City during the data collection process will be outlined and corrective actions for each problem will be developed. It is anticipated that problems may be identified, but not be limited to, issues in the following areas:

- Lake, stream, and wetland water quality problems
- Flooding or rate control concerns in the City or between adjoining communities
- Impacts of storm water management on recreational opportunities
- Impacts of storm water management on fish and wildlife resources
- Erosion and sediment control problem areas
- Impacts of land use practices on storm water management

- Adequacy of the existing regulations to address storm water management
- Adequacy of capital improvement programs to address storm water management issues
- Adequacy of in place systems to generate revenue to pay for necessary improvements

The problems identified will be addressed in this Plan. Concept level corrective actions for each problem item will be developed, which in some cases may include detailed recommendations. For more complex issues, implementation items could be listed for further study in the coming years. These corrective actions will be incorporated into the implementation plan.

Develop Implementation Plan

Through the Plan development process, a number of water resource studies, programs, and capital improvements will be identified either through the inclusion of goals and policies or through addressing problems with corrective actions. These programs, studies, and capital improvements will be prioritized with City staff and Council and developed into a clear implementation plan.

Through this plan development process, stormwater management activities that need to be completed will be outlined in an implementation plan and include but are not limited to:

- City ordinance revisions
- Completing capital improvements
- Inspections and maintenance programs
- Preparation of reports
- Need for annual meetings
- Educating or communicating with the public
- Training
- Need to complete additional water resource studies

For each activity, the implementation plan will generally provide a schedule, the cost to complete the work, and other pertinent information so the City can budget and track progress in these areas, and staff appropriately. This plan will provide direction to the City of a ten-year planning horizon.

Prepare Draft Report

This task focuses on the direct preparation of the plan document. The Plan will be formatted as one comprehensive set of goals, policies, and implementation priorities. We will combine the results from various programmatic-based inventories and analyses as described in this work plan. The Plan document will contain the following sections:

- **Executive Summary**: Generally summarizes the content, and purpose of the local plan.
- **Land and Water Resource Inventory:** Contains information that is relevant to the development of this document.
- **Agency Coordination:** Contains information regarding other agencies and organization relevant to the plan.
- **Goals and Policies**: States specific goals and corresponding policies related to the purpose of the Plan and are consistent with the policies and goals of the regional, state, and federal goals and programs that are currently in place.
- **Assessment of Problems and Corrective Actions:** Contains a summary assessment of existing and/or potential water resource-related problems that affect the community along with non-structural, programmatic, and/or structural solutions to the problems.

- **Implementation Priorities**: Prioritizes implementation components so as to make the best use of available local funding and prevent future water management problems from occurring to the maximum practical extent.
- **Financial Considerations**: Contains an analysis of the financial impact of implementation of the proposed regulatory controls and programs identified in the previous section.
- **Amendment Procedures:** Contains the year the plan shall extend to and establish the process by which amendments may be made.

A preliminary draft of the Plan will be prepared and reviewed with City staff prior to submitting to the Watershed Districts and Met Council for review.

Submit to Agencies for Review and Incorporate Comments
This task includes submitting the draft SWMP to the three watersheds, Washington County and Met Council for review. The Met Council has a 45-day review period that runs concurrently with the 60-day review period of the watershed districts and county. Comments provided will be discussed with City staff and incorporated into the SWMP.

Prepare Final Report
After their review, the final SWMP will be prepared and submitted to the City Council for review and approval. Upon final approval of the plan, two (2) printed copies and a PDF document of the Plan will be made and provided to the City.

Proposed Fee

WSB proposes to complete the above scope of services on an hourly basis in accordance with our 2018 billing rate schedule for an estimated fee of **$7,300**. This includes one meeting with City staff and one meeting with City Council to discuss problem areas, goals and policies, and implementation items.

This letter represents our understanding of the project scope. If you have any questions concerning the work plan or fee as discussed herein, please feel free to contact Todd at 763-287-7182. We look forward to working with you and greatly appreciate the opportunity to assist you and your staff in the completion of this project.

Sincerely,

WSB & Associates, Inc.

Todd Hubmer, PE
Project Manager

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Peterson Management Company Extension of Service Contract to Include Downtown Village Lift Stations

---

The City is currently contracting with Peterson Management Company (Peterson) to operate and maintain the new wastewater treatment system. In response to an inquiry from staff, Peterson has indicated they are interested in expanding their contract to include the maintenance of the Downtown Village lift stations, including emergency response. Prior to determining costs for the expanded service and expanding the contract, Peterson needs to become more familiar with the operation and technical details of the lift stations, especially the remote communication capabilities. The ability to remotely monitor and control the lift stations (similar to the way they monitor and control the wastewater treatment system) is important to them and would have a significant impact on the costs. (Please see the attached email from Tony Birrittieri of Peterson).

During the period leading up to the time that Peterson is able to provide a proposal for expansion of their contract, they would be interested in providing management and 24 hr response for the lift stations on a time and material basis. During this time, their hourly rate charges would be $75/hr during normal business hours. Emergency response and nonbusiness hours response would be $125/hr. Confined space entry services would be at a rate of $150/hr. All rates would be per technician.

Staff Recommendation

Staff recommends accepting Peterson's proposal for management and 24 hour response during the period until they can provide a full proposal for the management of the lift stations.

COUNCIL ACTION REQUESTED:

Motion regarding the proposal from Peterson Management Company for management and 24 hour response for the lift stations in the Downtown Village area, with an hourly rate of $75/hr during normal business hours, $125/hr for emergency response and nonbusiness hours response, and $150/hr for confined space entry services.

From: Tony Birrittieri [mailto:tony@petersenproducts.com]
Sent: Tuesday, February 13, 2018 9:43 PM
To: Ron Moorse <rmoorse@ci.afton.mn.us>; publicworks <publicworks@ci.afton.mn.us>
Cc: Nick Guilliams <NGuilliams@wsbeng.com>; Bonnie <bonnie@petersenproducts.com>
Subject: Afton Lift Stations

Hi Ron and Ken-

There are a number of points of discussion with the addition of the lift stations to our management contract.
We are happy to provide the City of Afton with this service, but there some items that need addressed first. I will try to encompass them all below:

1. Our understanding is that there are a total of 4 lift stations that are to be added to the management contract. 3 wastewater and 1 ground water.
2. Complete Submittals, specifications, plan drawings, locations and manuals will be needed.
3. We will need a proposed schedule of when the other lift stations will be coming online. Right now there is only one online.
4. Remote Communication:
    a. We will need to know exactly what abilities we will have with the remote communication. The Electric Pump technician did not know the capabilities of the panel, whether it was just remote notification of alarms or if the panel allows full remote operation.
    b. Our goal in managing these systems is to have full remote operation of the lift stations. If this is capability is not currently in the lift station controllers we would like to ask for a proposal from Electric Pump to add this capability.
    c. We are currently working with Electric Pump and Starnet (panel manufacturer) to gain remote access and learn their interface system. Right now we are waiting on them to provide us access through their system. We will keep you posted on our progress.
    d. The level of access will need to be determined before we can finalize our proposal for lift station management.
5. During the period leading up to the time we can provide a proposal, we will provide management and 24 hr response for the lift stations on a time and material basis. During this time our hour rate charges will be $75/hr during normal business hours. Emergency response and nonbusiness hours response will be $125/hr. Confined space entry services will be at a rate of $150/hr. All rates are per technician.
6. Please be sure that your public works and city hall have our response numbers:
    a. 24 hour Petersen Management Response Line : 262-689-0278, call or text.
    b. Secondary Contact Line : 715-579-5773
    c. Business Hours Office Line : 262-692-2416

