



## **CITY COUNCIL WORK SESSION MEETING AGENDA**

**AFTON CITY COUNCIL CHAMBERS  
3033 St. Croix Trail South  
Monday, March 6, 2017  
At 1:30 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – March 6, 2017 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
  - A. Downtown Village Improvements Project**
  - B. Goal Setting for 2017**
- 5. ADJOURN**

**A quorum of the City Council or Other Commissions may be present to receive information at this meeting**

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

# Meeting Date March 6, 2017

## Council Memo

To: Honorable Mayor Bend and Members of the City Council  
From: Ron Moorese, City Administrator  
Date: March 2, 2017  
Re: Downtown Village Improvements Project

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With the 106 process moving to a conclusion, there are a number of items related to the Downtown Village Improvements Project about which staff needs direction from the Council. The main item is related to funding and construction timing. Another is the request from the Lumberyard Pub to provide parking on St. Croix Trail in front of the Pub. A third is finalizing the assessment roll and scheduling an assessment hearing

### Funding and Timing

The City currently has funding in place from both the Public Facilities Authority (PFA) and the Department of Natural Resources (DNR) to enable the bulk of the Downtown Improvements Project to be constructed. This includes the following project elements

- Reconstruction of St. Croix Trail, including the installation of sanitary sewer and storm sewer lines
- Construction of the wastewater treatment system
- Construction of the sanitary sewer lift station and the sanitary sewer forcemain
- Construction of the stormwater ponds
- Construction of a portion of the sanitary sewer collection system

Additional funding from both the PFA and the DNR for the remainder of the project is currently in the bonding bill that is moving through the legislature. While discussions with the City's legislative representatives and with the legislative leadership have indicated a high probability of passage of the bonding bill with the necessary PFA and DNR funding, the bill will probably not be acted upon until the end of the legislative session in May.

It is important that construction begin on the project, particularly the reconstruction of St. Croix Trail and the wastewater treatment system, as soon as possible, due to easements related to the St. Croix Trail reconstruction expiring on December 31, 2017, and due to the need to have the wastewater treatment system in operation prior to constructing portions of the project that require properties to be connected to the sanitary sewer system.

Todd Hubmer, of WSB, will present cost and funding information at the work session showing the funding available to begin construction in April, and options for delaying less timing-sensitive elements of the project if the bonding bill was not to be passed.

### Parking at the Lumberyard Pub

When the plans for the reconstruction of St. Croix Trail were initially developed, the owner of the property where the Lumberyard Pub is now located indicated there was not a need for parking on St. Croix Trail at that location. However, the Lumberyard Pub has now requested that parking be provided in front of the Pub. Washington County is supportive of the change, subject to the City's approval. The change would require the location of the existing retaining wall to be moved several feet to the east. The Lumberyard Pub and the property owner are agreeable to that change.

### Scheduling of an Assessment Hearing

As part of the funding agreement with the PFA, the City needs to show that an assessment hearing has been held and any appeals have been resolved or can be accommodated by other funding sources. If an assessment hearing has not been held, the City needs to make a commitment to providing funding through other options if the assessments are successfully appealed. In order to move forward with an assessment hearing, the Council needs to approve a final assessment roll and schedule an assessment hearing. These could be done at the March 21 Council meeting.

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### Council Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
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Re: Goal Setting for 2017

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Attached is the list of goals set for 2016, with completed goals shown in bold. A number of the incomplete goals from 2016 are about to be accomplished, including the completion of the 106 process, the completion of the High Speed internet upgrade/expansion project, and the integration of Minimum Impact Design Standards (MIDS) into the Zoning Code.

Looking into 2017, two substantial areas of focus will be the Downtown Village Improvements Project and the update of the Comprehensive Plan. In addition, moving forward to improve workload management through the implementation of Laserfiche will be a priority in 2017. The Council's goal setting process could include review and prioritization of the goals that were not completed in 2016, along with adding new goals for 2017.

## Goals for 2016

(Completed Goals are shown in bold)

### Downtown Improvement Projects

- Facilitate the completion of the Section 106 process in an effective and timely manner
  - **Complete the Phase II investigation and final report by May 1**
  - **Present results of the Phase II investigation in a consultation meeting with Tribal governments** to obtain their sign-off on the project and the 106 process in mid-May
  - Coordinate with the MPCA to have its documentation of findings and final determination regarding the 106 process complete within two weeks of the tribal sign-off
- **Work with the City's consultants and the MPCA to prepare a timeline for completion of the Section 106 process that convinces the County to authorize the advertisement for bids by May 1**
- **Provide all information, coordination and communication necessary to obtain the Public Facilities Authority certification of the Wastewater Collection and Treatment System by June 30, 2016**
- **Coordinate the information and efforts of the consultant engineers, the financial consultant and the City Accountant to update the detailed funding plan for the downtown improvement projects, based on the bids received, prior to finalizing the special assessments for the projects**
- **Based on a projected construction date, determine the most effective staging plan for construction**
- Finalize the special assessments for the downtown improvement projects, schedule an assessment hearing, provide individual property notices for the assessment hearing and hold the assessment hearing
- Work with the City Attorney to complete the eminent domain process for the acquisition of the remaining required easements in a way that results in acquisition costs at or near the City's final offers
- **Advertise for bids for the remainder of the downtown improvement projects**
- **Award the bid for the Wastewater Treatment System**
- **Award the bid for the remainder of the downtown improvement projects**
- Manage construction of the downtown improvement projects in 2016 in a way that minimizes impacts to businesses and residents and ensures the project costs remain within the budgeted amount
- Conduct a Request for Proposals and select a firm to operate and maintain the Wastewater Collection and Treatment System

### Groundwater Management:

- Ensure effective involvement with local and regional groundwater organizations to ensure Afton's interests regarding the protection of groundwater are represented and protected.
  - Washington County Groundwater Consortium
  - Washington County Municipal Water Coalition
  - DNR
  - Met Council

## Land Use Planning

### Zoning Code

- Develop a clear policy regarding impervious coverage flexibility across zoning districts and uses.
- Finalize an ordinance amendment regarding the size of accessory buildings 20 acres or larger, including addressing facilities for uses allowed with a conditional use permit, i.e. private and commercial riding stables
- Integrate Minimal Impact Design Standards (MIDS) into the City's land use/ surface water management ordinances as appropriate
- Complete the recodification of Chapter 12 of the City Code

### Comprehensive Plan Update

- **Begin to identify key issues and policies to address and review through the Comprehensive Plan update process**
- Begin the process of identifying a consultant to assist with the upcoming Comprehensive Plan update

### Natural Resources Inventory:

- Update the City's Natural Resources Inventory to ensure it is practical and useful for planning activities related to land use and the protection of natural resources.

### **High Speed Internet Access:**

- Expand high speed internet access community-wide

### **Gateway Corridor:**

- Effectively impact decisions regarding the location of the easternmost park and ride facility and the design of the easternmost transit station.

### **Administrative:**

- **Prepare a plan and proposal for tracking software that can be used to track a broad range of activities**
- **Prepare a plan and proposal for the use of paperless office/document management technology**
- **Complete the process for the adoption of the 2012 Park Plan**
- **Designate Mt. Hope Cemetery Road as a minimum maintenance road**
- Develop a multi-year maintenance/improvement plan for the City facilities