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

APPROVED City Council Regular Meeting Minutes
February 21, 2017
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

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

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

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

ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Diane Hankee, Maureen Acosta, Matt Moore (South Washington Watershed District), Doug Green (Springsted Incorporated), Todd Hubmer (WSB), City Treasurer Tom Niedzwiecki, City Administrator Ron Moorse.

4. **APPROVAL OF AGENDA** –

A. Approval of the Agenda for the Regular City Council Meeting of February 21, 2017 –

Mayor Bend asked that the Plans and Specifications for the 2017 Pavement Management Project in the Supplemental Packet be added to agenda as Item 9B7.

Motion/Second: Palmquist/Ross. To Approve the Agenda of the February 21, 2017 Regular City Council Meeting as Amended. Motion carried 4-0-0.

5. **APPROVAL OF MINUTES** -

A. Minutes of the January 12, 2017 Special City Council Meeting

Motion/Second: Bend/Ross. To Approve the Minutes of the January 12, 2017 Special City Council Meeting as Presented. Motion carried 3-0-1. (Abstain: Richter, due to absence)

B. Minutes of the January 17, 2017 Regular City Council Meeting

Council Member Palmquist brought up line 192 – *no problem* statement. Correction to indicate Council Member Ross had no problem with increase since it was consistent.

Motion/Second: Palmquist/Ross. To Approve the Minutes of the January 17, 2017 Regular City Council Meeting with correction. Motion carried 4-0-0.

6. **PUBLIC INPUT** – None

7. **REPORTS/PRESENTATIONS** -

A. Sheriff's Monthly Report –

Deputy Tanner Van Someren reported one recent break-in with candy and pop missing; house was occupied by 3 individuals, but each thought it was another family member; back door unlocked and broken flower pot outside. ICR Report will be provided in next month's packet along with citations issued.

B. Bartlett (Bake) Baker, Applicant for Natural Resources and Groundwater Committee –

Administrator Moorse indicated this was an opportunity for the Council to meet Mr. Baker; however, he was absent.

C. Maureen Acosta, Applicant for Grants Committee

52 Maureen Acosta was present and introduced to Council. Council Member Ross indicated he is happy to
53 help where needed – specifically identifying grants that would impact the Afton Historical Museum. Mayor
54 Bend thanked Acosta for her offer to volunteer - information regarding grants will be forwarded to her.

55 **D. Matt Moore, South Washington Watershed District Report**

56 Matt Moore, Administrator of South Washington Watershed District, reported on updated 10 year plan
57 completed in 2016 and plans for this year: final design of phase 3 and 4 overflow project at Regional Park
58 in Cottage Grove, Grey Cloud Crossing restoration work connecting main channel to side channel, Trout
59 Brook Project that includes restoration of ravines to improve water quality and reduce phosphorus, manage
60 vegetation at Joe Bush and Amaris Homes construction projects and maintain watershed assessment; will
61 continue to work and communicate with City Staff.

62 **E. Tom Niedzwiecki, Budget Report**

63 City Accountant Niedzwiecki reported final financials, including a \$265K positive variance in the General
64 Fund Budget– mostly due to expense reduction in the area of snow/ice in 2016, deferring of some street
65 maintenance, and much better than projected building permit revenue; after Council decision on the
66 allocation of the General Fund surplus, the City Accountant will be able to finalize the financial report and
67 submit for audit.

68 **F. Lower St. Croix Fire District Report**

69 Mayor Bend provided a brief synopsis of the last meeting of the Lower St. Croix Valley Fire District Board
70 where discussion was held whether the Board should make determination regarding new fire chief; Mayor
71 Bend’s review of Bylaws indicate the only role of the Fire District Board is to either approve or disapprove
72 recommendation from the department; Board has no opportunity to reopen the JPA as it is inter-city
73 agreement or any legal obligation to require a public posting. After additional discussion, and because
74 Mayor Bend will be out of town for the Finance Committee meeting [Tuesday, February 27], the Council
75 agreed that, if Council Member Nelson, who is Afton’s Fire District representative is unable to attend,
76 Council Member Richter will attend as Afton’s representative.