We appreciate the opportunity to help you with the management and operation of your wastewater collection system. Please let me know if you have any questions or concerns. We should be back in touch with a proposal in the next few days.
Sincerely,

Tony Birrittieri | Petersen Onsite | 421 Wheeler Ave | Fredonia, WI 53021 | 262.692.2416 (off.) | 262.689.0278 (cell)

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 8, 2018

Re: 2017 General Fund Surplus

While the 2017 Preliminary Financials presented in January showed a surplus of $145,000, Tom Niedzwiecki, City Accountant has indicated the actual surplus is $165,000. He also indicated the General Fund currently has a sufficient fund balance, so the surplus can be transferred to other Funds. His suggestions for the use of the 2017 General Fund surplus are as follows:

- $15,000 to Snow and Ice Reserve (Special Activities Fund). Current balance is $15,000 all from 2015.
- $10,000 to the City Council Contingency Reserve – currently has only $230 balance.
- The remainder to the Street Improvement Fund.

In addition, the Council may want to consider transferring a portion of the surplus to the Land and Buildings Fund to fund costs related to the construction of the Deputies Facility and to set aside funds for future improvements and major repairs to City Hall. It appears the City's share of the Deputies Facility costs will be approximately $70,000. The Land and Buildings Fund currently has a balance of $15,586, and will be reimbursed for $100,000 of the Deputies Facility cost by the County.

COUNCIL ACTION REQUESTED:

Motion regarding the transfer of the 2017 General Fund surplus to other Funds/uses.

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Afton Historical Museum Proposal for Review of Property File Documents

---

Staff is preparing to have all documents in the property files scanned for input into Laserfiche and then shredded. The Afton Historical Museum believes it is important that, prior to shredding, the files be reviewed to identify original documents with historic value, so that those original documents can be preserved. Cities Digital, who will be doing the scanning, has indicated they will deliver the property files back to the City or to the Museum after the documents are scanned. The Museum has provided the attached proposal for review of the files. The proposed cost is $70 per box of files, which the Museum estimated at 60 boxes. Cities Digital believes it will be closer to 80 boxes of files. The total cost would be between $4,200 and $5,600.

COUNCIL ACTION REQUESTED:

Motion regarding the Afton Historic Museum proposal for historic review of the City's property files.

Ron Moorse

From: Stan Ross <stan@aftonhistoricalmuseum.com>
Sent: Monday, January 29, 2018 8:54 AM
To: Ron Moorse
Cc: 'Laurel E. Ross'; Vickie A Winge; Leslie Thomas
Subject: Museum - City Files Proposal

Ron, see below the museum's proposal on the city files we have discussed.

Proposal:

Afton Museum to review and partially retain for historical and intrinsic value, City of Afton documents which are about to be scanned into their Laserfiche system. The proposed process will be:

- Upon completion of the City's scanning process the City will have the documents delivered to the museum in standard size banker boxes.
- The museum will store the documents in our artifact storage room during the project period.
- The museum will examine and retain those documents deemed important as staff work load allows.
- At the completion of the examination the museum will have the documents shredded by a professional shedding service.

Cost:

$70 per box which includes museum having the document shredded. We estimate that there is a total of 60 boxes of documents.

Background:

City government records serve several important functions. Their value as administrative, fiscal and legal documents are known to current city officials and residents. These records can also have important historical and intrinsic value. The Minnesota Historical Society asserts "Managing and preserving government records is important and essential work. Not only are such records used for conducting the important business of government, they also provide invaluable witness to our rich heritage."

Early Afton residents preserved Afton's heritage by documenting important information pertaining to Afton's founding and development. Additional historic documents survived in the safe storage of residents who understood their value. These documents have greatly contributed to our understanding of Afton's past and our nation's westward growth. We are enriched with this knowledge.

Rational:

<u>It is critical that we do our part today and continue the legacy of retaining a portion of documents for future generations to learn from and appreciate.</u> As a government entity, MHS states "you take on the many responsibilities that come with holding and managing these vital documents. You need to be able to recognize government records and to undertake all the activities—acquisition, appraisal, description, preservation, storage, and retrieval—required to maintain an archives."

Action Plan:

An examination of documents in each box to select and preserve those records that have permanent historical value. It is strongly recommended that no document be destroyed until it has been reviewed for historic and intrinsic value. Documents with intrinsic value should be retained in their original form (not only electronically). We anticipate the final volume of documents to be low. Per MHS typically only 3-5% of all government records have permanent historical value.

Afton Museum will determine a 'best practices' criteria for selecting documents and conduct this process in the most efficient manner possible. However there are no shortcuts, each document must be assessed. MHS calls this type of work 'one of the toughest jobs in historic preservation"!

Stan Ross, President
Leslie Thomas, Vice President

Afton Historical Museum
3165 St. Croix Trail South
Afton, MN 55001
651-436-3500

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 8, 2018

Re: New Animal Impound Provider

The Hillcrest Animal Hospital, the City's current animal impound provider, has notified the City that, after February 28, 2018, it will no longer be providing animal impound services. Based on this information, Afton's contracted Animal Control Officer has contacted a large number of possible impound facilities in the area, including veterinary hospitals and the Woodbury Humane Society, and all have indicated that either they are not interested in providing the impound service or they are not taking any new clients.

The Animal Control Officer did suggest the City consider using Malley's Sunshine Kennel near New Richmond, Wisconsin that she uses for her Wisconsin clients. Staff has talked with the owner, who was very helpful and provided a contract. The kennel avoids euthanasia if at all possible. They work with an animal rescue/rehoming organization called Gregory's Gift of Hope, Inc. Staff also checked references and did not find any concerns.

The City Attorney has reviewed the contract and recommended a $2 million liability coverage amount vs. the $1 million limit currently provided by MSK LLC. MSK LLC will look into increasing the coverage amount, but it may cause the service cost to increase.

The routine service costs related to the impounds are relatively similar to the current costs. However, MSK LLC does charge an annual retainer fee of $900, or $75.00 per month.

Term and Cancellation: The term of the contract is one year. The contract can be cancelled with a 30 day notice. Staff recommends the 30 day period be increased to 60 or 90 days or more, due to the difficulty of finding alternate service providers.

Staff Recommendation

Staff recommends approval of the contract with Malley's Sunshine Kennel for Animal Impound Services

COUNCIL ACTION REQUESTED:

Motion regarding the contract with Malley's Sunshine Kennel for Animal Impound Services.

Animal Impound Housing Services Agreement

Mally's Sunshine Kennel and City of Afton, Minnesota

2018

1. Mally's Sunshine Kennels, LLC (MSK,LLC)) agrees to provide the following services:
   a. Housing of stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the facility by a citizen for intake. Housing includes kennel space, daily cleaning, meals, and medical attention as needed and daily exercise.
   b. Medical care in the form of vaccination following our standard vaccination protocols, as well as treatments for sick or injured animals impounded during regular business hours.
   c. Euthanasia services as deemed necessary by a MSK, LLC veterinary staff. These services will ONLY be provided when there is no alternative choice.
   d. Adoption services will be provided through Gregory's Gift of Hope, Inc., in conjunction with our boarding facility.
   e. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
   f. Hold animal for the legally required stray holding period, 7 days in Wisconsin, or until reclaimed by the owner within the holding period.
   g. MSK, LLC will charge a processing fee of $50.00 and a fee of $25.00 per day of boarding for the animal(s). These fees will be billed for each animal that is not reclaimed by its said owner. In the event an animal is impounded and reclaimed by its owner during the 7 day hold period all fees will be charged to the owner of record. MSK,LLC will also charge a City of Afton Impound Fee of $95.00. The City of Afton Impound fees will be forwarded to the Afton City Clerk on a quarterly basis.

Mally's Sunshine Kennel's expectations:

a. MSK, LLC is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or the acting agent for the municipality prior to leaving the animals at the MSK, LLC facility when veterinary staff is not on duty.

b. MSK, LLC has sole authority for disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period, in this case 7 days. All unclaimed animals will be turned over from our boarding facility to Gregory's Gift of Hope, Inc. Animal Rescue/Re-Home program, for rehoming.

c, MSK, LLC will work with animal control in terms of feral cats seized under municipal authority by your city's ACO or acting agent.

2. The City of Afton agrees to:
   a. Adhere to drop off procedure set forth by MSK, LLC including animal housing at the facility and paperwork. Drop off procedures and paperwork training for the ACO/Acting Agent will be provided.
   b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
   c. Direct citizens where to take stray animals when not receiving permission for impoundment at the MSK, LLC facility.
   d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and or MSK, LLC veterinary staff is not on duty.
   e. Pay the designated fees for each animal cared for from your municipality. MSK will charge the following fees:
      1. Standard Stray Holding Fee - **$50,00** Per Canine or Feline and a $30.00 fee per "other" domestic animals (rabbits, ferrets, guinea pigs, birds, etc. not reclaimed by its owner.
      2. Fees for animals seized by the municipality (such as rabies quarantine) may vary due to the differing nature of their holding periods and services required. In these cases the boarding fee will be at a rate of **$30.00 per day.** This will be charged to the owner if it is a reclaim or to the county if it is a stray situation.
      3. Daily boarding fees in the amount of **$25.00/CANINE, $15.00/FEL!NE** will be charged per day during the 7 day holding period.
      4. All vaccinations as per the MSK Vaccination Protocol...
         a. Requirements Upon arrival to facility may include the following: Rabies, DHLPP or FVRCP,
            Bordatella for Canines only, FLEUK/FIV Test for Felines Only. (These Fees will be at a reduced fee through the GGOH veterinarian contract) These fees will be charged to the municipality or the owner if the animal(s) are reclaimed.
   f. Ail unclaimed animals, after the 7 day required holding period, will be released to Gregory's Gift of Hope Animal Rescue for re-homing. An **$85.00** surrender fee will be charged to the municipality. Any Unaltered animal surrendered to Gregory's Gift of Hope (GGOH) rescue will also have an **$80.00 dollar canine neuter fee, a $102.00 canine spay fee** added to the charges.
   g. Adhere to the building access rules and ensure that the service access door is closed and locked after use in an after- hours drop off.
   h. Ensure that the municipality's ACO or acting agent uses his/her discretion in the field as to what medical treatments should be addressed before coming for impound,

3. Be available to members of your community to resolve their concerns related to the actions of your ACO officer/Acting Agent and your municipality's procedures, polices and requirements.

4. Administration:

a. MSK, LLC will bill the municipality at the end of each month or at its earliest convenience. Billing will be emailed to the person of contact following the service dates and will be due net 30 days

b. The City of Afton will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.

c. Any billing disputes must be raised within 10 days of receipt of billing.

d. Insurance. MSK,LLC shall purchase and maintain, at its own expense, a general liability insurance policy with a coverage limit of $1 million annual aggregate.

e. Independent contractor. Nothing contained in this agreement is intended or should be construed as creating a relationship of employer and employee between MSK.LLC and the City of Afton

***If you would need animal control services please contact Mally's Sunshine Kennels, LLC. for a separate contract and rates in regards to animal pickup in conjunction with the housing services.

**Note: This contract covers both canines[1] and felines and will not provide services for one and not the other due to lack of ordinances. Feline ordinances should be addressed by each municipality.

***This contract will require an annual retainer for services of $900.00., $75.00 per month, These fees can be paid monthly, quarterly or annually at the determination of the municipality.

This agreement is entered into on this _____day **of_2018** by an authorized representative of the City of Aftor

Colleen O'Shaughnessy/Owner

Mally's Sunshine: Kennels, LLC.

_____

Signed on behalf of City of Afton

_____

Printed Name and Title

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Pay Voucher No. 10 from Geislinger and Sons, Inc. for the Downtown Improvement Project

---

Attached is Pay Voucher No. 10 from Geislinger and Sons, Inc. for the Downtown Village Improvement Project in the amount of $127,450.58. This Pay Voucher has been provided to both Washington County and the PFA for reimbursement of portions of these costs. Tom Niedzwiecki, in his monthly report, will provide an explanation of the sources of funding for this payment request.

Council Action Requested:
Motion regarding the payment of Pay Voucher No. 10 from Geislinger and Sons, Inc. for the Downtown Village Improvement Project in the amount of $127,450.58.

178 East 9th Street, Suite 200 | St. Paul, MN 55101 | (651) 286-8450

February 14, 2018

Mr. Ron Moorse
City of Afton
3033 St. Croix Trail South
Afton, MN 55001

Mr. Kevin Peterson
Washington County
14949 62nd Street North
Stillwater, MN 55082

Re: Construction Pay Voucher No. 10
Downtown Village Improvement Project
City of Afton / Washington County
WSB Project No. 1856-52

Dear Mr. Moorse and Mr. Peterson:

Please find enclosed Construction Pay Voucher No. 10 for the above referenced project in the amount of $127,450.58. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Afton and Washington County approve Construction Pay Voucher No. 10 for Geislinger and Sons, Inc.

The amount indicated above reflects work certified to date through January 31, 2018, with a 5% retainage applied. Please include one executed copy of the signed voucher with the payment to Geislinger and Sons, Inc. and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at (651) 286-8453. Thank you.