77
78 **8. CONSENT AGENDA –**

79 **Motion/Second: Palmquist/Richter. To approve the Consent Agenda as presented. Motion passed 3-**
80 **0-1 (Abstain: Ross conflict of interest regarding Museum).**

81 **A. Just and Correct Claims**

82 **B. 4M Fund Transfer – none**

83 **C. Afton Historical Museum Application for Temporary Liquor Licenses for 2017 Community Events and**
84 **Request to Waive Fees**

85
86 **9. CITY COUNCIL BUSINESS -**

87 **A. Planning Commission Report – February 2017 Meeting Canceled due to lack of quorum, so no report.**

88 **B. Engineering Report –**

89 **1. 2016 Bridge Inspection Report**

90 City Engineer Hankee referred to 2016 Bridge Inspection Report – one bridge on Trading Post Trail (8167),
91 and the other on Valley Creek Trail (L8170) over a Valley Creek tributary and rated 31.6 [failing bridge]
92 and included in City’s Capital Improvement Plan; at the Public Works meeting held the morning of
93 February 21, 2017, preliminary options were discussed for bridge repair including (1) working with the
94 Valley Branch Watershed District to reduce the required bridge width which would result in its
95 reclassification as a culvert, (2) possible State funding available, or (3) other funding sources.

96 **2. 2017 Pavement Management Project**

97 Administrator Moorse introduced scope of work to clarify estimated cost and funding of Project; the Public
98 Works Committee recommends scope include 10.47 miles of reclamation and 2.37 miles of mill/overlays,
99 and all miles of reclamation and 1.3 miles of mill/overlay be included in a base bid and 1.07 miles of
100 mill/overlay for Oakgreen Circle be included as alternate; cost estimate of base bid \$3,296,300 – cost of
101 mill/overlay for Oakgreen Circle at \$214,000, for total \$3,510,300; Council Member Ross prepared
102 spreadsheet showing with bond issue of \$3.5 million and cash infusion of \$200,000, project with a cost of
103 \$3,726,000 could be funded in 2017. Discussion continued on reducing cost of reclamation, addressing

104 drainage issues, and adjusting the scope to accomplish an accelerated schedule to go out for bids; if bids
105 come in lower than expected, they may be able to add alternatives.

106 **Motion/Second: Bend/Richter. To adopt Resolution 2017-16, a Resolution Approving Plans and**
107 **Specifications and Authorizing Advertisement for Bids for the 2017 Pavement Management Project.**

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

109 **Motion/Second: Richter/Ross. To approve the revised proposal for plans, specifications, and**
110 **advertisement for bids in the amount of \$100,000 by WSB and Associates, Inc., and the proposal for**
111 **construction inspection and related services of \$47,103 by WSB and Associates, Inc. as related to the**
112 **2017 Pavement Management Project. Motion passed 4-0-0.**

113 3. St. Croix Trail Agreement with Washington County

114 a. Cost Reimbursement Agreement with the LSCVCF - Administrator Moorse explained agreements related
115 to the reconstruction of the Recreational Trail along St. Croix Trail wherein Washington County will be
116 responsible for all construction but will only fund portions of the improvement within the County's right-of-
117 way; the only portion not within right-of-way is the segment that includes the pedestrian bridge
118 improvements with an estimated cost of \$53,709.45. City Attorney Knaak has reviewed the documents and
119 finds they do not create any liability for the City.