Sincerely,

WSB & Associates, Inc.

Nick Guilliams, PE
Project Manager

Enclosures

kkp

CITY OF AFTON

3033 Saint Croix Trail
Afton, MN 55001
Project 01856-52 - AFTON - Downtown Village Improvement Project
Pay Voucher No. 10

Contractor: Geislinger and Sons, Inc.
511 Central Avenue South
Watkins, MN 55389

Contract No.
Vendor No. ,
For Period: 1/1/2018 - 1/31/2018
Warrant # _____ Date _____

Contract Amounts	
Original Contract	$12,542,476.71
Contract Changes	$53,089.86
Revised Contract	$12,595,566.57

Work Certified To Date	
Base Bid Items	$10,238,099.95
Backsheet	($1,000.00)
Change Order	$7,007.00
Supplemental Agreement	$0.00
Work Order	$0.00
Material On Hand	$0.00
Total	$10,244,106.95

Funds Encumbered	
Original	$12,542,476.71
Additional	N/A
Total	$12,542,476.71

	Work Certified This Pay Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
01856-52	$134,158.51	$10,244,106.95	$512,205.35	$9,604,451.02	$127,450.58	$9,731,901.60
			Percent Retained: 5.0000%			Percent Complete: 81.3311%
				Amount Paid This Pay Voucher	$127,450.58	

This is to certify that the items of work shown in this certificate of Pay Voucher have been actually furnished for the work comprising the above mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Project Engineer

February 14, 2018
Date

Approved By Geislinger and Sons, Inc.

Contractor

2/8/2018
Date

Approved By

City of Afton

2-15-18
Date

Approved By

Washington County

12-14-18
Date

CITY OF AFTON
3033 Saint Croix Trail
Afton, MN 55001
Project No. 01856-52
Pay Voucher No. 10

01856-52 Payment Summary

No.	From Date	To Date	Work Certified Per Pay Voucher	Amount Retained Per Pay Voucher	Amount Paid Per Pay Voucher
1	03/13/2017	04/30/2017	$1,202,028.58	$60,101.43	$1,141,927.15
2	05/01/2017	05/31/2017	$1,594,172.45	$79,708.62	$1,514,463.83
3	06/01/2017	06/30/2017	$1,481,064.15	$74,053.21	$1,407,010.94
4	07/01/2017	07/31/2017	$896,312.39	$44,815.62	$851,496.77
5	08/01/2017	08/31/2017	$731,355.04	$36,567.75	$694,787.29
6	09/01/2017	09/30/2017	$1,032,908.44	$51,645.42	$981,263.02
7	10/01/2017	10/31/2017	$969,692.31	$48,484.62	$921,207.69
8	11/01/2017	11/30/2017	$1,444,172.22	$72,208.61	$1,371,963.61
9	12/01/2017	12/31/2017	$758,242.86	$37,912.14	$720,330.72
10	01/01/2018	01/31/2018	$134,158.51	$6,707.93	$127,450.58
		Totals:	**$10,244,106.95**	**$512,205.35**	**$9,731,901.60**

01856-52 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
001	1,109,823.58	55,491.18	1,028,962.46	25,369.95	1,054,332.40
002	649,348.90	32,467.45	616,881.45	0.00	616,881.45
003	241,353.97	12,067.70	223,586.27	5,700.00	229,286.27
004	2,310,751.80	115,537.59	2,183,388.23	11,825.98	2,195,214.21
005	1,563,411.53	78,170.58	1,471,573.07	13,667.88	1,485,240.95
006	278,322.53	13,916.13	262,990.71	1,415.69	264,406.40
007	2,141,133.39	107,056.67	1,972,174.42	61,902.30	2,034,076.72
008	902,331.44	45,116.57	856,724.36	490.52	857,214.87
009	369,104.25	18,455.21	350,649.04	0.00	350,649.04
010	234,574.78	11,728.74	215,767.77	7,078.27	222,846.04
011	317,536.83	15,876.84	301,659.99	0.00	301,659.99
012	126,413.95	6,320.70	120,093.25	0.00	120,093.25
Totals:	**$10,244,106.94**	**$512,205.36**	**$9,604,451.00**	**$127,450.59**	**$9,731,901.58**

01856-52 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Pay Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
01	Local	56,563.82	7,442,514.37	7,312,999.47	5,580,955.28
02	State	70,886.78	4,527,903.40	4,604,328.44	3,729,193.08
03	State	0.00	625,148.80	625,148.80	421,753.24
	Totals:	**$127,450.60**	**$12,595,566.57**	**$12,542,476.71**	**$9,731,901.59**

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Appointment of David Husebye to the Natural Resources and Groundwater Committee

---

Attached is an application from David Husebye to serve on the Natural Resources and Groundwater Committee. Mr. Husebye will attend the February 20 Council meeting to provide an opportunity for the Council to meet him and learn more about his interest in serving on the Committee.

Council Action Requested:
Motion regarding the appointment of David Husebye to a three- year term on the Natural Resources and Groundwater Committee expiring on December 31, 2020.

CITY OF AFTON

APPLICATION FOR APPOINTMENT TO A CITY COMMITTEE OR COMMISSION

DATE 1/21/2018

PLEASE CHECK ONE: _x_ New Application __ Reappointment

NAME David Husebye

ADDRESS _5830 Osgood Avenue Court South AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE 651-436-4442 CELL612-802-7357 WORK NA

EMAIL ADDRESS dhusebye@gmail.com

YEARS AS AFTON RESIDENT 15 (moved in 5/2003) WARD 1

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Natural Resources and Groundwater Committee

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

None

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

Science background (chemistry degree)

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

Work towards preservation of water as a long term safe resource for residents of Afton and the surrounding areas

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

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

City of Afton
3033 St. Croix Trail South
PO Box 219
Afton, MN 55001
Or email: **deputyclerk@ci.afton.mn.us** or fax: **(651) 436-1453**

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Volunteer Commission Reappointments

The terms of the following Commission members are expiring on February 15. They have each indicated their interest in serving another three year term on their respective commissions. The Council may at this time reappoint each member to an additional three-year term expiring on February 15, 2021.

Planning Commission
Lucia Wroblewski

Design Review/Heritage Preservation Commission
Kathy Bolton Iverson
Jim Randers

Council Action Requested:
Motion regarding the reappointment of Lucia Wroblewski to a three year term on the Planning Commission expiring on February 15, 2021, and the reappointment of Kathy Bolton Iverson and Jim Randers each to a three year term on the Design Review/Heritage Preservation Commission expiring on February 15, 2021.

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 9, 2018

Re: Position Reclassifications and Pay Adjustments

The Personnel Committee has completed position reclassification processes for the Office Assistant position and the Public Works Supervisor position. This process has involved a job evaluation process and an external salary comparison process.