120 **Motion/Second: Palmquist/Richter. To approve the cost agreement with Washington County**
121 **regarding the payment of the City's share of St. Croix Trail reconstruction project estimate at**
122 **\$53,709.45. Motion passed 4-0-0.**

123 **Motion/Second: Palmquist/Richter. To approve the cost reimbursement agreement with the Lower**
124 **St. Croix Valley Community Foundation (LSCVCF) regarding the payment of the City's share of St.**
125 **Croix Trail reconstruction project estimated at \$53,709.45. Motion passed 4-0-0.**

126 4. Engineering Fees for the 2017 Street Improvements Project – covered previously

127 5. 30th Street Culvert

128 City Administrator Moorse brought attention to the large culvert on 30th Street west of Nybeck that has
129 experienced erosion/deterioration of the guardrail so it is no longer anchored; Tri County, the City's street
130 maintenance contractor, originally proposed an option that would retain the current culvert and provide a new
131 concrete foundation for a new guardrail; however, the City Engineer's bridge/culvert inspector advised the
132 proposed concrete foundation would not be structurally sound and could fail. Additional possibilities were
133 discussed as well as funding. An alternative would involve leaving in place the sections of culvert that are in
134 good condition and installing a new section of culvert that extends substantially beyond the current culvert to
135 enable a new guardrail to be installed. The cost of this solution would be approximately \$24,500 for materials
136 and \$28,000 for labor and restoration. The surface work (curb and gutter, black top and guard rail) would be
137 proposed to be included in the 2017 Pavement Management Project.

138
139 **Motion/Second: Palmquist/Richter. To authorize staff to obtain price quotes for culvert**
140 **replacements related to the 2017 Street Improvements Project to enable culvert work completion**
141 **prior to the road construction work. Motion passed 4-0-0.**

142 6. 2017 Fee Schedule for Engineering Services

143 A work session will be scheduled with WSB, Inc. regarding the proposed 2017 rate schedule for engineering
144 services that reflects an overall increase of 3%.

145 7. Plans and Specifications for 2017 Pavement Management Project – discussed 9B2 above

146
147 C. **Administration** –

148
149 **1. Sale of General Obligation Temporary Improvement Bonds Series 2017A – Resolution 2017-13**

150 Doug Green, Springsted Incorporated, facilitated a bond sale to refinance the General Obligation Temporary
151 Improvement Bonds, Series 2015A, that are providing interim financing for the Downtown Village
152 Improvement Projects; low bid was from United Missouri Bank; interest rate of 1.4%, interest will be
153 \$30,000 annually, callable in eighteen months (October 18, 2018).

154 **Motion/Second: Richter/Palmquist. To adopt Resolution 2017-16, a Resolution Providing for the**
155 **Issuance and Sale of \$2,000,000 of General Obligation Temporary Improvement Bonds, Series 2017A,**
156 **and Pledging for the Security Thereof Special Assessments and Levying a Tax for the Payment**
157 **Thereof to United Missouri Bank N.A. ROLL CALL: All Ayes. Resolution adopted 4-0-0.**
158

159 **2. Finalize the Amount of the Bond Issue for the 2017 Street Improvements Project**

160 At the December 2016 City Council meeting, staff was authorized to move forward with the process for a
161 \$3M General Obligation Abatement Bond issue to finance the 2017 Street Improvements Project; in
162 January, Council Member Nelson suggested increasing the bond issue to \$3.5M; Council Member Ross
163 prepared a spreadsheet showing a \$3.5M bond issue funded with same tax levy as the \$3M bond issue;

164 **Motion/Second: Palmquist/Ross. To approve a \$3.5M Bond Issue to finance the 2017 Street**
165 **Improvements Project. Motion passed 4-0-0.**
166

167 **3. Annual Appointments Revised – Resolution 2017-14**

168 At the January 12, 2017 Special Council meeting, the Council adopted a resolution making annual
169 appointments for 2017 – however, did not include appointment to Branding Committee or the appointment
170 of alternates for the Planning Commission liaison or the Heritage Preservation Commission Liaison.