Job Evaluation and Relative Position Hierarchy

The job evaluation process involves updating job descriptions then using the State Job Match job evaluation system to determine the relative value of the jobs in comparison to the City's other jobs based on knowledge and skill required, level of responsibility, working conditions, etc.

The job evaluation process resulted in a new job value for the Public Works Supervisor position. The Public Works position was previously valued as a Public Works Maintenance and Groundskeeper position. Based on the updated job description, the position was valued as a Public Works Supervisor position. Attached are the pages from the State Job Match System position hierarchy that shows the Public Works Maintenance position at a range of 127 to 139 points and the Public Works Supervisor position with a range of 199 to 252 points.

When the updated job description of the Office Assistant position was compared to the jobs in the State Job Match System, it was found to be most similar to the Office and Administrative Specialist Intermediate, which has 141 points in the State Job Match system. (see page 20 of the State Job Match position hierarchy). Because this is the current value of the Office Assistant position, there is no value change needed.

Job Evaluation Recommendations

Based on the position comparisons using the State Job Match System, the Personnel Committee is recommending the Office Assistant position remain at the point value of 141 and the Public Works Supervisor position be increased to 230 points. This results in the following job value hierarchy:

Office Assistant:	141
City Clerk:	208
Public Works Supervisor:	230
City Administrator:	275

External Salary Comparisons.

The external salary comparison process involved conducting salary surveys for similar positions in similar-sized cities. The salary survey results are attached. The average pay range for the Office Assistant position is $18.95/hr -$22.04/hr. The average pay range for the Public Works Supervisor position is $24.39/hr-$33.00/hr.

Pay Range and Pay Adjustment Recommendations

Based on the results of the job evaluation process and the salary surveys, the Personnel Committee is recommending the following adjustments to the pay ranges and pay rates of the Office Assistant and Public Works Supervisor positions.

Position	Current Pay Range	Recommended Pay Range	Current Pay Rate	Recommended Pay Rate
Office Assistant	$14.22-$17.07/hr	$19.00-$22.00/hr	$17.57/hr	$21.00/hr
P.W. Supervisor	$14.22-$17.07/hr	$25.00-$33.00/hr	$17.01/hr	$26.00/hr

COUNCIL ACTION REQUESTED:

1. **Motion to set the job value of the Public Works Supervisor position at 230 points.**
2. **Motion to set the pay range of the Office Assistant position at $19.00/hr.-$22.00/hr, and to set the pay range of the Public Works Supervisor position at $25.00/hr-$33.00/hr.**
3. **Motion to increase the pay rate of the Office Assistant position to $21.00/hr and to increase the pay rate of the Public Works Supervisor position to $26.00/hr.**

CITY OF AFTON
JOB DESCRIPTION

POSITION TITLE: **OFFICE ASSISTANT** Updated 11-4-2015
STATUS: NON-EXEMPT POSITION
REPORTS TO: CITY ADMINISTRATOR
HOURS: .50 F.T.E (20 hours/week)
OFFICE HOURS: 9:00 A.M. – 2-00 P.M.

SUMMARY:

The Office Assistant is the receptionist for the main office. The primary duties of this position include opening the City Hall, answering the phones and assisting walk-in requests, filing and the preparation of agenda packets for City Council and City Commission meetings.

This position requires the ability to present a positive and helpful impression to the public on the phone and in person; track and prioritize workload; juggle routine tasks with frequent interruptions; and have a good understanding of the need for well documented and accurate record keeping.

ESSENTIAL FUNCTIONS OF THE JOB:

- Open and close office
- Process Gopher One locates
- Maintain revisions to the Afton City website
- Prepare book of all council and commission packets
- Assist Deputy Clerk in bookkeeping duties
- Maintain office files as directed
- Type reports, forms, correspondence, etc. as directed
- Answer telephone, fax and internet inquiries and respond accordingly or direct calls to the appropriate person.
- Pick up and process incoming and outgoing mail.
- Coordinate maintenance of copier, printers, and postage meter; maintain an adequate supply of paper, toner, postage, and other equipment supplies.
- File and maintain paper property data records.
- Issue dog and cat licenses; maintain license list; send list monthly to Animal Control Officer.
- Purchase and order office and general supplies and any other purchases as requested by the City Administrator.
- Monitor and maintain outside bulletin board.
- Assist in preparing agenda packets for the City Council and other City Commissions.
- Prepare the Council Chambers for meetings and keep that room, the shared work area and the coffee service areas clean and orderly.
- Maintain the office and website calendar for meetings in the City Hall.
- Create and update Staff, Council and Commission directories, mailing lists and labels.
- Receive and process reservations for Town Square Park.
- Update and maintain office forms and display case.
- Receive and process payments of cash or checks to the City, under the direction of the Deputy Clerk.
- Reconcile Petty Cash record, under the direction and supervision of the Deputy Clerk.
- Accept and direct Building and Zoning Permits; process and mail under direction of Building Inspector, Deputy Clerk or City Administrator.

- Maintain complete and accurate Accounts Payable files; assist in year-end filing/storage, as directed.
- Copy, mail and keep record of a substantial amount of information on a wide range topics.
- Assist other City Staff with miscellaneous administrative duties as assigned or necessary.

Office Cross-coverage
Record cash receipts; prepare bank deposits
Assist in maintaining official book of minutes and agendas
Receive and process building and zoning permits
Provide notice of regular and special meetings
Distribute monthly city newsletter

Added Duties
201 invoices
Prepare and mail City invoices
Special purchasing (phone system, postage meter, copier)

Clerical/Office Support Services

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Clerk** • **Data Entry Operator** • **Duplicating Eq. Oper.** • **File Clerk** • **Office Assistant** • **Typist** • **Ward Clerk**	Office Specialist	102	94-105	Under immediate supervision, provides repetitive/ standardized, skilled typing and clerical support to office, program and/or administrative staff.
	Office & Admin Spec.	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.
X	Office & Admin Spec. Int	141	141-150	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.
• **Administrative Asst.** • **Customer Service Spec.** • **Data Entry Operator Sr.** • **Receptionist** • **Secretary** • **Word Processing Op.**	Office & Admin Spec.	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.
	Customer Service Spec.	124	113-125	Under immediate supervision, operates a Console or cord-type switchboard to place and receive local and long distance phone calls.
	Office & Admin Spec. Int.	141	141-150	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.