171 **Motion/Second: Palmquist/Ross. To adopt Resolution 2017-14, a Resolution Establishing the 2017**
172 **City of Afton Annual Appointments Revised. ROLL CALL: All Ayes. Resolution adopted 4-0-0.**
173

174 **4. Volunteer Commission Reappointments**

175 Terms of three members of the Planning Commission and two members of the Heritage Preservation
176 Commission are expiring in February; members are eligible to be reappointed to additional three-year terms
177 expiring in February 2020, and all are interested in serving an additional term.

178 **Motion/Second: Palmquist/Ross. To reappoint Planning Commission Members Sally Doherty, Scott**
179 **Patten, and Kris Kopitzke, and Heritage Preservation Commission members Jim Randers and Kathy**
180 **Bolton-Iverson each to an additional three year term expiring on February 15, 2020. Motion passed**
181 **4-0-0.**
182

183 **5. Appointment of Bartlett (Bake) Baker to the Natural Resources and Groundwater Committee**

184 Bartlett (Bake) Baker applied for appointment to the vacant position on the Natural Resources and Ground
185 water Committee (NRGC) – vacant term is an unexpired term that expires on 12/31/17.

186 **Motion/Second: Bend/Ross. To approve the appointment of Bartlett (Bake) Baker to an unexpired**
187 **term on the Natural Resources and Groundwater Committee that will expire on December 31, 2017.**
188 **Motion passed 4-0-0.**
189

190 **6. Appointment of Maureen Acosta to the Grants Committee**

191 Maureen Acosta has applied for appointment to a three year term on the newly created Grants Committee
192 expiring on February 28, 2020.

193 **Motion/Second: Bend/Ross. To approve the appointment of Maureen Acosta to a three year term on**
194 **the Grants Committee expiring on February 28, 2020. Motion passed 4-0-0.**
195

196 **7. Pay Adjustment for Office Assistant Interim Assignment**

197 Effective 1/09/17, Deb Meade, Office Assistant, was assigned to take on the duties of the City Clerk
198 position in the interim period during the vacancy in the City Clerk position; because these duties are beyond
199 the classification and pay level of the Office Assistant position, it was recommended the pay rate of Deb
200 Meade be increased to \$17.14/hour for all hours worked during the interim assignment.

201 **Motion/Second: Palmquist/Richter. To adjust the pay rate of Deb Meade, City of Afton Office**
202 **Assistant, to \$17.14/hour during her interim assignment to take on the duties of the City Clerk**
203 **position, effective January 9, 2017. Motion passed 4-0-0.**
204

205 **8. Valley Access Cable Contract**

206 The agreement with Central Valley Cable Commission for local access programming services was discussed
207 and it was agreed that prior to making a decision regarding the elimination of local access services,
208 including the local access channels, there should be a test period during which the local access channels
209 would be turned off and the cities would have an opportunity to see if they receive feedback from residents
210 regarding the loss of the access channels.

211 **Motion/Second: Palmquist/Ross. To approve a test period of Central Valley Cable Commission for**
212 **local access programming services, continuing payment at the current rate during the testing period.**
213 **Motion passed 4-0-0.**

214
215 **9. Replacement of I.T. Consultant**

216 In December 2016, Presenter notified the City that they would no longer be providing I.T. services and
217 provided two firms, CIT and StarTech, who may meet the City's needs; based on information received from
218 each regarding cost and service, staff recommended StarTech as the City's IT services provider.

219 **Motion/Second: Palmquist/Ross. To approve a one-year contract with StarTech Computing, Inc. for**
220 **City I.T. services. Motion passed 4-0-0.**

221
222 **10. Audio/Visual Improvements for Council Chambers**

223 The City Council had discussed upgrading the audio capabilities of the Council Chambers by providing
224 microphones and replacing the current projector with a large screen TV; Council member Ross obtained a
225 pricing for audio and video equipment upgrades, including a new camera, with total cost is \$16,192.90.
226 Moore indicated the cost could be funded partially by using \$4,394 of interest earnings in Special Activities
227 Fund and partially by using a portion of the 2016 General Fund Surplus transferring to the City Hall
228 Improvements account in Building and Land Capital Fund. Council member Richter expressed concern
229 regarding the large cost and whether all of the proposed upgrades are needed, particularly the video
230 equipment.