CITY OF AFTON
JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS MAINTENANCE COORDINATOR
STATUS: NON-EXEMPT POSITION
REPORTS TO: CITY ADMINISTRATOR
HOURS: PART-TIME, ON-CALL

Update 6-28-12
(not approved)

POSITION SUMMARY:

Under direct supervision and direction of the City Administrator and City Council, this position is responsible for all operations and maintenance duties of the Public Works Department. Responsibilities include supervision of seasonal and part-time staff, general street maintenance, care and maintenance of all city buildings and parks, upkeep of City equipment, and operation, maintenance and repair of the City flood control system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises seasonal and part-time employees
- Coordinates and performs general maintenance activities related to streets, alleys, sidewalks, parking lots, parks, and City buildings and grounds, including coordinating the work of contracted service providers
- Maintains and operates all City maintenance equipment
- Operates, monitors and maintains the municipal flood control system
- Responds to service requests
- Prepares and administers the Public Works budget, including handling all public works purchasing in accordance with the City's purchasing policy
- Assists in the development of capital improvement plans
- Assists with the elections set up, signage and voting booths at polling place.
- Other tasks as assigned by the City Administrator or City Council.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of the materials, practices, methods, techniques, tools, and equipment used in street repair, equipment repair, and related operations.
- Basic knowledge of plumbing, electrical, and gas systems
- Knowledge and understanding of state and federal workplace safety requirements and procedures
- Knowledge and understanding of City ordinances that pertain to Public Works operations
- Basic knowledge of budgeting and purchasing procedures
- Knowledge of individual septic systems (SSTS)
- Ability to communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials, and staff

- Ability to read and interpret maps and site drawings
- Ability to plan and prioritize work projects to ensure efficient and effective use of resources
- Ability to effectively coordinate and monitor the work of those providing contracted public works services to the City

MINIMUM REQUIREMENTS:

High School Diploma or equivalent.
Two to four years experience in municipal public works or related employment.
Must have a flexible schedule, be able to respond to emergency calls, and be willing to work some evenings and weekends.

PHYSICAL DEMANDS:

Ability to climb stairs and lift, carry and move heavy objects weighing up to 50 pounds.
Ability to work in adverse weather conditions.

Public Works Director Responsibilites:

Major Duties

- Supervise operation, maintenance, repair and security of all city buildings
- Work directly with city engineers to help coordinate and implement infrastructure projects within the city
- Work with vendors on projects to procure the most cost effective solutions. Examples are the Pennington bridge, culvert purchase for 2017 road project, and 30th Street culvert embankment, resulting in thousands of dollars saved over engineering estimates
- Mediate requests (problems) between residents and City Public Works dominion to resolve in a manner acceptable to both
- Recruiting and initial interview of seasonal employees
- Supervising performance of duties by seasonal workers to include: mowing, gardening, cleaning, and minor upkeep of city properties and equipment
- Inventory and purchase supplies for maintenance and repair
- Generate initial public works budget and work with City Administrator to adjust line items to complete budget
- Monitor budget on an ongoing basis to insure line item expenditures are being followed
- Attend and participate in all Public Works meetings to include assisting in establishing agenda
- On-call for all city emergency issues
- Maintain daily contact with Tri-County to ensure contracts for snowplowing, construction projects and emergencies such as downed trees are taken care of expeditiously

Minor Duties

- Provide winter skating rink when weather permits
- Respond to and clean street side refuse
- Assisted to establish and maintain community garden site
- Finished operating 201 Sewer Treatment Project after contracted company terminated services
- Represent the city when requested by City Administrator to attend meetings as Public Works Director
- Volunteer attendance at Park Committee and City Council meetings
- Work as liaison for major events such as Art in the Park, Strawberry Festival and 4th of July

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Transportation Generalist	183	173-187	Under general supervision, performs skilled tasks to maintain and construct all types of highways and may provide lead work to co-workers. Transfer and operate the full range of heavy equipment used by the transportation department; modify and calibrate equipment to meet specialized needs.
X • **Maintenance Supervisor** X • **Highway Maintenance Sup.**	Highway Maintenance Supervisor PES Benchmark Rating	213	199-218	Responsible for supervising and directing general maintenance/public works activities. Participates in maintenance work.
	X Street Maintenance Sup. PES Benchmark	252	149-252	Responsible for supervising the work of one or more small work crews engaged in construction or maintenance operations of a routine nature. Employees of this class are responsible for on-site supervision and for obtaining effective and efficient performance from subordinates in carrying out assigned tasks. Size of crew supervised varies according to area of work assignment. Assignments are received from a superior who makes inspections to evaluate work progress and adequacy and to provide specific direction where required.
	Highway Maintenance Supervisor	301	291-308	Under limited supervision, coordinates road and maintenance activities within a subarea of a Department of Transportation maintenance area; supervises maintenance personnel; performs related work as required.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Laborer** • **Cemetery Worker** • **Groundskeeper** X • **Maintenance Worker** • **Park Worker** • **Public Works Worker**	Laborer, General	121	119-124	Under immediate supervision, performs unskilled routine heavy manual labor to assist in the maintenance and repair of state highways.
X	Groundskeeper	136	127-139	Under immediate supervision, performs lawn, garden and/or road maintenance services for a public facility. Operate hand-held and riding machinery/tools to mow, trim, edge, rake, fertilize, water, sod and seed lawns and athletic fields; prune/fell trees; till gardens; weed plantings, etc. Clear snow and refuse from facility sidewalks, ramps, parking lots and driveways so that users may move safely about the grounds.
	Groundskeeper, Interm.	163	154-166	Under general supervision, performs lawn, garden and/or road maintenance services for a public facility. Train and direct work of less experienced groundskeepers, resident workers and/or student workers in order to insure that facility grounds and roads are safe and aesthetically pleasing at all times by assigning specific responsibilities and tasks to other workers and inspecting their finished work. Operate hand held and ridding machinery/tools to mow, trim, edge, rake, fertilize, water, sod and seed lawns and athletic fields; prune/fell trees, till gardens, weed plantings; etc. Clear snow and refuse from facility sidewalks, ramps, parking lots and driveways so that users may move safely about the grounds.
• **Heavy Equipment Op.** • **Highway Maintenance** • **Public Works Worker**	Transportation Associate	156	150-163	Under immediate supervision, performs semi-skilled tasks to maintain and construct gravel, bituminous and concrete highways. Transfer, operate and transport equipment as certified. Perform routine testing and inspection of construction material.

Administrative Office Staff Position Salary Survey

Lake Elmo	
Administrative Office Assistant/Deputy Clerk	$19.23 - $21.62 per hour
Planning Office Assistant	$20.00 - $22.41 per hour
Scandia	
Office Assistant	$16.75 - $19.34 per hour
Deputy Clerk	$19.82 – $24.78 per hour
Hastings	
Administrative Support	$22.65 - $28.32 per hour
Average with Hastings	$19.69 – $23.29 per hour
* Average without Hastings	$18.95 - $22.04 per hour

Public Works Supervisor Pay Survey

City	Pop.	Title	Monthly Rate	Hourly Rate
Bayport	3,714	P.W. Supervisor	$5328-7,552	$30.73-43.57
Newport	3,534	Assist. P.W. Sup't.	$5,199-6,459	$30.00-37.26
Spring Lake Pk	6,768	P.W. Lead Worker	$4,914-5,458	$28.35-31.49
Medina	6,430	P.W. Foreman	$4997-6,366	$28.82-36.72
New Prague	7081	P.W. Foreman	$4,485-5572	$25.86-32.15
Norwood-Y.A.	3,637	Public Services Lead	$3,608-4,506	$20.81-26.00
Oak Grove	8,439	P.W. Foreman	$4,062-5680	$23.43-32.77
Osseo	2,485	P.W. Sr. Maint. Wkr.	$4,362-5,680	$25.16-32.77
Victoria	9,220	P.W. Lead Worker	$4,101-5,321	$23.66-30.70
Average			**$4,228-5,844**	**$24.39-33.72**