231
232 **Motion/Second: Bend/Richter. To approve the purchase of microphones and related audio**
233 **equipment for Council Chambers, as well as replacement of the current projector with either an**
234 **upgraded projector or a large screen TV, based on the costs reflected in the proposal. Motion passed**
235 **4-0-0.**

236
237 **11. Policy to Clarify the Roles of Council Members on the City's Volunteer Committees**

238 At the January 12, 2017 Special City Council meeting, Mayor Bend suggested the need for a policy to
239 clarify the roles of City Council members on volunteer commissions and committees; currently there are
240 three types of roles: (1) liaison, (2) member, and (3) member role w/leadership role on committee.

241 **Motion/Second: Palmquist/Bend. To establish a policy to clarify that the role of Council members on**
242 **City Committees and Commissions whose members are all or most non-Council members should be a**
243 **liaison role in which the Council member can serve as a resource and respond to questions from the**
244 **commission members but does not have voting rights or serve as chair. Motion passed 4-0-0.**

245
246 **12. Schedule Joint Work Session with the Planning Commission**

247 City Code calls for the Planning Commission to meet with the City Council on an annual basis to develop an
248 annual work plan with list of projects, points of interaction on projects, programs, and goals for the year.

249 **Motion/Second: Bend/Ross. To schedule a joint meeting with the Planning Commission to discuss**
250 **work planning for 2017 for Monday, March 6, at 7:00 p.m. Motion passed 4-0-0.**

251
252 **13. Schedule Council Work Session**

253 Council indicated availability to meet in a Work Session at 1:30 p.m. on Monday, March 6, to discuss
254 funding and timing of the Downtown Village Improvements Project and to have discussion regarding goal
255 setting for 2017.

256 **Motion/Second: Richter/Palmquist. To schedule a City Council Work Session for Monday, March 6,**
257 **at 1:30 p.m. to discuss the Downtown Village Improvements Project and to begin the goal setting**
258 **process for 2017. Motion passed 4-0-0.**
259

260 **14. Schedule Special Council meeting to interview candidates for the City Clerk position**

261 Moorse indicated the Personnel Committee has completed interviews of City Clerk candidates and has
262 selected three candidates for interviews with the full City Council. The Council discussed the work of the
263 Personnel Committee, and agreed that it was not necessary for the full Council to interview the candidates.
264 Council member Richter indicated he would like to review the top candidates with Administrator Moorse.

265 **Motion/Second: Palmquist/Richter. To authorize the City Administrator to move forward with the**
266 **hiring of the Personnel Committee's top candidate for the City Clerk position, after discussions with**
267 **those Council members who want to review the applications of the top three candidates. Motion**
268 **passed 4-0-0.**
269

270 **15. Schedule Public Hearing Regarding Planned Improvement Project for Highway 95/Manning**
271 **Avenue South of County Road 18**

272 MnDOT is planning construction on Highway 95/Manning Avenue between County Road 18/Bailey Road
273 and 70th Street in 2018, and between 70th Street and Highway 61 in 2019; work will include widening
274 shoulders, adding turn lanes, resurfacing roadway and updating drainage; an Open House is planned for
275 Thursday, March 2, at the community room in the new Jerry's Foods in Woodbury; the municipal consent
276 process involves the Council holding a public hearing to obtain public input and action by the Council to
277 schedule the public hearing with a 30 day published notice. Administrator Moorse recommended the
278 hearing be held at the April 18, 2017 City Council meeting.

279 **Motion/Second: Bend/Richter. To schedule a Public Hearing for Tuesday, April 18, at 7:00 p.m.**
280 **regarding Mn/DOT's planned improvement project on Highway 95/Manning Avenue south of County**
281 **Road 18. Motion passed 4-0-0.**
282

283 **16. Schedule Joint Work Session with the Natural Resources and Groundwater Committee**

284 The description and operational outline of the Natural Resources and Groundwater Committee (NRGC)
285 indicates the committee will meet with the City Council in March yearly to develop an annual work plan
286 that includes a list of projects, points of interaction on projects, programs, and goals for the year.