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Cab for Tractor/Snowblower

The Council has authorized the Public Works Supervisor to snow blow the sidewalks along St. Croix Trail. The tractor used for the snowblowing does not have a cab. The experience of snowblowing in subzero weather has demonstrated the need to provide a cab for the tractor. The cost of a cab with a safety glass windshield and windshield wipers and a small heater is $1,368.00. The cost breakdown is as follows:

Hardtop Cab	$959.00
Safety Glass Windshield	$180.00
Windshield Wiper Kit	$180.00
Heater	$49.00
Total	$1368.00

Council Action Requested:
Motion regarding the purchase of a hardtop cab for the snowblower tractor, including a safety glass windshield and windshield wipers and a heater, at a cost of $1,368.

GREEN DEALER
TOLL FREE: 888-473-6357

ILLUSTRATED PARTS CATALOGS

AHW
Authorized John Deere Dealer

Home>JD Turf Equipment Parts>John Deere Equipment Attachments>John Deere Lawn and Garden Tractor Attachments>Model X710>Cabs & Enclosures > Hard Top C Enclosure For X700 Signature Series

Hard Top Cab Enclosure For X700 Signature Series

Part Number: 11950 ★★★★★ 2 Review(s)

★ WRITE A REVIEW

EMAIL A FRIEND

Your Price: $959.00

FREE SHIPPING

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Application for Washington County Community Development Agency (CDA) Predevelopment Finance Fund Grant – **Resolution 2018-12**

The Washington County CDA has developed a grant program to increase the availability of shovel-ready properties in the County as a way to facilitate economic development. The program provides grants, with a 20% local match, to fund environmental studies, engineering studies and reports, and other activities that can assist a property to be prepared for development. The grant could be used to determine the extent of buildable areas and the underlying soils, as well as to conduct storm water feasibility studies, so that a potential business would know what it would take to build a road or a building on a parcel. Chris Eng, Washington County Economic Development Director, has advised the City of a quality business that is looking to relocate in the east I-94 area. The City's I.1.c zone would be a great option, if some preliminary questions regarding the buildability of the land could be answered. This is the purpose of the Predevelopment Finance Fund grants. Mr. Eng has suggested the City apply for a grant of $10,000, with a $2,000 local match.

If the Council is interested in pursuing a grant, the grant application requires an authorizing resolution. The resolution is attached.

Council Action Requested:
Motion regarding the adoption of a resolution authorizing an application for a CDA Predevelopment Finance Fund Grant.

RESOLUTION 2018-12

CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

RESOLUTION AUTHORIZING AN APPLICATION FOR GRANT FUNDING THROUGH THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY PREDEVELOPMENT FINANCE FUND

WHEREAS, the City of has identified a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the proposed project involves the predevelopment engineering work, such as wetland delineation, soil testing, and preliminary drainage analysis necessary to determine the feasibility of the construction of a road and building on a site south of Hudson road and east of Manning Avenue in the I1C zoning district, to facilitate the marketing of the land to a potential new business; and

WHEREAS, the City has established that the property in consideration has been zoned and/or guided for future development accordingly and the proposed project is a high priority of the city; and

WHEREAS, the City supports the proposed project scope of work and hereby supports the application to the Predevelopment Finance Fund; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents.

NOW THEREFORE BE IT RESOLVED that the City of approves the application for funding from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, Ronald J. Moorse, the City Administrator, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 20TH DAY OF FEBRUARY, 2018.

SIGNED:

_____
Richard Bend, Mayor

ATTEST:

_____
Ronald J. Moorse, City Administrator

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

WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND

WORKING DRAFT

POLICY AND GUIDELINES

I. Purpose:

To provide predevelopment grants to cities, townships and local government development authorities located in Washington County. These funds are intended to: 1) increase the availability of shovel ready properties in the county; 2) provide opportunities for our existing businesses to stay and grow here in Washington County; 3) spur new business development and job opportunities in the County; 4) provide opportunities for business diversity; 5) increased commercial and industrial market values within Washington County, and 6) assist with removing blighted properties.

II. Maximum Grant Awards and Matching Requirements:

a. There will be two levels of grant funding. The small pool will include a lower level of funding of grants totaling less than $10,000. The large pool will include grant amounts between $10,000 and $40,000.
b. Grant amounts may not exceed $40,000 per year, per city, and must be a $1 to $1 (CDA funds to local funds) match for grants of $10,000 or more and .20 cents local to every $1 of CDA funds match for grants of less than $10,000.
c. Applicants may use non-public funds as local match. In-kind contributions shall not be considered a match.

III. Eligible Applicants:

Eligible applicants include cities and townships located in Washington County, and/or their duly created economic development organizations or authorities that are enabled under Minnesota Statutes are eligible to apply.

IV. General Program Parameters and Application Requirements:

a. Applicants must consult with CDA Economic Development Director prior to the submission of an application to determine if the proposed request would meet the intent and the criteria of the program.
b. The required application form will be provided upon request; however, a detailed project narrative must accompany the application and must address the following items in order to proceed to scoring:

i. A description of the proposed activities for which the grant funds will be utilized and a description of the expected development including the anticipated types of businesses as a result of the activities.
ii. An analysis of how the proposed activities satisfy the criteria in Section VII, including an analysis of why the property is not likely to develop through the normal private sector development process without the requested CDA funding.
iii. A sources and uses spreadsheet identifying the expenditures/uses anticipated, including the purpose of the requested funds, and identifying all sources of funds to pay for the proposed work, including the matching funds. It must be documented that the matching funds will be used for eligible activities.
iv. A project timeline describing when the requested activities is proposed to occur, the timeline of subsequent activities including, the timeline of anticipated development and the expected type(s) of development.
v. A description of how the development is consistent with policies and strategies of the local community comprehensive and/or other economic development plan.
vi. A description of the benefits to the city and the county, including but not limited to, a description of total anticipated jobs, wages, the amount of new jobs, the level of private investment, the change in commercial and industrial market values, and anticipated indirect economic benefits.
vii. A description of how anticipated development interacts with the local economy, existing businesses and suppliers and the accessibility to local talent), and whether the anticipated development diversifies the economic base of the community.
viii. A description of the level of local commitment to the development of the property, including an explanation of previous or pending public meetings.

c. Submission of a supporting resolution from the governing body of the jurisdiction (template provided below).
d. The Washington County CDA reserves the right to award all or a portion of the funds requested.
e. Applications will be accepted on a continual pipeline basis until all available funds have been exhausted.
f. The general operating costs of an applicant may not be funded through this grant or be used to fulfil matching requirements.
g. Two pools of funds are available:
    i. The "Small Pool" is for grants of less than $10,000 and is awarded by the Washington County CDA Economic Development Director.

1. The application will be reviewed and ranked in the order in which it was received. A minimum of 60 points must be scored in order to be funded from the Small Pool.

ii. The "Large Pool" is for grants ranging from $10,000 to $40,000 and is awarded by the Washington County CDA Board of Directors.

1. The application will be reviewed and ranked in the order in which it was received. Applications for the Large Pool will be processed for the next available Board meeting. A minimum of 60 points must be scored in order to be funded from the Large Pool.
2. Funds already expended on eligible activities within six months of the date of application may be included in the request and approved by the CDA Board.

h. Any CDA funded activities that are included in a MN Statutes Chapter 429 Assessment must be reimbursed to the Washington County CDA.

V. Eligible Activities:

a. The following activities are eligible for funding:

i. Environmental studies (including wetland studies, EAW, EIS and AUAR studies, geotechnical, soil tests and feasibility studies)

ii. Site planning and design (including land use studies)

iii. Appraisals

iv. Survey work

v. Engineering studies including reports, drawings and water, sewer and storm water feasibility studies (these items may be required to be reimbursed through Chapter 429 assessments)

vi. TIF, Tax Abatement Analysis (i.e. TIF Plan) or other financial incentives planning

vii. Transportation or traffic studies

viii. Other predevelopment activities as determined to be acceptable at the discretion of the CDA Board of Directors.

b. It is anticipated that the above eligible activities will be aimed at development or redevelopment of a blighted property, underutilized property, creation or redevelopment of large acreage industrial/business park, and/or difficult to develop or contaminated sites.

VI. Grant Distribution and Close Out:

a. All budgeted grant activities must be drawn from the grantee's program account held by the Washington County CDA Predevelopment Finance Fund. Requests for draws must be fully documented and contracts must be executed and invoices or proof of payment submitted to the CDA prior to release of any funds.

b. At the end of the grant period the grantee must provide a final report to document:
   i. All grant activities have been completed;
   ii. All funds received must have been expended; and
   iii. The proposed study or activity paid for by CDA funds has been achieved.
c. The Washington County CDA reserves the right to terminate the grant agreement if the proposed project is not making adequate progress.

VII. Funding Priorities and Scoring System

a. If the application is complete and demonstrates compliance with the intent and the criteria of the program, applications will be reviewed and ranked in the order in which it was received based on the following competitive criteria:
   i. Increase the Inventory of Commercial and Industrial Shovel Ready/Developable Properties. The application clearly demonstrates that development on the subject parcel(s) is not imminent, and also demonstrates that the request will allow development to occur that may not otherwise occur. [up to 20 Maximum Points]
   ii. Business Retention and Expansion. The application clearly demonstrates that the request could allow for retention and/or expansion of existing business. [up to 10 Maximum Points]
   iii. Opportunity for Business Diversity. The application clearly demonstrates that the request could provide for different types of businesses to be located in the community thereby strengthening the diversity of the existing economy. [up to 10 Maximum Points]
   iv. Removes Blighted Properties. The application clearly demonstrates that the request will aid in removing blighted properties that may be hindering economic investment. [up to 10 Maximum Points]
   v. Economic Benefit. The application clearly demonstrates the potential future impact/benefit on the local economy, as measured through factors including but not limited to growth and/or projected growth in commercial and industrial value, property taxes, and/or the potential for new and/or retained livable wage jobs. [up to 40 Maximum Points]
   vi. Increased Leverage. The applicant provides local matching contributions in excess of the minimum requirements for the large pool grant and small pool request requirements. [up to 10 Maximum Points]
b. Applications must be submitted on the forms provided by the CDA and will be accepted on a pipeline basis beginning March 1, 2018. Applications must be submitted electronically by email to the CDA Economic Development Director.

VIII. Grant Agreement

a. CDA staff will work with the Applicant and enter into a Grant Agreement. This agreement will detail the terms and conditions of the grant and allow for the release of funds to the grant recipient.
b. The grant agreement will require funds to be spent no later than December 31, 2019.
c. The Grant Agreement must be fully executed by both parties no later than December 31, 2018.
d. Waivers and extensions to any provision in the agreement requested by the grantee will be considered on a case by case basis depending on the merits of the request.
e. Grants will be paid on a reimbursement basis. Grantees will be required to submit quarterly/semi-annual progress reports to the CDA when requested.

REQUIRED RESOLUTION PROVISIONS – CITY

WHEREAS, the City of has identified a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the City has established that the property in consideration has been zoned and/or guided for future development accordingly and the proposed project is a high priority of the city; and

WHEREAS, the City supports the proposed project scope of work and hereby supports the application to the Predevelopment Finance Fund; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents.

NOW THEREFORE BE IT RESOLVED that the City of approves the application for funding from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, [insert authorized official's name], the [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Schedule Public Information Meeting Regarding Perflourochemicals (PFC's) and Well Testing Results

---

The Minnesota Department of Health (MDH) and the Minnesota Pollution Control Agency (MPCA) are in the process of doing well testing to determine the boundary of the area where PFC's exceed the established safe threshold level for drinking water in northern Afton. The well testing is raising questions and concerns among Afton residents regarding the safety of their drinking water and the health effects of PFC's. Representatives of the MDH and MPCA are interested in participating in a public information meeting to provide information to Afton residents regarding the questions and concerns being raised. The representatives are available in late March, and have requested that the City provide possible dates for the public information meeting. The meeting could be held at the St. Peter Lutheran Church, because it is located in the area where the testing is being done.

Council Action Requested:
Motion regarding identifying possible dates in late March for a public information meeting regarding PFC's and well testing.

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Schedule Council Work Session

A Council work session has been scheduled for Wednesday, February 28 at 5;00 p.m. The agenda for the meeting includes the following items:

A. South Washington Watershed District Update Report by Matt Moore
B. Pennington Avenue sewer connection options
C. The use of the City's revolving loan fund to encourage commercial/industrial development
D. The process for property owners to appeal the number of Equivalent Residential Units (ERU's) that were assigned to their property as part of the sanitary sewer project
E. The option of contracting with Washington County for election administration
F. Goal Setting for 2018
G. Closed Session Regarding the Afton Marina Assessment Appeal

Council Action Requested:Agenda Items
Motion confirming the date and agenda items for a Council work session on Wednesday, February 28.

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

Meeting Date Feb. 20, 2018

Council Action Memo

To: Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: February 14, 2018

Re: Schedule Special Meeting with a Closed Session Regarding the Afton Marina Assessment Appeal

---

Staff would like to schedule a Special Council meeting for a closed session to discuss the Afton Marina Assessment Appeal immediately following the work session scheduled for February 28.

Council Action Requested
Motion regarding scheduling a Special Council meeting for a closed session to discuss the Afton Marina Assessment Appeal on February 28 at 6:30 p.m., following the work session scheduled for 5:00 p.m.