287 **Motion/Second: Richter/Palmquist. To Schedule a Joint Work Session with the Natural Resources**
288 **and Groundwater Committee to discuss work planning for 2017 on Tuesday, April 4, 2017, at 5:00**
289 **p.m. Motion passed 4-0-0.**
290

291 **17. 2016 General Fund Surplus – Transfers – Resolution 2017-15**

292 Moorse indicated the Year End Financial Reports for 2016 include a General Fund surplus of \$265,895.

293 **Motion/Second: Richter/Bend. To adopt Resolution 2017-15, a Resolution Approving a Year End Transfer**
294 **from the General Fund Operating Surplus as follows: \$50K to Special Reserve Fund, \$25K to Land and**
295 **Buildings Capital Fund for a joint project with Washington County Sheriff's Deputies who serve Afton and**
296 **the Lower St. Croix Valley area, and the remaining funds of \$190K to Streets Improvement. After**
297 **discussion, Mayor Bend called the question. ROLL CALL: Ayes: Richter and Bend. Nays: Ross and**
298 **Palmquist. Resolution failed 2-2-0.**

299 Palmquist moved that the surplus be used as follows: \$5,000 for Council Chambers Microphones, \$25,000
300 to the Land and Buildings Capital Fund, \$15,000 for the trail behind City Hall and the remainder to the
301 Street Improvements Capital Fund. There was no second.

302 **Motion/Second. Bend/Richter. To adopt Resolution 2017-15, a Resolution Approving a Year End**
303 **Transfer from the General Fund Operating Surplus as follows: \$10K to Special Reserve Fund, \$25K**
304 **to Land and Buildings Capital Fund, and the remaining \$230K to the Street Improvements Capital**
305 **Fund. ROLL CALL: 3Ayes, 1 Nay (Palmquist). Resolution adopted 3-1-0.**
306

307 **D. Committee Reports**

- 308 1. Public Works – No additional Report.
- 309 2. Personnel – No additional Report.
- 310 3. Parks – Council Member Ross recently appointed liaison but hasn't attended a meeting yet.
- 311 4. Heritage Preservation Commission / Design Review – Mayor Bend reported they are working on
- 312 placards for historic structures; have couple of designs and looking at funding; discussion about placing
- 313 a historic marker next to Bissell Mounds and something similar at effigy site in the Old Village; and
- 314 review of proposed new buildings and additions in Old Village.
- 315 5. Natural Resources and Groundwater – Council Member Palmquist reported they are working on a
- 316 checklist for the review of future PLCDs.

317
318 **10. COUNCIL, CONSULTANT, AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 319 A. Ward 1 Council Member Palmquist – Attended Conference Meeting/will update at a later time.
- 320 B. Ward 2 Council Member Richter – Attended Emergency Management Meeting and briefing with
- 321 Mayor Bend

322 *[Time Stamp 3:59:50 / videotaping ended at this time]*

- 323
- 324
- 325 C. Ward 3 Council Member Ross –
- 326 D. Ward 4 Council Member Nelson – Absent
- 327 E. Mayor Bend –
- 328 F. City Attorney Knaak – Monthly Prosecution Report in Meeting Packet
- 329 G. City Administrator Moore –

330
331 **11. ADJOURN –**

332
333 **Motion/Second: Bend/Ross. To adjourn the meeting at 11:00 p.m. Motion carried 4-0-0.**

334
335 Respectfully submitted by:

336
337
338 _____
339 Ronald J. Moore, City Administrator

340
341
342 **Approved by Council (on March 21, 2017) as (check one): Presented: _____ Amended: X**

343
344
345 **Mayor Richard Bend** _____ **Date** _____